

Guilford High School Student/Parent Handbook

*The mission of Guilford High School is to focus on learning in a rigorous
academic learning community that is safe and respectful.*



2011-2012

605 New England Road, Guilford, CT 06437

Phone: 203.453.2741

Fax: 203.453.6768

Website: <http://www.guilford.k12.ct.us/~ghs>

CEEB Code# 070255

2011-2012 GHS SCHEDULE

A	B	C	D	START	END	MINUTES
1	1	1	3	7:25	8:22	57
2	2	2	4	8:28	9:25	57
3	3	5	5	9:31	10:28	57
4	4	6	6	10:34	12:02	58/30=88
Lunch Waves						
Lunch 1		Lunch 2			Lunch 3	
Lunch 10:34-10:59		Class 10:34-11:03			Class 10:34-11:32	
Class 11:04-12:02		Lunch 11:06-11:31			Lunch 11:37-12:02	
Class 11:33-12:02		Class 11:33-12:02				
5	7	7	7	12:08	1:05	57
6	8	8	8	1:11	2:08	57
Drop 7/8	Drop 5/6	Drop 3/4	Drop 1/2			

- All classes are 57 minutes except for those that occur during the lunch waves. These classes are 58 minutes.
- A five minute passing period has been included to assist in passing time from the cafeteria.

TENTATIVE DATES FOR QUARTER ENDINGS AND POWERSCHOOL UPDATES

Quarter One

11/03	End of Quarter One
11/14	Grades due
11/17	Report cards distributed

Quarter Two

01/18	End of Quarter Two
	January 19, 20, 23, 24 – Mid Year Exams
01/27	Senior failures due
01/31	Grades due
02/06	Report cards distributed

Quarter Three

03/29	End of Quarter Three
04/04	Grades due
04/16	Report cards distributed

Quarter Four

06/06	End of Quarter Four
	June 7, 8, 11, 12 - Final Exams
06/12	Grades due
06/13	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, September 8) explaining their grading policy and approximate PowerSchool updates.

August 2011

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 an effort to consolidate our school handbooks, cut back on printing costs, and make more information available online to our families, we have developed a District Student Policy Handbook. The Handbook will only be available online at:

www.guilford.k12.ct.us/district_information/index.php

A link to the Handbook will also be provided from each of our school web sites. However, 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.guilford.k12.ct.us/board_of_education/index.php

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,

E. Anne Keene, Ed.D.
Interim Superintendent of Schools

Attachments: 1) List of Policies/Regulations/Notifications
2) Verification Form

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 (5431 Policy)
- Attendance and Truancy (5122 Policy)
- Bullying Policy (5005 Policy and Regulation, Bullying Complaint Report-f1)
- Bus Transportation (3600 Policy)
- Cyberbullying (5006 Policy)
- Discipline (5125 Policy)
- Discrimination/Harassment (5004 Policy, Regulation and Forms c, d)
- Dress and Grooming (5326 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)
- Homework (6330 Policy)
- Pediculosis (5466 Policy and Regulation)
- Promotion, Acceleration, Retention (Policy 5218)
- Reporting of Child Abuse and Neglect (5418 Policy and Regulation)
- School Observances, Ceremonies and Programs (Policy 6118)
- Sexual Offenders on School Property (Policy 3516)
- Smoke Free (5322 Policy and Regulation)
- Student Records/Confidentiality (FERPA) (5222 Policy and Regulation)
- Student Use of Beepers/Cellular Telephones (Policy 5128)
- 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)

Notifications

- Asbestos Hazard Emergency Response Act (Notification of Management Plan Availability)
- Green Cleaning Program Notice
- Individuals with Disabilities Education Act (IDEA)
- Media Privacy
- National School Lunch 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
- Section 504 Statement
- Suspension and Expulsion Procedural Requirements for Students Requiring Special Education

GULFORD PUBLIC SCHOOLS
ANNUAL NOTIFICATION OF DISTRICT STUDENT POLICY HANDBOOK
2011-2012

August 2011

Dear Parent/Guardian:

The Guilford Public Schools Annual Notification of District Policies Handbook is posted on our district web site (www.guilford.k12.ct.us/district_information/index.php) 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. However, 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: _____

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GUILFORD HIGH SCHOOL ADMINISTRATION

PRINCIPAL

Rick Misenti

ASSISTANT PRINCIPAL

Marc W. Guarino

Grades 11 & 12

DEAN OF STUDENTS

Kimberly Vigliotti

Grades 09 & 10

DEAN OF STUDENTS

Pam Hogarth

Special Education

ATHLETIC DIRECTOR

Jake Jarvis

DEPARTMENT CHAIRPERSONS/LIAISONS

ART	Cheryl Kling
ENGLISH	Julia Chaffe
FOREIGN LANGUAGE	Sharon Jakubson
GUIDANCE	Tammy Lizotte
HEALTH SERVICES	Carol Ott
LIBRARY /MEDIA	Celia Wanat
MATHEMATICS	Donna Pudlinski
MUSIC	Thomas Boates
PHYSICAL EDUCATION	Jane Capellini
PRACTICAL ARTS	David Hackett
SCIENCE	Sarah Sandora
SOCIAL STUDIES	Ralph Russo

IMPORTANT TELEPHONE NUMBERS

GUILFORD HIGH SCHOOL - 203.453.2741

MENU OPTIONS

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

To reach the

Main Office – Administration	-	press 0
Attendance Office	-	press 1
Student Affairs Center	-	press 2
Guidance Office	-	press 3
Special Services Office	-	press 4
Athletic Office	-	press 5
Health Office	-	press 6
Listing of Current Announcements	-	press 7

For direct extensions, dial:

ATHLETIC DIRECTOR	-	222
ATTENDANCE OFFICE	-	261
GUIDANCE OFFICE	-	225/230/273
HEALTH OFFICE	-	216
HEALTH FAX #	-	203.458.1807
LIBRARY	-	235
MAIN OFFICE	-	211/212
SPECIAL SERVICES	-	236
STUDENT AFFAIRS CENTER	-	262
GHS FAX #	-	203.453.6768
SUPERINTENDENT'S OFFICE	-	203.453.8200
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GUILFORD HIGH SCHOOL
MISSION STATEMENT

The mission of Guilford High School is to focus on learning in a rigorous academic learning community that is safe and respectful.

