Guilford High School challenges students to be lifelong learners who aspire to academic excellence, cultural awareness, and social responsibility in an environment that is safe and respectful.

Our community nurtures students' creative and critical thinking skills while developing their personal, intellectual, and physical capabilities.

Students are encouraged to be internationally-minded as they blend their curiosity, effort, and integrity with creativity, collaboration, and compassion. In doing so, students can reach their highest potential for success and become active, civic-minded citizens.
## 2019-2020 GHS Schedule

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>START</th>
<th>END</th>
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### Lunch Waves

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<td>Lunch 11:49-12:14</td>
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</tbody>
</table>

### TENTATIVE DATES FOR QUARTER ENDINGS AND POWERSCHOOL UPDATES

**Quarter One**
- 11/01: End of Quarter One
- 11/12: Grades due
- 11/19: Report cards distributed

**Quarter Two**
- 01/27: End of Quarter Two
- January 28, 29, 30, 31 – Mid Year Exams
- 02/04: Senior failures due
- 02/07: Grades due
- 02/13: Report cards distributed

**Quarter Three**
- 04/01: End of Quarter Three
- 04/08: Grades due
- 04/23: Report cards distributed

**Quarter Four**
- 06/05: End of Quarter Four
- June 8, 9, 10, 11 - Final Exams
- 06/11: Grades due
- 06/12: Exam make-up / Graduation

*All teachers are expected to update PowerSchool every two weeks. Updates should be completed in a timely fashion so to promote communication with families and provide adequate opportunity for improvement where needed. It is recommended that teachers provide information on Back-To-School Night (Thursday, October 3, 2019) explaining their grading policy and approximate PowerSchool updates.*
August 2019

Dear Parents/Guardians:

As you are aware, school districts are required to provide parents/guardians with annual notification of particular Board of Education policies and regulations pertaining to students. In a continued effort to consolidate our school handbooks, cut back on printing costs, and make more information available online to our families, the District Student Policy Handbook will only be available online at [www.guilfordschools.org](http://www.guilfordschools.org) under the Parents and Students tab.

A link to the Handbook will also be provided from each of our school web sites. If you do not have access to the Internet and need a printed copy of the Handbook, please contact the main office of your child’s school. A copy will be provided for you. In addition to the District Student Policy Handbook being available online, the entire Board of Education Policy Manual is also posted on our district web site at [www.guilfordschools.org](http://www.guilfordschools.org) under the Board of Education tab.

Through this letter you are being notified that the policies, regulations, requisite annual notices, guidelines and rules that are included on the attached list will be provided in the District Student Policy Handbook.

Please sign the enclosed Annual Notification of District Policies Handbook verification form and return it to your child’s school. Students in middle and high school will also be required to sign the verification form.

If you have any questions, please do not hesitate to contact your building principal or my office.

Sincerely,

Paul Freeman, Ed.D.
Superintendent of Schools

Attachments: 1) List of Policies/Regulations/Notifications
2) Verification Form
Guilford Public Schools Policies and Regulations

- Acquired Immune Deficiency Syndrome and other Bloodborne Infectious Diseases (5458 Policy and Regulation)
- Administering Medications to Students (5514 Policy and Regulation)
- Animals in Schools (Including Service Animals) (5431 Policy and Regulation)
- Attendance and Truancy (5122 Policy)
- Bullying Policy (5005 Policy and Regulation, Bullying Complaint Report-f1)
- Bus Transportation (3600 Policy)
- Cyberbullying (5006 Policy)
- Dining Services – Meal Charging (3724 Policy)
- Discipline (5125 Policy)
- Discrimination/Harassment (5004 Policy, Regulation and Forms c, d)
- Dress and Grooming (5326 Policy and Regulation)
- Exploitation: Sexual Harassment – Sexual Abuse Prevention and Education Program (5420 Policy and Regulation)
- Field Trips (6326 Policy and Regulation)
- Gifts to School Personnel (1358 Policy)
- Graduation Requirements (6310 Policy and Regulation)
- Hazing (5321 Policy)
- Health Assessment (5438 Policy and Regulation)
- Health Records (5434 Policy)
- Homeless Students (5132 Policy and Regulation)
- Homework (6330 Policy)
- Pediculosis (5466 Policy and Regulation)
- Profile and Performance Reports (6324 Policy)
- Progress Reports (5210 Policy)
- Promotion, Acceleration, Retention (Policy 5218)
- Research Involving Students (Policy 5810)
- Reporting of Child Abuse and Neglect (5418 Policy and Regulation)
- School Observances, Ceremonies and Programs (6118 Policy)
- Search and Seizure (5714 Policy and Regulation)
- Sexual Offenders on School Property (3516 Policy)
- Smoke and Electronic Delivery Systems (ENDS)-Free Environment (5322 Policy and Regulation)
- Student Records/Confidentiality (FERPA) (5222 Policy and Regulation)
- Student Use of Personal Communication Devices (5128 Policy)
- Student Wellness, Nutrition and Physical Activity (6800 Policy and Regulation)
- Substance Abuse Policy (5318 Policy and Regulation)
- Suicide Prevention and Intervention (5414 Policy and Regulation)
• Suspension of Bus Privileges (5310 Policy and Regulation)
• Suspension and Expulsion (5126 Policy and Regulation)
• Technology and Instruction (Acceptable Use) (6338 Policy and Regulation, Contract, Guidelines at Home)
• Title I Parent Involvement (6223 Policy and Regulation)

**Guilford Public Schools Notifications**

• Asbestos Hazard Emergency Response Act (Notification of Management Plan Availability)
• Green Cleaning Program Notice
• Individuals with Disabilities Education Act (IDEA)
• McKinney-Vento Act
• Media Privacy
• National School Lunch Program and State HUSKY Insurance Program
• Nondiscrimination Notice/Statement
• Notification of Health Insurance Portability and Accountability Act of 1996 (HIPAA)
• Notification of Integrated Pest Management
• Notification of Rights Under Federal Educational Rights and Privacy Act (FERPA) for Elementary and Secondary Institutions
• Philosophy of Discipline and Behavior
• Physical Exam Requirements
• Plan for Managing Students with Life-Threatening Food Allergies
• Professional Qualifications Statement
• Safe School Climate Plan
• Section 504 Statement
• Suspension and Expulsion Procedural Requirements for Students Requiring Special Education
• Video Cameras on School Buses

**Non-Discrimination Statement**

The Guilford Board of Education does not discriminate on the basis of race, color, religious creed, marital status, national origin, ancestry, age, sex, sexual orientation, gender identity or expression, genetic information or disability in its programs, activities, and employment practices and provides equal access to the Boy Scouts and other designated youth groups. Inquiries related to sex discrimination or harassment should be directed to Jason J. Beaudin, Title IX Coordinator and Assistant Superintendent, 701 New England Road, Guilford, CT 06437 or at 203-458-0001, ext. 6; inquiries related to disabilities should be directed to Jason Sconziano, Director of Pupil Services, 701 New England Road, Guilford, CT 06437 or at 203-458-0001, ext. 260.
GULFORD PUBLIC SCHOOLS

ANNUAL NOTIFICATION OF DISTRICT STUDENT POLICY HANDBOOK
2019-20

August 2019

Dear Parent/Guardian:

The Guilford Public Schools Annual Notification of District Policies Handbook is posted on our district web site (www.guilfordschools.org) under the Parents and Students tab and a link is provided to the Handbook from each of our school web sites. This Handbook contains pertinent school district policies, regulations, and other requisite annual notices, guidelines and rules. (See Attached List.) Our district will only be providing this information on our web site. If you do not have access to the Internet and/or otherwise need a printed copy of the Handbook, please contact the main office of your child’s school; a copy of the Handbook will then be provided to you free of charge.

Please sign the following and return this page to the main office of your child’s school.

I have received notification that the Guilford Public Schools Annual Notification of District Policies Handbook is on the District’s web site and is also available from each school web site. I have read and understand the guidelines and rules set forth in the Handbook and any policies contained therein. I agree to abide by the District’s policies and regulations; I also agree to abide by the student code of conduct.

Student’s Name: __________________________________________________________

Student’s Signature: ______________________________________________________
(required for grades 5-12)

Student’s School: _________________________________________________________

Student’s Homeroom/Teacher: _____________________________________________
(if applicable)

Parent/Guardian Name: ___________________________________________________

Parent/Guardian Signature: _______________________________________________

Date: ___________________________
GUILFORD HIGH SCHOOL ADMINISTRATION
203.453.2741

PRINCIPAL
Rick Misenti, ext. 1207

ASSISTANT PRINCIPAL
Julia Chaffe, ext. 1203
Grade 10

ASSISTANT PRINCIPAL
Donna Pudlinski, ext. 1228
Grade 12

ASSISTANT PRINCIPAL
Joel Rebhun, ext. 1229
Grades 9 & 11

ATHLETIC DIRECTOR
Jake Jarvis, C.A.A., ext. 4104

COORDINATOR OF SPECIAL EDUCATION
Jaclyn Ham, ext. 1311

DEPARTMENT CHAIRPERSONS/LIAISONS

ART  Marissa Albee
COUNSELING  Tammy Lizotte
ENGLISH  George Cooksey
HEALTH SERVICES  Pam Neleber
INFORMATION TECHNOLOGY CENTER  Celia Wanat
MATHEMATICS  Barbara Tokarska
MUSIC  Thomas Boates
PHYSICAL EDUCATION  Regina Sullivan
SCIENCE  Scott Macdowall
SOCIAL STUDIES  Ralph Russo
TECHNOLOGY & ENGINEERING  David Hackett
WORLD LANGUAGES  Sharon Jakubson
**IMPORTANT TELEPHONE NUMBERS**

**GUILFORD HIGH SCHOOL** 203.453.2741

**Menu Options**

If you know your party’s extension, you may dial it at any time.
To access our staff directory by dialing their last name, press #.

Main Office – Administration  press 0 (Receptionist 1201)
Attendance Office           press 1 (report absence 1227)
Assistant Principals’ Office press 2
Health Office               press 3 (transfer to 4117)
School Counseling Office    press 4
Pupil Services Office       press 5
Athletic Office             press 6
Mentoring                   press 7

For direct extensions and fax numbers, press:

Athletic Office
   Ms. Scranton                          4103
Assistant Principals’ Office
   Ms. Chaffe                              1203
   Ms. Pudlinski                          1228
   Mr. Rebhun                             1229
Attendance Office
   Ms. Nelson                             1227
Health Office
   Ms. Connelly                           4118
   Ms. McCormick                          4117
   Health Fax #                           203.458.1807
Information Technology Center
   4205
Main Office
   Ms. Brancato                           1201
   Ms. Lamberton                          1202
   Main Office fax #                     203.453.6768
Principal’s Office
   Ms. Donofrio                           1209
Pupil Services Office
   TBD                                    1306
School Counseling Office
   Ms. Cunningham                        1236
   Ms. Fermo                              1234
   Counseling Fax#                      203.453.4788
Superintendent’s Office       203.453.8200
Guilford High School

MISSION STATEMENT

Guilford High School challenges students to be lifelong learners who aspire to academic excellence, cultural awareness, and social responsibility in an environment that is safe and respectful.

Our community nurtures students’ creative and critical thinking skills while developing their personal, intellectual, and physical capabilities.

Students are encouraged to be internationally-minded as they blend their curiosity, effort, and integrity with creativity, collaboration, and compassion. In doing so, students can reach their highest potential for success and become active, civic-minded citizens.

ACADEMIC EXPECTATIONS

To meet the demands of the global community students will:

1. demonstrate appropriate communication strategies by writing and speaking for a variety of purposes and audiences
2. demonstrate appropriate reading and listening skills for a variety of purposes
3. analyze and evaluate a variety of sources for reliability and credibility
4. apply effective strategies for problem solving by
   a. gathering information
   b. analyzing and interpreting data
   c. thinking critically
   d. communicating solutions
5. employ technology appropriately to facilitate learning, research, and communication

SOCIAL AND CIVIC EXPECTATIONS

To meet the demands of the global community students will:

1. understand and apply concepts of lifelong health and wellness
2. demonstrate an understanding of the rights and responsibilities of citizenship
3. fulfill community service requirements
4. participate in community activities beyond the social and civic requirements of Guilford High School
5. practice ethical behavior and take responsibility for their words and actions
6. act with tolerance, respect, courtesy and compassion
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Academic Honesty

At Guilford High School, it is especially important that its students take sole responsibility for any and all of their academic work; they alone are accountable for its originality. Students should:

- Ensure that all sources they have consulted are acknowledged in their work using the referencing style agreed upon by their teacher.
- Make sure that information they have used is acknowledged in the body of the text and is fully listed in the works cited.
- Use quotation marks or indentation to show all text that is someone else’s exact words and do not forget to show whose words they are.
- Cite their source whether they use a direct quotation or paraphrase the words or ideas of another so that readers can find the reference; if you cannot state the origin of a source it is better not to use it.

While there is only one set of values and skills that constitute academic honesty, there are many forms of academic misconduct or malpractice. Academic misconduct or malpractice is a behavior by a student that results in that student gaining an unfair advantage over another student or receiving credit for work that is simply not, in part or in its entirety, their own work.

It is a serious offense to violate the academic honesty policy. Students who violate the policy may receive a lower grade or a zero, fail the course, be suspended, or be expelled (Guilford Board of Education Policy #5126, section III, part E).

Acceptable Use Policy

The Acceptable Use Policy (AUP) is to ensure that students and their parents are aware of the individual user’s responsibility in using Internet resources in an ethical and educational manner. Incoming freshmen, new students and their parents will be required to sign an AUP. Freshmen students will receive the AUP at the beginning of the school year. AUP’s will be available in the Main Office and the Assistant Principal’s Office for new students. Returning students need not sign annually.

Activities

Request forms for activities such as dances, dinners, etc., may be secured in the Main Office and Assistant Principal’s Office. The form indicates the pre-planning required and deadlines for requests. Final approval of all activities rests with the Assistant Principals.

Advisory

The mission of the GHS Advisory program is to build a safe and respectful learning community that is focused on academic, career, social, emotional and physical development. All students are assigned to an advisor and an advisory group that they will remain with throughout their time at GHS. Advisories are scheduled to meet once a month between the 2nd and 3rd period of the day (from 9:30-10:00 a.m.). Which periods run are determined by which day it is (A, B, C or D).

<table>
<thead>
<tr>
<th>Activity</th>
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<th>End</th>
<th>Minutes</th>
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<td>30</td>
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<tr>
<td>Third Class</td>
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<td>10:55</td>
<td>50</td>
</tr>
<tr>
<td>Fourth Class</td>
<td>11:00</td>
<td>12:28</td>
<td>58/30-88</td>
</tr>
</tbody>
</table>

| Lunch Waves |
|-------------|---------|---------|
| Lunch 1 11:00 – 11:25 | Class 11:00 – 11:29 | Class 11:00 – 11:58 |
| Fifth Class | 12:33 | 1:23 | 50 |
| Sixth Class | 1:28 | 2:18 | 50 |
Assessment Policy

The primary purpose of assessment and evaluation is to support and promote student growth. As such, the use of assessment at Guilford High School provides feedback essential to inform and improve student performance. We believe that teachers and students have a shared responsibility to interpret and evaluate assessments that will foster independent learners. Teachers and students are continuously asked to explore and share their knowledge; to articulate their thoughts verbally and in writing either aesthetically, or scientifically; to analyze and evaluate a variety of information; to listen and communicate; and to confront intellectual and complex concepts. Together, we strive to educate the whole student in challenging and balanced academic programs that nurture their personal, intellectual, and physical capabilities.

Attendance

Attendance and Excuses

The Guilford Board of Education considers learning experiences which occur in the classroom to be essential components of the learning process. Missed class time is essentially irretrievable, resulting in a lost opportunity for instructional exchange.

The Superintendent of Schools shall establish necessary procedures to determine the causes of habitual truancy, including medical verification for excessive absence, and shall cooperate with other private and governmental agencies in correcting the causes thereof.

I. Absence Limitation

A. Credit will be withheld in a semester or year course if a student reaches 10 absences in a semester.
B. An absence from a double period class will be counted as a single absence. Absences will accrue for the entire semester. Reaching 10 absences in the course will result in .50 loss of credit. Should another 10 absences accrue during the semester, a full 1.0 loss of credit will occur.
C. For purposes of this policy all absences will count, except those for participation in an approved Guilford High School activity.
D. A student more than 10 minutes late to class, unless with a pass from the Administration, may be refused admittance by the teacher. Such instances will be recorded as unexcused cuts for the purpose of this policy.
E. The school will send written notice to parents/guardians after 5 and 10 absences in a semester/year course.
F. An administrator will review all cases of loss of credit under the provisions of the policy and notify parent/student in writing within 5 school days of the decision.

1. In determining whether or not credit should be restored, the appropriate administrator will review all absences. If the administrator determines that a student would not have reached the absence limitation because of the reasons listed below, credit will be restored.

For absences one through nine, an absence shall be considered “excused” when a child does not attend school and the appropriate documentation is provided by the student’s parent/guardian, within five school days of the student’s return to school, approving the absences, due to:

a. Illness or injury,
b. Death in the immediate family,
c. Religious obligation,
d. Court appearance,
e. School sponsored activity,
f. Lack of transportation that is normally provided by a district other than the one the student attends, (This reason does not require documentation).
g. An emergency beyond the control of the student’s family, or
h. Other exceptional circumstances and extraordinary educational opportunities preapproved by a District administrator in accordance with SDE guidelines. Written excuse for such absences should be submitted to school officials by the child’s parent or guardian. All other absences with or without written explanation shall be considered unexcused.

*Note:* Such documentation includes a signed note from the student’s parent/guardian, a signed note from a school official that spoke in person with the parent/guardian regarding the absences, or a note confirming the absences by the school nurse or by a licensed medical professional, as appropriate. Documentation should explain the nature of and the reason for the absence as well as the length of the absence. Separate documentation must be submitted for each incidence of absenteeism. For the tenth absence and all others thereafter, the same reasons cited above shall constitute “excused” absences. Documentation by a medical professional is required for illness, regardless of length of the absence.

2. College visitations and family trips and vacations will not generally be regarded as reasons for exceeding the absence limitation. Parents/guardians are strongly discouraged from scheduling vacations during times when school is in session. Any parent/guardian contemplating family vacations during the school year should contact the Principal/Principal’s designee at least two weeks prior to the vacation to ascertain its probable impact on their child’s absence and credit situation.

II. Explanation of Student Absences

A. All class absences, including those for tardiness and early dismissal, other than for the reasons listed in I-F (1) (a-h), will count toward the absence limitation even if explained by a parent/guardian, as provided in paragraph II-B.

B. Procedure for Parents/Guardians to Explain Absences

1. Absence from School
   If a student is absent from school, the parent or guardian must call between the hours of 7:00 and 9:00 a.m. to report the absence. If a parent/guardian is unable to call the school, the student will be required to bring a note from the parent/guardian to the Attendance Office explaining that day’s absence, within five school days after returning to school. Failure to bring in a note results in that absence being regarded as unexplained and will be treated as a cut. Phone verification will not be accepted on days after the absence. A note should be used in this instance.

2. Tardiness to School
   a. If a student will be late for school, parent/guardian is expected to call the Attendance Office prior to 9:00 a.m. to inform the school. Tardies may be excused for the following reasons.
      1) verified doctor or dentist appointment
      2) verified court appearance
      3) verified Department of Motor Vehicle appointment
      4) other emergencies approved by the administration

3. Early Dismissal from School
a. If a parent/guardian wishes to have a student dismissed from school early, the student should bring in a note from the parent/guardian to the Attendance Office and secure an Early Dismissal Pass.

b. Students are not permitted to leave the building or school grounds without securing an Early Dismissal Pass. Students who leave school grounds at any time without permission may be subject to disciplinary consequences.

C. The Guilford Board of Education treats all students equally regardless of age. Students who are 18 or older are responsible for abiding by all attendance regulations including absence, dismissal, tardiness, and class cutting.

III. Cuts

A. A cut is an absence from a scheduled class unless 1) authorized in advance by appropriate school personnel, or 2) explained by a parent/guardian to the satisfaction of the administration, as described in the previous section.

B. Cuts will be handled in the following manner:

1. The first cut for the semester in any class will be directed to the appropriate administrator to discuss the cut with the student, report it to the parent or guardian, and assign appropriate disciplinary consequences.

2. The second cut for the semester in the same class will result in loss of credit. The parent or guardian will be notified.

C. Work missed because of an unexplained absence may not be made up for credit. However, in order to maintain the continuity of instruction, it is expected that students will be responsible for all work missed during the unexplained absence.

D. An unexplained absence in one or both periods of a double period class will result in a first cut. A second cut of any type in this course will result in a loss of credit.

IV. Tardiness to Class

A. A student will be considered tardy to class/study hall if he or she arrives after the bell that marks the beginning of class. After that time the student must have a valid late pass from a staff member to excuse the tardy. (An unexcused tardy greater than 10 minutes is considered an unexcused absence or cut).

B. Each teacher will establish and enforce a late policy, which may include the use of classroom detentions. A third tardy will result in a referral to the Assistant Principals and the appropriate administrator. Subsequent tardies will also be referred to the appropriate administrator. Students who persist in tardiness may be subject to other disciplinary measures, which may include loss of credit.

C. 

<table>
<thead>
<tr>
<th>Tardy Description</th>
<th>Referral Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>3rd Tardy - 1st cut</td>
<td>1st office referral</td>
</tr>
<tr>
<td>4th Tardy - 2nd cut</td>
<td>2nd office referral</td>
</tr>
<tr>
<td>5th Tardy - 3rd cut</td>
<td>3rd office referral</td>
</tr>
<tr>
<td>6th Tardy - 4th cut</td>
<td>4th office referral</td>
</tr>
<tr>
<td>7th Tardy - 5th cut</td>
<td>Administrative Warning</td>
</tr>
<tr>
<td>8th Tardy - 6th cut</td>
<td>2 hr. Saturday Detention</td>
</tr>
<tr>
<td>9th Tardy - 7th cut</td>
<td>4 hr. Saturday Detention and Parent Conference - 1st Cut</td>
</tr>
</tbody>
</table>

D. Loss of credit for double period classes due to tardies will be .50 per quarter.
V. Appeal Process

A student losing credit may appeal the decisions of the appropriate administrator as follows:

1. The Principal will establish an Attendance Appeal Committee, which will consist of one administrator and four other certified staff members. The Appeal Committee may restore credit when they feel there are justifiable, extenuating circumstances.

2. All requests for a hearing before the Appeal Committee must be made in writing to the Principal within five days of the mailing of the decision to the parent/student.

3. A hearing will be held before the Appeal Committee within five days of the request.

4. The student will bring to the Appeal Committee hearing corroborating information to support the appeal.

5. The decision of the Appeal Committee will be mailed to the parent/student within five days of the decision.

Bullying or Teen Dating Violence Policy

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

“Teen dating violence,” also called intimate relationship violence or intimate partner violence among adolescents or adolescent relationship abuse, includes physical, psychological, or sexual abuse; harassment; or stalking of any person ages 12 to 18 inclusive in the context of a past or present romantic or consensual relationship. Stalking can be defined as a pattern of repeated and unwanted attention, harassment, contact, or any other course of conduct directed at a specific person that would cause a reasonable person to feel fear. Sexual assault is any type of sexual contact or behavior that occurs without the explicit consent of the recipient.

For additional information, please reference district regulation #5005. The entire policy can be found on the district website, www.guilfordschools.org.
Cancellation of School

For the safety of our staff and students, we will consider two options in the event of potentially hazardous traveling conditions on school mornings.

1. Close school completely.
2. Delay the opening of school for two hours. All morning bus schedules will be delayed for two hours. Schools will close at the regular time.

Pre-K Programs will operate under the following schedules when the two-hour delay is employed:

- Pre-K Program (A.M.): sessions will be cancelled

In the event that school is closed or delayed, the information will be communicated through the following outlets:

1. A SchoolMessenger email message will be sent to the first two email addresses you have provided to GPS.
2. TV Stations: GCTV (Channel 19) WTNH-TV (Channel 8) WFSB-TV (Channel 3) FOX61 (Channel 61) WVIT-TV (Channel 30)
3. Radio stations: WYZ (92.5 FM) WKSS (95.7 FM) WHCH (105.9 FM)
4. Website: www.guilfordschools.org
5. Call 203.453.8200 press 6 to hear an updated message.
6. Text message to families and staff who have opted in for this service.

Please do not call the Town’s Communication Center for information relating to school closings.

IF A STORM BEGINS DURING THE SCHOOL DAY and shows signs of developing into a potentially dangerous situation, schools will be closed early to enable us to get students home quickly and safely. In this type of situation, P.M. Pre-K sessions will be cancelled.

If a storm begins during the school day, a SchoolMessenger telephone, text and email message will be sent to all contacts provided to us. GCTV and our website will display this information and the radio and TV stations will be notified as soon as possible.

Parents are asked to make provisions for their students who will arrive home early in the event schools are dismissed early for weather-related reasons.

Please Note:

- There may be times when the weather worsens quickly, and we have missed the window of time to officially call an early dismissal. In this situation, we may have the buses pick up students at school approximately 15 minutes earlier than normal to allow more travel time for the buses under deteriorating conditions. The SchoolMessenger emergency contact system will be implemented to send email, phone and text messages to all contacts provided to us to make you aware of the early dismissal.

- When Guilford Public Schools are cancelled because of inclement weather, Guilford pupils will not be transported to schools out of the district.

- The Police Department recommends to parents that it is safer for students to take school buses on days of inclement weather than for parents to provide transportation since buses are equipped with snow tires and chains. This action also reduces the number of cars on the road and minimizes the possibility of mishap.

- If you have specific questions about these procedures, please call your building principal.
Capstone

The Guilford High School Capstone Project is intended to be an enriching activity which engages each student in a personalized learning experience and the opportunity to demonstrate and display the academic expectations in the GHS mission statement. The project can take many shapes and should be driven by the student’s interest and abilities. The student, working with an advisor and mentor, can earn a half-credit for a single semester or one-credit for a full year project. Each project will need to meet specific academic expectations and the established timeline. Please see your school counselor for more information.

Cell Phones

Use of cell phones is permitted before and after school, as well as during lunch. Use of cell phones during class is permitted with teacher approval only.

Clubs and Activities

There are numerous clubs and organizations at Guilford High School, some of which are listed below. For more information and meeting times, contact the advisor. The deadline for starting a new club is the last day of semester one. Advisors must be Guilford High School employees or designated by the administration. Please see Mr. Rebhun with any questions you may have and to pick up a club request form.

<table>
<thead>
<tr>
<th>ORGANIZATIONS</th>
<th>ADVISORS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Athletic Leadership</td>
<td>Mr. Jarvis</td>
</tr>
<tr>
<td>French Honor Society</td>
<td>Ms. Snow</td>
</tr>
<tr>
<td>Latin Honor Society</td>
<td>Ms. Hildahl</td>
</tr>
<tr>
<td>National Honor Society</td>
<td>Ms. Binkowski/Ms. Whitcomb</td>
</tr>
<tr>
<td>Spanish Honor Society</td>
<td>Ms. Marciano</td>
</tr>
<tr>
<td>Student Senate</td>
<td>Mr. Macdowall</td>
</tr>
<tr>
<td>Freshman - Class of 2023</td>
<td>TBD</td>
</tr>
<tr>
<td>Sophomore - Class of 2022</td>
<td>Mr. Foti/Mr. Schneider</td>
</tr>
<tr>
<td>Junior - Class of 2021</td>
<td>Ms. Gmyrek/Ms. Phillips</td>
</tr>
<tr>
<td>Senior – Class of 2020</td>
<td>Mr. Buno/Ms. Scalici</td>
</tr>
<tr>
<td>CLUBS</td>
<td>ADVISORS</td>
</tr>
<tr>
<td>--------------------------------------------</td>
<td>---------------------------------</td>
</tr>
<tr>
<td>Action Against Hunger</td>
<td>Mr. Cooksey</td>
</tr>
<tr>
<td>Animé</td>
<td>Mr. Mildrum</td>
</tr>
<tr>
<td>Best Friends</td>
<td>Ms. Wimmer</td>
</tr>
<tr>
<td>Business Club</td>
<td>Ms. Wanat</td>
</tr>
<tr>
<td>CARE (Care and Respect for the Elderly)</td>
<td>Mr. Mangino</td>
</tr>
<tr>
<td>Club Arabika</td>
<td>Mr. Nasry</td>
</tr>
<tr>
<td>Debate Team</td>
<td>Mr. R. Russo</td>
</tr>
<tr>
<td>Environmental Club</td>
<td>Ms. Harris</td>
</tr>
<tr>
<td>Film Club</td>
<td>Mr. Ripa</td>
</tr>
<tr>
<td>GSA (Genders &amp; Sexualities Alliance)</td>
<td>Mr. Buno/Ms. Mulqueen-Teasdale</td>
</tr>
<tr>
<td>Guilford Youth Feminist Alliance</td>
<td>Ms. Snow</td>
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<tr>
<td>History Club</td>
<td>Mr. Russo</td>
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<tr>
<td>Interact (Community Service)</td>
<td>Ms. Samperi</td>
</tr>
<tr>
<td>Math Team</td>
<td>Ms. K. Russo</td>
</tr>
<tr>
<td>Model United Nations</td>
<td>Mr. Russo</td>
</tr>
<tr>
<td>Newspaper/G.H.S. Gazette</td>
<td>Ms. Lott/Ms. Snow</td>
</tr>
<tr>
<td>TEAMS</td>
<td>TBD</td>
</tr>
<tr>
<td>T.E.A.M.</td>
<td>Mr. Kosko</td>
</tr>
<tr>
<td>Science Olympiad</td>
<td>Ms. Chiappa/Mr. Foti</td>
</tr>
<tr>
<td>Sign Language Club</td>
<td>Ms. Carlson</td>
</tr>
<tr>
<td>Theater: Fall Play</td>
<td>Ms. Mulqueen-Teasdale</td>
</tr>
<tr>
<td>Musical</td>
<td>Ms. Mulqueen-Teasdale</td>
</tr>
<tr>
<td>International Thespian Society</td>
<td>Ms. Mulqueen-Teasdale</td>
</tr>
<tr>
<td>Unity</td>
<td>Ms. Gmyrek/Ms. Puschak</td>
</tr>
<tr>
<td>Women in Science</td>
<td>Ms. Chiappa</td>
</tr>
<tr>
<td>Yearbook</td>
<td>Ms. Nelson/Ms. Scranton</td>
</tr>
<tr>
<td>Yoga Club</td>
<td>Ms. Kostandin</td>
</tr>
</tbody>
</table>

**College Course Work**

It is possible for a student to take courses at area colleges when they have exhausted all the courses in a particular subject area. Students should consult their counselors for further information. Note: The Board of Education does not assume financial responsibility for these courses nor do such courses count toward the student's CPA.

**Commons**

Students will be required to keep the dining area clean. It is expected that students will clean up after themselves and deposit their trash and recyclables in the appropriate containers. Failure to do
so will result in the loss of dining privileges and the consequences of disciplinary action. No lunches are served when school is following a scheduled abbreviated day.

Communications

The Guilford High School staff attempts to be proactive by using a variety of methods to relay information to students and parents. These may include phone calls, e-mail, conferences, PowerSchool updates, report cards, weekly progress reports (via request to counselor) and Naviance. Parents are encouraged to contact their student's teacher directly whenever there are concerns about academics or other issues.

Conferences

Conferencing with parents is an important part of our high school academic program. The following are important discussion points:

- The quality of the student's academic progress
- The behavior of the student
- The student's attitude toward the class, peers and teacher
- The work habits of the student
- Student participation in class
- Special interests or talents that the student exhibits
- A sample of the student's work

Questions about how the teacher conducts class could include:

- Class expectations and how well the student is meeting them
- Homework policy/make-up work policy
- What the parent can do at home to help the student
- The most convenient time/method to contact the teacher for a progress report

Parent/Teacher Conferences -

- Early dismissal at 12:20 p.m. for students only
  - November 13, 2019 from 1:00 p.m. to 3:00 p.m.
  - November 14, 2019 from 6:00 p.m. to 8:00 p.m.
  - March 11, 2020 from 1:00 p.m. to 3:00 p.m.
  - March 12, 2020 from 6:00 p.m. to 8:00 p.m.

Counseling Department

The Counseling Department at the high school consists of School Counselors and Social Workers. The role of the school counselor is multi-faceted. School counselors provide students with the guidance they need when planning their academic programs, finding a direction in relation to their career and/or college, and supporting students with personal issues. To this end, counselors plan and implement orientation and information programs for students and their parents. Counselors confer with parents and teachers on a regular basis regarding the educational concerns of students. Students are encouraged to make appointments with their school counselor in the Counseling Center.

The social workers address the social and psychological issues that can interfere with a student's academic progress. Through counseling, crisis intervention and prevention programs, the social workers help students overcome the difficulties in their lives, and as a result, give them a better chance at succeeding in school. Besides helping youth with traditional academic problems, the
social workers aid others whose specific social, psychological, emotional or physical difficulties put them at risk (NASW website).

Daily Announcements

Announcements will be broadcast daily on video screens throughout the building. Students should read these announcements carefully, as they contain important information. Student organizations wanting announcements broadcasted must have the appropriate form approved by the advisor before submitting the announcement to the appropriate administrator.

Dances

School dances are school sponsored-events and are considered a privilege. Therefore, school rules and Board of Education policies apply. Students attending dances must be substance-free. A violation will result in out-of-school suspension and police involvement. Also, students not in good standing or with outstanding obligations may not be allowed to attend dances.

- Dance start and end times are left to the discretion of the GHS administration.
- The Guilford Police Department will be given notice of the date and number of tickets sold for the dance.
- Tickets will be sold in advance and will require a signed permission slip. No tickets will be sold at the door.
- Students must arrive no later than one hour after starting time and will not be allowed to leave without parent permission one hour before the end of the dance.
- No one will be allowed back into the dance after leaving.
- All bags, coats, and backpacks will be left at the entrance and are subject to search.
- Food and beverages will be supervised
- Students must be present for at least four periods on the day of a dance including the senior prom.

Students or their guests who are suspected of being under the influence of drugs or alcohol will be taken to a secured area. The school administration and the police officer on duty will be immediately notified. Parents will be called. If the parents are not available, the individual in question may be released to a designated emergency contact. They will not be allowed to leave on their own or with another teenager.

PROMS: School rules and Board of Education Policies, including the requirement that students be substance free, apply to proms.

Administration reserves the right to administer breathalyzer testing before or during dances.
Delayed Opening Schedule - 2 hour Delay

Snow days/Late start days will be as follows:
*Which periods run are determined by which day it is (A, B, C, or D)

<table>
<thead>
<tr>
<th></th>
<th>Start</th>
<th>End</th>
<th>Minutes</th>
</tr>
</thead>
<tbody>
<tr>
<td>First class period</td>
<td>9:40</td>
<td>10:16</td>
<td>36</td>
</tr>
<tr>
<td>Second class period</td>
<td>10:20</td>
<td>10:56</td>
<td>36</td>
</tr>
<tr>
<td>Third class period</td>
<td>11:00</td>
<td>11:36</td>
<td>36</td>
</tr>
<tr>
<td>Fourth class period</td>
<td>11:40</td>
<td>12:58</td>
<td>50/25=75</td>
</tr>
</tbody>
</table>

Lunch Waves

<table>
<thead>
<tr>
<th>Lunch Wave 1</th>
<th>Lunch Wave 2</th>
<th>Lunch Wave 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lunch 11:40-12:05</td>
<td>Class 11:40-12:05</td>
<td>Class 11:40-12:30</td>
</tr>
<tr>
<td>Class 12:08-12:58</td>
<td>Lunch 12:07-12:32</td>
<td>Class 12:33-12:58</td>
</tr>
<tr>
<td>Fifth class period</td>
<td>1:02</td>
<td>1:38</td>
</tr>
<tr>
<td>Sixth class period</td>
<td>1:42</td>
<td>2:18</td>
</tr>
</tbody>
</table>

All classes are 36 minutes in length and lunch will be served.

Detention

Any teacher or administrator may require the presence of a student after school Monday - Friday. This requirement takes precedence over any extra-curricular activity or personal employment; however, students will be given 24-hour notice. Failure to attend an assigned detention could result in suspension. In addition, the Assistant Principals may assign a Saturday detention for certain offenses. Saturday detention runs from 8:00 a.m. until 12 noon.

Dissection Policy

The dissection of animals has a well-established place in the teaching of life sciences. Well-constructed dissection activities conducted by thoughtful instructors can illustrate important principles in biology. Learning theory further reinforces the benefit of learning from active experiences rather than passive learning alone. The Guilford Public Schools believe that dissection of animals and/or specific parts thereof is a valuable method of giving students a motivating, active biological experience in the study of the anatomy and physiology of organisms.

In accordance with the National Association of Biology Teachers recommendations from "The Responsible Use of Animals in Biology Classrooms including Alternatives to Dissection", the Guilford Public School Science Department has approved the following policy: Students in high school Biology and Advanced Placement Biology may request an alternative assignment to dissecting animals. The alternatives may include computer simulations, drawings, the use of models and other educationally appropriate activities offered by the teacher to help students learn about the principles being studied. Alternative assignments will carry the same grading weight as the dissection activity and may be completed without direct instruction by the teacher.

As an elective course, Anatomy and Physiology curriculum includes a high volume of dissection. Please take this into consideration before electing to take this course.
Distribution of Literature

The Constitution of the United States insures the right of each person to express oneself on all issues, just as it protects each citizen from being confronted with obscenities, pornography or libelous opinions.

Literature may be distributed before and after school and during lunches. All material to be distributed must be approved by the Principal. Students distributing material are responsible for any and all consequences pertaining to said distribution.

Dress and Grooming

Guilford Public Schools strives to provide students with an optimal setting to learn and to prepare them for a professional environment after high school.

I. Definitions

1. Attire. Clothing, including outerwear, eyewear, headwear, accessories such as scarves or jewelry, and shoes.
2. Dress Code. A set of parameters determined by the district that describes standards for student attire.

II. Basic Dress Code

Minimum Safe Attire. Student attire must permit the student to participate in learning without posing a risk to the health or safety of any student or school district personnel.

(a) Students must wear clothing including both a shirt with pants or skirt, or the equivalent (for example dresses, leggings, or shorts) and shoes. Bathing suits and pajamas are excluded.
(b) Attire must have fabric covering the front, back, midriff and the sides (under the arms).
   (i) Clothing must cover undergarments (waistbands and straps excluded).
   (ii) Fabric covering chests, genitals and buttocks must be opaque.
(c) Hats/headwear/eyewear are allowed unless the classroom teacher requires otherwise. The face must be visible to staff, and not interfere with the line of sight of any student or staff. Hoodies must allow the face and ears to be visible to school staff.
(d) Attire must be suitable for all scheduled classroom activities including physical education, science labs, technology classes, and other activities where unique hazards exist.
(e) Specialized courses may require specialized attire, such as sports uniforms or safety gear.
(f) Attire may not depict, or advertise or advocate the use of alcohol, tobacco, marijuana or controlled substances.
(g) Attire may not depict pornography, nudity or sexual acts.
(h) Attire may not use or depict hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation or any other protected classification.
(i) Enforcement must accommodate attire worn by students as an expression of sincerely held religious beliefs (head scarves, for example) and worn for medical reasons (protective helmets, for example).
Students

Dress and Grooming con’t

Students who do not meet the requirements will not be permitted to attend class(es) until they either change into clothing that aligns with this policy or return home to change with parent notification. Violations of this regulation may result in disciplinary action.

Exceptions to these guidelines may be considered for special occasions or as they relate to student health.

Regulation
approved: July 15, 2002
Reviewed: June 18, 2007
Approved: August 13, 2007
Reviewed: April 28, 2008
Approved: June 9, 2008
Reviewed: February 27, 2017
Approved: April 3, 2017

Early Dismissals

Permission for a student to leave school prior to 2:18 p.m. on a given day may be granted by the administration. A written request from a parent is required. This request must be submitted to the Attendance Office before 8:00 a.m. Students will receive an unexcused absence in each class missed as a result of an early dismissal if this procedure is not followed. Grades 11 and 12 students may modify their last period study hall classes to a permanent early dismissal under the following conditions: Signed parental approval form (see Attendance Secretary in the Dean’s Office for appropriate form) and approval from an administrator. Grades 9 and 10 students are required to attend their assigned study hall classes. PLEASE NOTE: no early dismissals will be permitted in the middle of the school day except for emergency situations.

Early Dismissal Schedule

On shortened days (e.g. parent conference days, PLC half days, etc.) the schedule will be as follows:

Which periods run are determined by which day it is (A, B, C, or D).

<table>
<thead>
<tr>
<th>Period</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>First class period</td>
<td>7:40 - 8:24</td>
</tr>
<tr>
<td>Second class period</td>
<td>8:29 - 9:11</td>
</tr>
<tr>
<td>Third class period</td>
<td>9:16 - 9:58</td>
</tr>
<tr>
<td>Fourth class period</td>
<td>10:03 - 10:45</td>
</tr>
<tr>
<td>Fifth class period</td>
<td>10:50 - 11:32</td>
</tr>
<tr>
<td>Sixth class period</td>
<td>11:37 - 12:20</td>
</tr>
</tbody>
</table>

There will be no lunch waves on these days.
Early Graduation

Upper-class students may apply for early graduation at the end of semester one of senior year, or in special cases, applications will be considered to complete graduation requirements at the end of junior year.

Applications, approved by parents or guardians, for completion in three and one-half years must be submitted by May 1st of the student's junior year to the school counselor. Applications for completion in three years must be submitted by May 1st of the student's sophomore year. Contact the student's school counselor for further details or to obtain an application.

Students who apply for early graduation must generate a comprehensive plan for post-high school experience. Should that plan change, the student will have to update early graduation application for re-approval.

Eligibility for Athletic Programs

(See Student Athlete and Parent Handbook for detailed information regarding athlete participation).

1. In order to participate in Guilford High School athletic programs, a student-athlete must:

   a. Have an appropriate academic schedule as determined by the Counseling department and administration. Note: At Guilford High School, students must pass the course and meet the attendance requirements to earn credit.

   b. Have passed 5.0 units of academic studies in the preceding quarter. (Students who are lab assistants, office aides or teaching assistants will not have this activity count toward the minimum units.) Fall sports eligibility is based on credit received at the end of the preceding school year.

   c. Maintain acceptable standards of behavior as described in the Student-Athlete and Parent Handbook or as determined by the coach.

   d. A student will NOT be allowed to participate in a practice or contest on the day he/she is absent from school unless he/she has received prior approval from the school administration.

2. Physical Examination Requirement:

   • A current physical examination form must be on file with the school nurse to participate.
   • The examination expires 13 months from the date of the examination.
   • When the physical examination expires the student-athlete is athletically ineligible to practice and/or compete.
   • Student-athletes and their parents are responsible for knowing the expiration date of their physical.

3. ImPACT (Immediate Post Concussion Assessment and Cognitive Testing) is required of each student-athlete to participate in our athletic program. It will be used as a baseline assessment by our trainer and the student’s family doctor to determine when it is safe to return to play following a head injury. The test takes 20 minutes and must be taken on a school computer. Students must have
a computer authorization number to take the test. Appointments to take the test must be made with
the athletic secretary.

4. The eligibility code of the CIAC will also govern student participation in interscholastic
athletics. (Students who envision participating in such programs should seek additional information
from their coach or the athletic director.) Copies of the Guilford High School Student-Athlete and
Parent Handbook are available from the Athletic Director or online and contain detailed
requirements for participation as well as behavioral expectations. (In case of conflict with these
rules the more stringent rule will apply.)

5. Emergency information is required for each student. These are used for all three sport seasons in
a school year.

6. Special Education students’ athletic eligibility is consistent with the same rules and procedures
governing regular education students.

**FALL SPORTS**
(Last week of August through end of 1st week of November)

<table>
<thead>
<tr>
<th>GIRLS</th>
<th>BOYS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cross Country</td>
<td>Cross Country</td>
</tr>
<tr>
<td>Field Hockey</td>
<td>Football</td>
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<tr>
<td>Soccer</td>
<td>Soccer</td>
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<tr>
<td>Volleyball</td>
<td></td>
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<tr>
<td>Swimming</td>
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</table>

**WINTER SPORTS**
(End of November through mid-March)

**SPRING SPORTS**
(Mid-March through early June)

<table>
<thead>
<tr>
<th>GIRLS</th>
<th>BOYS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basketball</td>
<td>Basketball</td>
</tr>
<tr>
<td>Fencing</td>
<td>Fencing</td>
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<tr>
<td>Ice Hockey</td>
<td>Ice Hockey</td>
</tr>
<tr>
<td>Skiing</td>
<td>Skiing</td>
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<tr>
<td>Winter Track</td>
<td>Winter Track</td>
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<table>
<thead>
<tr>
<th>GIRLS</th>
<th>BOYS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crew</td>
<td>Baseball</td>
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<tr>
<td>Lacrosse</td>
<td>Crew</td>
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<tr>
<td>Softball</td>
<td>Golf</td>
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<td>Tennis</td>
<td>Lacrosse</td>
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<tr>
<td>Track</td>
<td>Tennis</td>
</tr>
<tr>
<td>Wrestling</td>
<td>Track</td>
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**INTRAMURALS**

<table>
<thead>
<tr>
<th>Volleyball</th>
<th>Ms. Sullivan</th>
<th>Faculty &amp; student team competition</th>
<th>February - April</th>
</tr>
</thead>
</table>

**Eligibility for Co-Curricular Programs**
(See Student Athlete and Parent Handbook for detailed information regarding
athletic participation).

1. In order to participate in Guilford High School co-curricular programs, a student must:
a. Have an appropriate academic schedule as determined by the guidance department and administration. (Note: At Guilford High School, students must pass the course and meet the attendance requirements in order to earn credit. Students who are lab assistants, office aides or teaching assistants will not have this activity count toward the 6.0 minimum units).

b. Have passed 5.0 units of academic studies in the preceding quarter and be passing 5.0 units of studies to be eligible for the subsequent quarter.

c. Maintain acceptable standards of behavior as determined by the administration, and/or advisor. Use of or possession of alcohol or other drugs during the "run of the show" or concert, or duration of the co-curricular activity will result in suspension from the activity as defined in this handbook. Students who participate in co-curricular activities and in school leadership positions are expected to demonstrate standards of behavior at school and in the community commensurate with their role. If a student holds a class/club office, the student may be removed from office held.

d. A student will NOT be allowed to participate in a practice, contest or co-curricular activity on the day they are absent from school unless they have received prior approval from the school administration.

**Emergency Information**

Please notify the school of any address, e-mail, or telephone number changes during the year so parent/guardian can be reached in the event of illness/injury of student at school.

**Exams**

Barring school cancellations, mid-term exams will be scheduled in mid-January. There are no midterm exemptions permitted for yearlong courses. Final exams will begin one week prior to graduation. Only seniors with an A- (90%) average for semester two (in yearlong classes) will be exempt from exams except in certain advanced placement courses. Seniors in semester long courses must have an A- average in quarter 2 or quarter 4 to be exempt from the final exam. Students will be required to attend the forty-five-minute review period prior to each exam. Prior to taking an exam in any course, students must turn in their textbooks for the course or be prepared to pay for the replacement of the book. It is recommended that students check on all of their book obligations prior to the exam period so that they can avoid problems on the day of the exam. **No book or replacement fee = no exam grade.**

**Fire Drills**

Fire drills are scheduled periodically to prepare students and staff for a real emergency. Instructions are posted in each room and teacher directions are to be followed without question. Smoking, disorderly conduct or refusal to follow directions will result in suspension. Students and staff are to remain outside of the building until recalled by the administration. Students are expected to return promptly. Lock down emergency response procedures are in place for the safety of staff and students.

**Gambling**

Card playing is not allowed. Games of chance or gambling are not permitted on school grounds whether or not money or any other items are exchanged.
Grade Advancement

This chart should be used as a guide to determine student placement.

- A student in Grade 9 must have accumulated 6 credits to advance to grade 10.
- A student in Grade 10 must have accumulated 12 credits to advance to grade 11.
- A student in Grade 11 must have accumulated 18.5 credits to advance to grade 12.
- A student in Grade 12 must have accumulated 25 credits to graduate.

This is simply a guide and may not apply to all students. Specific situations may require variations of the above pattern.

6310(a) Instruction

Graduation Requirements

Guilford graduation requirements are based on the belief that a graduate of Guilford High School will obtain a significant body of knowledge and he/she will be able to demonstrate that knowledge outside the realm of course discipline.

In order to graduate from Guilford High School, starting with the class of 2023, students will complete 25 credit requirements in three cluster areas.

**Cluster One: Science, Technology, Engineering, and Mathematics (STEM) (Total 9 Credits)**

- Mathematics – 4 credits (Algebra I, Geometry, Algebra II, Statistics, or other Mathematics)
- Science – 3 credits (Biological / Life Science, Chemistry, Physical Science, other Science)
- STEM Elective – 2 credits (Science, Mathematics, Engineering, or Technology)

**Cluster Two: Humanities (Total 11 Credits)**

- English – 4 credits (English I, English II, Literature and Composition—American, World, or British Literature, other English course)
- Social Studies – 3 credits (American History, International / World Studies, ½ credit Civics, ½ credit social studies elective)
- Fine Arts – 1 credit (Art, Music, Theatre, Dance)
- World Languages – 1 credit
- Humanities Elective – 2 credits (World Languages, English, Social Science, Fine Arts, or other Humanities course)

**Cluster Three: Career and Life Skills (Total 4 Credits)**

- Comprehensive Health Education – 1 credit
- Physical Education – 1 credit
- Career and Life Skills – 2 credits (Business courses, Technology and Engineering courses, World Languages, Community Service, Capstone Projects, or other Career and Life Skills courses.)

Students may earn up to a ½ credit for 60 hours of community service above and beyond the minimum requirement of 30 hours. Capstone projects are culminating experiences in
which students demonstrate knowledge and skills by creating a research project in an area of personal interest. They communicate their findings in written and oral presentations.

**Mastery-based diploma assessment:** Total – 1 credit

**Community Service:** All students must complete 30 hours prior to graduation.

**Assessments:** All students must participate in any state-wide mastery examinations.

Special Circumstances: A diploma from the Guilford High School shall not be granted to a student unless the student is attending GHS or an approved placement. A student may be allowed by the Board of Education to earn a diploma during a period of expulsion if the student has satisfactorily completed necessary credits for graduation.

Guilford graduation requirements also apply to special education students unless the student’s planning and placement team determines these requirements are not appropriate for the particular student.

**Credits and Honors**

The Superintendent of Schools shall develop with the high school principal and staff the method of determining cumulative point average. The two senior students who have attended GHS for a minimum of three semesters with the highest cumulative point averages at the end of the third quarter of their senior year will be named valedictorian and salutatorian.

Legal Reference: Connecticut General Statutes
10-223a(b) Basic Skills Necessary for Graduation; assessment process
10-14n(a) State-Wide Mastery Examination.

Policy
Adopted: September 27, 1999
Revised: June 10, 2002
Reviewed: November 26, 2012
Reviewed: June 23, 2014
Approved: August 11, 2014
Reviewed: September 22, 2014
Approved: November 10, 2014
Reviewed: February 23, 2015
Approved: April 6, 2015
Reviewed: April 23, 2018
Approved: June 11, 2018
Reviewed: February 25, 2019
Approved: April 8, 2019

GUILFORD PUBLIC SCHOOLS
Guilford, Connecticut
Graduation Requirements

1.1 Credits

In order to be granted a diploma from Guilford High School, starting with the class of 2023 members of the graduating class shall complete 25 credit requirements in three cluster areas. These credits must include the following:

Cluster One: Science, Technology, Engineering, and Mathematics (STEM) (Total 9 Credits)

- Mathematics – 4 credits (Algebra I, Geometry, Algebra II, Statistics, or other Mathematics)
- Science – 3 credits (Biological / Life Science, Chemistry, Physical Science, other Science)
- STEM Elective – 2 credits (Science, Mathematics, Engineering, or Technology)

Cluster Two: Humanities (Total 11 Credits)

- English – 4 credits (English I, English II, Literature and Composition—American, World, or British Literature, other English course)
- Social Studies – 3 credits (American History, International / World Studies, ½ credit Civics, ½ credit social studies elective)
- Fine Arts – 1 credit (Art, Music, Theatre, Dance)
- World Languages – 1 credit
- Humanities Elective – 2 credits (World Languages, English, Social Science, Fine Arts, or other Humanities course)

Cluster Three: Career and Life Skills (Total 4 Credits)

- Comprehensive Health Education – 1 credit
- Physical Education – 1 credit
- Career and Life Skills – 2 credits (Business courses, Technology and Engineering courses, World Languages, Community Service, Capstone Projects, or other Career and Life Skills courses.)

Students may earn up to a ½ credit for 60 hours of community service above and beyond the minimum requirement of 30 hours.

Capstone projects are culminating experiences in which students demonstrate knowledge and skills by creating a research project in an area of personal interest. They communicate their findings in written and oral presentations.

Mastery-based diploma assessment: Total – 1 credit

Community Service: All students must complete 30 hours prior to graduation.
Transfer credits toward requirements for graduation shall be granted upon approval of the high school principal as follows:

a. Credits earned at an accredited public high school prior to registration at Guilford High School.

b. Credits earned prior to registration at Guilford High School at a private school approved by the Connecticut State Department of Education.

c. Credits for courses receiving prior approval from the high school Principal when taken at a secondary school or institution of higher learning.

d. Other credits may be accepted based on their academic merit (i.e. Educational Center for the Arts (ECA)).

1.2 Assessment Requirements

Unless an alternative is provided by the superintendent/designee, all students must participate in all state-wide mastery examinations.

1.3 Quality Points and Cumulative Point Averages shall be computed as follows:

<table>
<thead>
<tr>
<th>CPA</th>
<th>A+</th>
<th>A</th>
<th>A-</th>
<th>B+</th>
<th>B</th>
<th>B-</th>
<th>C+</th>
<th>C</th>
<th>C-</th>
<th>D+</th>
</tr>
</thead>
<tbody>
<tr>
<td>AP/IB</td>
<td>4.83</td>
<td>4.50</td>
<td>4.17</td>
<td>3.83</td>
<td>3.50</td>
<td>3.17</td>
<td>2.83</td>
<td>2.50</td>
<td>2.17</td>
<td>1.83</td>
</tr>
<tr>
<td>Honors</td>
<td>4.58</td>
<td>4.25</td>
<td>3.92</td>
<td>3.58</td>
<td>3.25</td>
<td>2.92</td>
<td>2.58</td>
<td>2.25</td>
<td>1.92</td>
<td>1.58</td>
</tr>
<tr>
<td>Level 1</td>
<td>4.33</td>
<td>4.00</td>
<td>3.67</td>
<td>3.33</td>
<td>3.00</td>
<td>2.67</td>
<td>2.33</td>
<td>2.00</td>
<td>1.67</td>
<td>1.33</td>
</tr>
<tr>
<td>Level 2</td>
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<td>3.17</td>
<td>2.83</td>
<td>2.50</td>
<td>2.17</td>
<td>1.83</td>
<td>1.50</td>
<td>1.17</td>
<td>0.83</td>
</tr>
</tbody>
</table>

Each student will receive a cumulative point average (CPA) using the chart above. Only grades earned at Guilford High School during sophomore, junior and senior years will be used to calculate the CPA. Grades earned at other secondary schools and through outplacement programs may be counted toward graduation credit requirements but will not be used in determining the CPA. Total quality points earned will be divided by the number of credits attempted. Thus, if a course is failed or credit is withheld, the course will still be counted in determining the cumulative point average. For transcript purposes, the student’s CPA will be reported.
Graduation Requirements continued

The cumulative point average will be used to determine honors for graduation. Students achieving a minimum of a 4.00 CPA will graduate with high honors; and those achieving a minimum of a 3.50 CPA will graduate with honors. Cumulative point averages will be calculated to the hundredths place; averages will not be rounded.

Students may repeat any course at any time in order to raise the mark in a course. However, the course will receive credit only once and will be taken for level zero on subsequent attempts.

(cf. 5230 Graduation Procedures/Ceremonies)

Legal Reference: Connecticut General Statutes
10-5 State high school diploma; "honors diploma." Payment of fees; exceptions.
10-221 Boards of education to prescribe rules.
10-221a High school graduation requirements. Report required of State Board of Education.
10-223a(b) Basic Skills Necessary for Graduation; assessment process.
10-14n(a) State-wide Mastery Examination.

Regulation GUILFORD PUBLIC SCHOOLS approved: January 11, 1999
Revised: July 16, 2001
Revised: June 10, 2002
Approved: January 14, 2013
Reviewed: June 23, 2014
Approved: August 11, 2014
Approved: November 10, 2014
Reviewed: February 23, 2015
Approved: April 6, 2015
Reviewed: April 23, 2018
Approved: June 11, 2018
Reviewed: February 25, 2019
Approved: April 8, 2019

Homework Policy

Guilford High School challenges students to be lifelong learners who aspire to academic excellence, cultural awareness, and social responsibility in an environment that is safe and respectful. Our community nurtures students’ creative and critical thinking skills while developing their personal, intellectual, and physical capabilities. Research supports our belief that purposeful, appropriate homework is an integral component of the learning process, and our approach to homework balances the development of our students as learners with their non-academic commitments, including extracurricular activities, work, and family time. The following general
guidelines provide the framework within which effective homework is designed to meet the specific learning needs of the students at Guilford High School.

- Homework should be designed to emphasize quality tasks aligned with curricular objectives, have a clear academic purpose, support a student’s sense of competence, and be relevant to students. Research-supported purposes for homework include:
  - Introducing background content or activities, including readings that support classroom instruction
  - Checking for understanding
  - Practicing for skill development
  - Processing via reflection, questioning, applying skills, or synthesizing
  - Tasks designed to include out of school resources, situations, or experiences

- Though the quantity of homework may vary, in general, students might expect about 2 hours of homework per class per week. Students taking AP/IB/Honors courses may expect a higher volume. Long-term assignments during the school year should be designed in order to provide students opportunities to complete the homework prior to or several school days after longer breaks or recesses in the district calendar.

- Homework tasks should consider varying student needs and include resources that provide for those needs. To that end, homework tasks should be designed to account for the level of difficulty, amount of work, need for structure or scaffolding, and/or variety of learning interests.

- Homework should be designed primarily as a means of supporting and assessing ongoing learning. To that end, students will be provided effective feedback on their work via teacher comments, peer feedback, self-assessment strategies (such as using exemplars or criteria-based rubrics), and/or class review.

- Parents and guardians are encouraged to play an active role in communicating with their students and teachers about class assignments and expectations. Parents and guardians might support students by providing them with encouragement, an appropriate place and time to do homework, appropriate resources, organizational strategies to complete homework, and a work environment free from distractions in order to ensure focus. Parents should not be responsible for teaching students new skills or concepts nor should they complete assignments for student(s).

- Teachers are responsible for providing parents and students with their homework expectations. These should be clearly communicated via syllabi or other means. Teachers may post specific assignments online (via Google Classroom, websites, etc.) as a reference for students and parents. The use of handouts and displays of assignments in the classroom are encouraged in order to reinforce expectations for specific tasks.

### Homework - Make-up Work

All make-up work is the responsibility of the student. Arrangements should be made with individual teachers; however, the teacher and the student are mutually responsible for communicating what work needs to be completed. Work missed because of an unverified absence or "cut" may not be made up for credit.

All absences from school must be verified by a parental telephone call or note. Students will have at least one day to make up missed assignments or to prepare for tests, quizzes, and projects for each verified absence. (Tests, quizzes, and major projects may require multiple days.) This deadline can be extended if mutually agreed upon by both the teacher and the student.
Honor Roll

Honors and High Honors recognition is determined at the completion of each marking period. Honors calculation involves an average of the letter grades of the grading scale (not numerical grades) obtained in a given marking period. The weight and/or level of each class is not considered in determining Honor Roll.

In order to be included in the high honors or honors list, a student must meet the following criteria:

- All students must carry a minimum of 6 courses within the given marking period
- All courses within a given marking period are used in the calculation
- High Honors requires a student to have an average of all grades equaling A+ or A.
- Honors require a student to have an average of all grades equaling a A- or B+.
- A grade lower than a C automatically disqualifies a student from making Honor Roll.
- An Incomplete and NM grade suspends one’s eligibility.
- The weight and/or level of each class is not considered in determining Honor Roll.

Inclusion Policy

It is the philosophy of Guilford High School that every student has access to learning and to its programs, including the IB Diploma Program. This culture of inclusion for all students is an ongoing process which is nurtured by a collaborative, safe, and respectful learning community. GHS aims to provide student centered instruction where all students receive differentiated instruction and access to assessment; and its culture affirms student identity, builds on prior knowledge, develops scaffolding, and extends learning for all students. GHS utilizes the necessary accommodations, instruction, guidance, and resources needed for personal success in its programs, its Student Success Plan, and the IB Diploma Program.

Independent Study

In certain cases, it is possible to develop an independent study course with a faculty member. Both the teacher and the student must agree to the scope of the independent study. An independent study must extend the academic program beyond regularly offered classes and not include coursework already scheduled at the high school. This needs to be approved by the administration. For more detailed information, please refer to "Special Level/Credit Situations" in this handbook. Students can only apply for one level 1 independent study per school year.

Information Technology Center (I.T. Center)

The Information Technology Center is a place for quiet study and a resource center for classes and individual students. Students who come from a study hall must bring a pass signed by the study hall teacher. Students must sign in for attendance. Students are expected to remain in the I.T. Center for the whole period; locker passes are not given. The I.T. Center is open every school day from 7:15 a.m. to 3:10 p.m. unless posted otherwise.

Insurance

Student insurance may be obtained through the school. The premium must be paid by the student. CMS and Blue Cross coverage taken by the family are deductible from this coverage. Enrollment in one of the insurance plans is strongly recommended for all students.
Language Policy

Guilford High School believes that all its teachers-regardless of subject area-are language teachers who strive to enhance a student’s thinking and communication skills. We also believe that through the acquisition of language, students hone their development of social skills and values, their self-management of learning, and their ability to conduct research. As such, all teachers share in this endeavor that language development is critical to the education of students who are inquirers, thinkers, communicators, and risk-takers as well as global citizens who are caring, open-minded, principled, knowledgeable, and reflective.

Late Arrivals

Students are expected to be at school, on time, to their first assigned class. Students who are repeatedly tardy to school will be issued detentions. Further disciplinary action may result. Grades 11 and 12 students may modify their 1st period study hall class to a permanent late arrival under the following conditions: Signed parental approval form (see Attendance Secretary in Dean’s Office) for appropriate form and approval from an administrator. Grades 9 and 10 students are required to attend their assigned study hall classes.

Level 0

To encourage all students to experience the breadth of courses the Guilford High School curriculum has to offer, a level 0 option is available in many elective courses. This allows a student to receive the grade and credit earned; however, the course will not affect the student’s CPA. Leveling contracts may be used during the registration process. Questions regarding this should be directed to the school counselor.

Lockers

Each student will be assigned a locker upon their enrollment at Guilford High School. The school will provide a lock for each assigned locker to assist students in protecting school and personal property. Students will be held responsible for the condition of their locks and lockers. This obligation extends throughout each student’s career at Guilford High School.

Students also have the use of gym lockers for which they will be issued a lock, for locker room use only, during Physical Education classes. Athletes should check with their coaches or Physical Education teachers regarding team locker room procedures. Locker rooms will remain locked until 7:15 a.m. every morning or until a Physical Education teacher is present to monitor the locker room.

Rules and regulations for use of Guilford High School lockers 2019-2020

1. Lockers and lock combinations will be provided for all students.

2. Locks will be provided for all students. There will be a $10.00 replacement charge for lost/damaged locks.

3. The locks and lockers belong to the Guilford Board of Education. The administration reserves the right to inspect any locker at any time.

4. The following items may not be present in any locker at Guilford High School: Drugs, alcohol, stolen articles, firearms, weapons of any kind, contraband, firecrackers and explosives of any type, and any other materials which might endanger the health and welfare of anyone at Guilford High School.
Students are prohibited from applying posters, bumper stickers, signs, etc. to their lockers, and will be responsible for any damage to the locker to which they are assigned. **Students must use the locks assigned to them. Locks brought in from home and affixed to lockers will be removed!** Students must keep lockers locked.

**Lost and Found**

Found articles of clothing will be placed in a bin in each of the student locker rooms or the Assistant Principal’s Office. Found books will be returned to the main office.

If you lose an item, please fill out a green Lost Item Report in the Assistant Principal’s Office. The administrator will follow up accordingly.

**Main Office**

The staff at Guilford High School will attempt to notify students of articles left on the counter for them via digital signage. Students should check the monitors if they are expecting anything. However, we are not responsible for any items left in the Main Office. Students will not be called out of class and classes cannot be interrupted except in an emergency.

**National Honor Society**

National Honor Society selection is based upon the four characteristics of scholarship, leadership, service and character. Membership in the National Honor Society is limited to juniors and seniors. Students must have completed one semester at Guilford High School.

Students involved in the National Honor Society are expected to create a well-run organization with offices of president, vice-president, secretary, treasurer, parliamentarian and historian. They are expected to contribute to a major service-oriented philanthropy which is decided by the group. In addition, students must complete one personal philanthropy, which may include, but is not limited to, peer tutoring, peer helpers, etc.

The Guilford Chapter of the National Honor Society GPA requirement for candidacy is 3.75.

**Selection Process**

1. Juniors and seniors who have attained a cumulative grade point average of 3.75 will be notified of their academic eligibility.
2. Students must complete "an Information Form", which outlines school and community organizations in which the student has actively participated and has taken a leadership role. Students must select 3 adults who can attest to their character and /or service and/or leadership. Students who have any questions should ask the NHS advisors for clarification.
3. In addition, a list of academically eligible students is circulated to the staff who are invited to comment on the character, service and leadership of any students they know.
4. A faculty council reviews the information and a majority vote of the five-member council determines membership.
5. Students are notified of the decisions of the faculty council by mail. Students who are not selected may arrange to meet with the advisors for additional information.
6. Selected students are formally inducted in the fall (seniors) and the spring (juniors).

**Obligations**

Students are responsible for returning all school materials loaned to them. This includes textbooks, Chromebooks, school locks, library materials, uniforms, band instruments, etc. Failure to return them in good condition will result in a replacement charge. Students with outstanding obligations
may not be permitted to attend extracurricular events. Seniors not cleared of these obligations may not participate in graduation ceremonies. (See Exams and Textbooks for further information.)

Student Driving/Parking

Student Use of Motor Vehicles. All requests for student parking privileges must be accompanied by proof of proper licensing and car registered to them or a family member residing at the same address. All students who receive approval to park on school property must complete and sign an application along with a parent that includes regulations for on-campus operation and parking of motor vehicle. The administration shall formulate equitable guidelines for the allocation of permits.

The only automobiles that will be allowed to park on the school grounds, in the area designated for students, will be those that have been issued permits. Each permit will have a number and the permit will be valid only for the car that it is assigned to. Permits will be for the academic year only. Any student abusing his/her permit privileges will have the permit revoked. Any car found on the school parking lot without a permit will be ticketed and/or towed away at the owner's expense. Permits will be issued by the administration. Upon arrival at school students are not to remain in their car but are to come directly into the building.

Grounds for Revocation of Permits:

1. Violation of motor vehicle laws, driving at an excessive speed on the school grounds, or reckless or dangerous driving on the school grounds.

2. Violation of a criminal law in the State of Connecticut or the United States.

3. Violation of school policy or regulation including but not limited to failure to park in the area designated for students, excessive tardiness, loitering in cars, or failure to pay parking tickets.

4. Parent request.

Juniors and seniors: All requests for junior and senior parking permits must include an application/contract signed by the applicant and their parent/guardian. Student must include a photo copy of their valid driver’s license and a photo copy of a valid Connecticut state registration certificate. All juniors and seniors requesting approval to park on school property must pay any outstanding obligations/parking violations before applying for a permit.

Only juniors and seniors are allowed to have vehicles on campus. Juniors are subject to space availability. All vehicles must be registered in the Main Office and adhere the appropriate permit on the inside of the lower passenger side of the windshield. Sophomores are not allowed to park at Guilford High School.
Students will park in the lot assigned to them. They **will not** park in staff/faculty parking lots, visitor spaces or behind the old science wing. They **will not** park in fire lanes or in handicapped designated spaces.

Every student driver must comply with Connecticut’s Graduated Driver Licensing laws including the nighttime curfew restrictions, passenger restrictions, and that all drivers and passengers must wear a seat belt. If any of these regulations is violated, the student may have their driver’s license seized by a police officer immediately. It may also result in detention, suspension, loss of parking privileges, issuance of a parking ticket and/or subject to towing. Failure to adhere to suspended driver’s privileges may result in the vehicle being towed at the owner’s expense.

Permits will be issued beginning one week prior to the start of school in the **Main Office**. Students **may not** go to the parking lot during the school day without permission. The parking lot is considered a restricted area. All vehicles parked at Guilford High School are subject to search at the discretion of school administrators.

**Vehicles without stickers, outdated, expired or with incorrectly displayed stickers, will be considered illegally parked and may be ticketed. Please abide by the rules and parking regulations provided by the school.**

**Petitions**

Prior to circulation, petitions must be approved by administration. Then, students may circulate petitions for presentation to the school administration or student government. Signatures must be solicited before and after school or during lunch periods. Petitions must be free of obscenities and not contain libelous statements.

**Physical Exam Requirements**

In Connecticut, a physical exam is required for Grade 10. The exam must be done after January 1, of the year your student begins tenth grade. In accordance with state law (C.G.S. Secs. 10-204a and 10-206), all tenth grade physicals MUST be on file before your student begins eleventh grade. The “blue form” should be completed by a parent/guardian and the student’s health care provider. All mandated exam requirements must be done and documented by the physician’s office. Any incomplete exams will be returned to the parents, for completion by the health care provider. If you have any questions or need assistance in meeting the health requirements, please contact the GHS Health Office. Sports physicals must be done within 365 days of the start date of a sport season. No one will be allowed to tryout, practice or play without a completed exam form on file in the GHS Health Office. If the examination expires during the sport season, a new, current examination form must be submitted to the school nurse. **Failure to do so will result in ineligibility for the athlete.** The **Athletic Emergency Information/Permission** form should be turned in to the GHS Health Office at least one week prior to the sport start date. This information will be used for all sports the student participates in during the current school year.

**Progress Reports**

Parents/guardians can set up progress reports to be emailed once a week, once every two weeks, once a month, or daily. To set these parameters, log on to http://powerschool.guilfordschools.org. Input your username and password to access your student’s information. Click on the “Email Notification” button to select your preference. Teachers are expected to update PowerSchool on a regular basis to promote communication with families and provide adequate opportunity for improvement where needed. Grades on PowerSchool are accessible for parents, counselors, and case managers (if applicable).
Report Cards

Report cards will be issued within two weeks of the end of each quarter. Four report cards are issued each year. Reports cards are distributed in school for quarters one, two and three. Quarter four report cards are mailed directly to the home address. Report cards may be withheld if a student has a school obligation. Please refer to School Property section.

Schedule Correction Policy

During the five days prior to the opening of school and the first five days of quarter one, the counselors will assign the highest priority to the following types of schedule corrections:

1. New student registrations
2. Seniors requiring schedule adjustments for graduation.
3. Corrections required due to summer school attendance or summer tutoring.
4. Semester courses out of sequence or fewer than 6 classes per semester

Students should make an appointment to see their counselor regarding required additions to their schedule before the second Friday after the opening of school. During this time students must attend the classes on their original schedule. Teachers will not admit or delete students from their classes until all the necessary administrative approvals have been obtained.

PLEASE NOTE: Students who stop attending classes will receive an F as a grade. The only changes that will be made after the 5 day limit will be those recommended by the teacher due to academic reasons.

Scheduling

The scheduling process is designed to address the scholastic needs of each student. Every effort is made to ensure that students are appropriately placed within each subject area based on performance and ability. They are encouraged to seek challenges beyond the minimum course requirements. Selecting courses consists of a sequence of interactions involving the student, teachers, counselor and parents. The goal of this collaborative effort is to provide each individual with a diverse and demanding program of study.

School Nurse – Health Services

The Health Office is located next to the Gym. Any student who is ill must report to the Health Office which is staffed from 7:30 a.m. to 2:30 p.m. by a school nurse (R.N.), and/or a trained health aide working under the direction of the school nurse. If the nurse determines the student should be dismissed, a parent/guardian will be contacted by the nurse and a dismissal pass will be given to the student. Students should not be arranging their own pick up for any reason. Minor first aid and illness care are provided.

Health assessment screening procedures are conducted as required (vision, hearing, postural-scoliosis) and parents/guardians are notified when possible problems are identified. Physical examinations and immunizations are required by law. (See Physical examination and immunizations in this handbook.)

School health records are not available during the summer vacation. If any health information from school is required for camp, sports, etc., be sure to contact the school nurse before the last day of school.
School Property

Students are responsible for all textbooks, Chromebooks and materials which are loaned to them for their education. Respect for the school building is part of this responsibility. Report cards, diplomas and/or participation in graduation ceremonies may be withheld until all student obligations for school property are met. Students are prohibited from applying posters, bumper stickers, signs et cetera, to any area of the building without prior permission from administration.

Guilford High School uses monitoring, filtering, and anti-theft software on student issued devices. The software allows teachers to view and display information on a student's screen while they are in class.

Smoking Regulations

Smoke and Electronic Nicotine Delivery System (ENDS)-Free Environment

In accordance with the Guilford Public Schools goal of mutual respect and responsibility, and the knowledge that smoking and nicotine are detrimental to the health of the individual and others, the Guilford Board of Education institutes the following policy:

There shall be no smoking, possession, use, or display of tobacco or tobacco products or tobacco paraphernalia, including electronic nicotine delivery systems or any form of cigarettes by students and adults in any school building or school vehicle or on any school grounds at any time.

(cf. 1346 Use of School Buildings)
(cf. 1350 Smoke-Free Environment)
(cf. 4122 Smoke-Free Environment)

Legal Reference: Connecticut General Statutes

10-19 Teaching about alcohol, nicotine or tobacco, drugs and acquired immune deficiency syndrome. Training of personnel.
31-40q Smoking in the workplace: Definitions; employers to establish non-smoking areas; exemptions.
53-198 Smoking in motor buses, railroad cars and school buses.
19a-342a(b)(1) Use of an electronic nicotine delivery system in an unauthorized location.
53-344b(c) Fines for 16-17 year olds found in possession of or using an electronic nicotine delivery system.

Policy

adopted: June 28, 1999 Guilford, Connecticut
Revised: August 5, 2002
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**Smoke and Electronic Nicotine Delivery Systems (ENDS)-Free Environment**

The following disciplinary measures will be enforced for students who violate the Guilford Public Schools Smoke and Electronic Nicotine Delivery (ENDS)-Free Environment policy.

**Guilford High School and Adams Middle School**

1. **First offense:** one (1) day of in-school suspension, parental contact, referral to the Student Assistance Counselor (S.A.C.), referral to the Juvenile Review Board for pre-screening, and, if 16 years or older will also have an infraction issued by the Guilford Police Department.

2. **Second offense:** two (2) days of in-school suspension, parental contact, referral to the S.A.C., referral to the Juvenile Review Board, and, if 16 years or older will also have an infraction issued by the Guilford Police Department.

3. **Third offense:** three (3) days of in-school suspension, parental contact, referral to the S.A.C., referral to the Juvenile Review Board, and, if 16 years or older will also have an infraction issued by the Guilford Police Department.

Distribution or sharing of tobacco or an electronic nicotine delivery system, or their paraphernalia, will result in a one (1) day in-school suspension, parental contact, and infraction or summons issued by the Guilford Police Department.

**Note:**

Further offenses may result in other disciplinary action, which may include loss of parking privileges and/or extracurricular activity participation/attendance.

(cf. 1346 Use of School Buildings)
(cf. 1350 Smoke Free Environment)
(cf. 4122 Smoke Free Environment)

**Legal Reference:** Connecticut General Statutes

10-19 Teaching about alcohol, nicotine or tobacco, drugs and acquired immune deficiency syndrome. Training of personnel.
31-40q Smoking in the workplace: Definitions; employers to establish non-smoking areas; exemptions.
Students

53-198 Smoking in motor buses, railroad cars and school buses.
19a-342a(b)(1) Use of an electronic nicotine delivery system in an unauthorized location.
53-344b(c) Fines for students 16-17 year olds found in possession of or using an electronic nicotine delivery system.

Regulation
approved: August 5, 2002
Reviewed: November 28, 2011
Approved: January 9, 2012
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Special Education Programs

The Special Education Department and Pupil Services at Guilford High School serves students with a variety of needs: developmental, physical, visual, hearing, learning, social/emotional and other health impaired. All students are placed in the least restrictive environment according to their identified needs. The Special Education Department works in a consultative/collaborative manner with regular education teachers to insure appropriate support and progress for each student. Accommodations and modifications plans are carried out in inclusive classes, while direct assistance is provided for students in learning center in accordance with a student’s Individualize Education Plan. There are also direct instruction classes, which provide a highly individualized curriculum specific to student needs. Student placement is determined through the Planning and Placement Team (PPT) process.

Individuals with Disabilities Education Act (IDEA)

Connecticut General Statues and the federal Individuals with Disabilities (IDEA) are laws that require the provision of special education and related services to eligible children with disabilities. These laws ensure that children with a disability have available to them a free appropriate public education (FAPE) in the least restrictive environment (LRE). Additionally, these laws give parents of children with disabilities the right to play an important role in their children’s education. (For information regarding the protections of students under IDEA for disciplinary purposes, see the section titled “Procedures When Disciplining a Child”, in the Steps to Protect a Child’s Right to Special Education: Procedural Safeguards”, SDE/BSE website http://www.sde.ct.gov/sde/lib/sde/PDF/DEPS/Special/Prosaf.pdf).

Pupil Planning and Placement Teams

The Pupil Planning and Placement Team (PPT) consists of a school administrator, who serves as chair of the PPT, related services staff member, special education teacher, regular education teacher, the student and parents. Other staff may be included as needed. The PPT has the obligation to identify and provide Individual Education Plans (IEPs) for students with disabilities who need special education.

All teachers are responsible for providing modifications and accommodations in accordance with their students’ IEPs.
Any teacher who is concerned about the possible disability of a student in a class or study hall should contact the student’s school counselor.

**Special Level/Credit Situations**

1. **Lab Assistants/Office Aides/Teaching Assistants**

Credits for assistants in any area will not count toward the graduation requirement for that specific subject area. These credits will be considered as additional credits which are counted toward graduation or they may be applied to the 30 hour school/community service requirement for the student's responsibility course if they are earned concurrently with the course. Please note that they may not count as both a credit toward graduation and toward the service hour requirement. In general, these will not be taken to complete the minimum six course requirement. In addition, the grades awarded for credit will be pass/fail in the case of office assistants, or a letter grade may be awarded to express the teacher's qualitative assessment of the assistant in an academic lab situation. Credit is to be apportioned based on five meetings per week equals one credit per year. Only Level 0 quality points will be given in these situations.

2. **Independent Study**

In certain cases, it is possible to develop an independent study course with a faculty member. Both the teacher and the student must agree to the scope of the independent study. Students should understand that independent study is voluntary on the part of a staff member and that specific arrangements must be made with the teacher through the school counselor. To qualify, the student must complete an application in conjunction with the teacher, the department chairperson and the counselor. The application will clearly outline the content of the course as well as the credit to be awarded and the method of grading. A course number will also be assigned. Credit will be apportioned based on the five day per week rule and an expected outside period of time for homework, research, etc. proportional to other similar courses. If the course is delivered during a regularly scheduled class period, it may count toward the minimum six course requirement. The principal gives final approval for all independent study courses.

3. **Music Courses**

Only Voices, Jazz Instrumental, and officer status in one of the large groups may be taken for level one credit. Music Theory I and II may be taken for level one or level two credit. All other music groups will be taken for level two credit with a level 0 option available at the beginning of the course. Band members are awarded 1.0 credit for participation. A maximum of two level one music courses per semester will be allowed.

**SRBI Team – (Scientific Research-Based Intervention)**

The SRBI Team is a multi-disciplinary team comprised of administrators, school counselors, special service team members, regular education teachers and special education teachers who meet on a regular basis. The SRBI TEAM looks at referrals concerning non-special education students experiencing academic or behavioral difficulties. The team develops intervention strategies and program modifications specific to student needs.

**State Mandated Testing**

Unless an alternative is provided by the superintendent/designee, all students must participate in the language arts, mathematics, and science assessment of the statewide examination. Participation in the testing is a graduation requirement.
Student Behavior

Appropriate patterns of behavior are founded upon the principles of personal responsibility and respect for the rights and feelings of others. Behavior/repeated misconduct may impact students’ eligibility to participate in field trips, dances and/or other extracurricular activities and functions.

Study Halls

All students are assigned to study halls during their non-class periods. There are no "free" periods at Guilford High School. Students should be on time to study hall. Grade 9 or 10 students assigned to a study hall must obtain a pass from their academic teacher in order to use the I.T. Center. This pass must be presented to the study hall teacher.

Suspension

When the presence of a student in the school interferes with the educational process, the education of others, the responsibilities of teachers, or when a student is guilty of a serious breach of responsibility or conduct, they will be suspended for not more than ten school days. Students and parents should note that suspension is used as a disciplinary tool in dealing with a number of serious offenses.

A full statement of the Board of Education policy as it pertains to suspension is available on the district website, www.guilfordschools.org.

Telephones

The office telephones are business phones and should be used by students for emergencies only. Parents should not call the school except in cases of real emergency. In emergency situations, parents should contact the Main Office to locate their student and should not contact students via their cell phone.

Textbooks

Textbooks are issued by identification number to each student. The student will sign for the book to verify issuance and present condition of book. Students are responsible for the care of their books throughout the year and are advised to use book covers. Fines will be assessed for lost and/or damaged books.

Theft

If students have possessions stolen from them in school during the school day they should file a Lost Item Report with an administrator. This will be forwarded to the School Resource Officer for investigation. Students are reminded not to bring large sums of money to school, to keep their possessions in their hall and gym lockers, and to keep lockers locked always. Students may also give valuables to their coach, PE teacher, or Assistant Principal for safekeeping during class.

Use of Turnitin.com (or another plagiarism detection service)

Turnitin.com is a web-based plagiarism detection service owned by iParadigms, LLC. Turnitin.com is most effective as a deterrent, but it is also a means to teach students how to work with sources and to raise awareness about the use of correct citation methods on scholarly work. It is the teacher who determines if a paper has been plagiarized and requests disciplinary action by the administration. For more information, please see Academic Honesty in this handbook.
It is the teacher’s responsibility to provide advance notice (via syllabus) to students that this service will be used during the year.

Teachers can forward student term papers, once received from the students when they turn in their assignments, to Turnitin.com. Teachers do not need the consent of the parents (or adult student) before Guilford submits the student’s paper to Turnitin.com. However, before such a submission, you must first remove from the paper all “personally identifiable information” (including the student’s name, a personal identifier such as the social security number or ID number, or any other information that would identify the student). Turnitin.com may assign a code to the student paper so that the teacher/school official may trace the report, but only if the code is known only to the teacher/school official or the student whose record is being disclosed.

If the teacher does not remove such personally identifiable information from the paper, then the usual FERPA rules regarding the need for parental consent (before disclosure of student records to third parties) would apply. An Instructor Quick Start guide can be found at http://www.turnitin.com/static/training.html for more instructions on submitting student work.

Guilford High School teachers cannot require students to themselves submit their papers directly to Turnitin.com. While students may on their own submit their papers to Turnitin.com, such submission must be on a voluntary basis. Teachers cannot require the students/parents to sign a waiver of their privacy (or other) rights as a condition of taking a class. If a student were to directly submit work to Turnitin.com, then the student would have to sign/agree “terms and conditions” (such as a waiver of rights) in order to process the submission. Guilford High School cannot force students to execute such agreements.

**Video Taping**

Any parents who object to having their student videotaped or photographed by employees of the Guilford Public School system should obtain a form from the main office. No videotaping or photographing of students will be allowed at Guilford High School without prior approval of the administration and prior consent of those being videotaped or photographed with the exception of videotaping or photography that may take place as part of a crisis plan protocol.

**Visitors**

The school policy is to accept only those visitors who have legitimate business to conduct in the school. Visitor badges are required to be worn at all times. These are obtained at the time visitors report to the Main Office and present identification. Visitors are expected to leave promptly when their business is completed. Student shadowing/visiting is not permitted during the school day. These visits can occur after the close of the school day and with administrative approval.

**Weapons**

Any implement which could be construed as a weapon will be considered inappropriate in school. Such implements, even if used in the work place after school, include, but are not limited to, knives, box cutters, Leatherman, darts, fireworks, laser lights, and any other device with which injury might be done to a person or property of another and which is of no reasonable use to the pupil in the educational program. Possession of such an item is a suspendable offense. (See regulation on Pupil Suspension and Expulsion.)
Withdrawal from Class

Students who drop any course after the first midterm report for semester courses (23 instructional days), and after quarter one of year courses, will receive a grade of WF.

The only exceptions to this rule are changes made for the following reasons:
   a) Teacher recommendation
   b) Administrative recommendation

(See Schedule Change Policy for further information.)

Working Papers

These forms are in the Main Office and online at the GHS website.

- Student must be a resident of the Town of Guilford and must provide evidence of residency.
- Student must be 16 years of age
- Student must appear in person (There are no exceptions to this requirement).
- Student must have authentic documentation of evidence of age.
- Student must have written promise of employment signed by the prospective employer.
- Student must complete the Guilford Public Schools Working Papers Information Form.

During the summer, these forms are also available at the Lathrop House – Administrative Offices at 55 Park Street, on the Guilford green.