The vision of the Guilford High School community is that all individuals will develop the beliefs, skills and dispositions for lifelong learning and realize their fullest potential.

We believe that the goal of education is to help young people to assume a meaningful, responsible, and productive role in society. To achieve this goal students will:

- learn through rigorous programs that meet their diverse abilities, needs, aspirations and interests
- reach their highest capabilities in a climate where learning is a shared, mutually-accountable, data-driven collaboration among teachers, students, parents, and community
- understand their shared responsibility for their education
- develop habits of lifelong learning
- develop a respect for the uniqueness and accomplishments of themselves and others
- mature into independent, reasoning individuals who make responsible decisions, adapt to a changing world, and develop into productive and responsible 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

School-Wide Rubrics

School wide rubrics are used to assess the level of achievement of Guilford High School’s targeted and valued skills. Our rubrics ensure that all students and their parents know what is expected of them and know what they need to improve. Students will have multiple opportunities across content areas and/or courses to practice and achieve Guilford High School’s academic expectations. Students will be able to see connections across the disciplines, an important aspect of improved learning. School-wide rubrics levels of achievement are not used as grades. Student performance on school-wide rubrics do not factor into a student’s numerical grade in any course.

Academic Expectation #1

To meet the demands of the global community students will demonstrate appropriate communication strategies by writing and speaking for a variety of purposes and audiences.

CRITERIA	5	4	3	2	1
	Excellent	Approaching Excellence	Proficient	Approaching Proficiency	Not Proficient
<i>Focus</i>	A clear, thoughtful, and well-articulated focus is maintained throughout the response	<input type="checkbox"/>	A clear focus is maintained throughout the response	<input type="checkbox"/>	Lacks a clear or correct focus or the focus is not maintained throughout the response
<i>Support</i>	Response is thoroughly supported by using specific, documented information and examples that are accurate and relevant	<input type="checkbox"/>	Response is supported by using documented information and examples that are accurate and relevant	<input type="checkbox"/>	Response lacks adequate support, documented information and/or examples are inaccurate or irrelevant
<i>Organization</i>	Response is cohesive, well-organized, logical and appropriate to the given task; response is free of digressions	<input type="checkbox"/>	Response is organized and appropriate to the given task; response may contain digressions	<input type="checkbox"/>	Response lacks organization or digressions significantly interfere with meaning
<i>Clarity & Fluency</i>	Ideas are clearly and effectively developed; writing/speaking is consistently fluent and well-crafted with effective transitions	<input type="checkbox"/>	Most ideas are clearly and effectively developed; writing/speaking is generally fluent with effective transitions	<input type="checkbox"/>	Ideas lack clarity and/or development; writing/speaking lacks fluency and/or transitions
<i>Language & Mechanics</i>	Uses sophisticated and varied vocabulary, language and mechanics that are appropriate for the purpose of the assignment.	<input type="checkbox"/>	Uses vocabulary, language and mechanics that are appropriate for the purpose of the assignment.	<input type="checkbox"/>	Vocabulary, language and mechanics are not appropriate for the purpose of the assignment.

Academic Expectation #2

To meet the demands of the global community students will demonstrate appropriate reading and listening skills for a variety of purposes

CRITERIA	5	4	3	2	1
	Excellent	Approaching Excellence	Proficient	Approaching Proficiency	Not Proficient
<i>Understanding</i>	Demonstrates a sophisticated understanding of ideas and themes; summarizes accurately and thoroughly; generates thoughtful opinions and questions	<input type="checkbox"/>	Demonstrates an understanding of ideas and themes; summarizes accurately; generates appropriate opinions and questions	<input type="checkbox"/>	Demonstrates a limited or inaccurate understanding of the ideas and themes; unable to summarize; does not generate appropriate opinions or questions
<i>Interpretation</i>	Uses relevant evidence effectively to draw and support conclusions and/or make predictions; consistently distinguishes what is stated from what is implied	<input type="checkbox"/>	Uses relevant evidence to draw and support conclusions and/or make predictions; distinguishes what is stated from what is implied	<input type="checkbox"/>	Does not use evidence to draw and support conclusions and/or make predictions; unable to distinguish what is stated from what is implied
<i>Connections and references</i>	Demonstrates meaningful connections between his or her knowledge/experience and the medium	<input type="checkbox"/>	Demonstrates connections between his or her knowledge/experience and the medium	<input type="checkbox"/>	Makes irrelevant or limited connections between his or her knowledge/experience and the medium
<i>Content And Structure</i>	Effectively identifies and explains the author's purpose, intended audience, and points of view; develops thoughtful value judgments about the medium; insightfully connects structure of the medium to meaning	<input type="checkbox"/>	Identifies and explains the author's purpose, intended audience, and points of view; develops value judgments about the medium; connects structure of the medium to meaning	<input type="checkbox"/>	Does not identify and/or explain the author's purpose, intended audience, and/or points of view; does not develop value judgments about the medium; is unable to connect structure of the medium to meaning

Academic Expectation #3

To meet the demands of the global community students will **analyze and evaluate a variety of sources for reliability and credibility.**

CRITERIA	5	4	3	2	1
	Excellent	Approaching Excellence	Proficient	Approaching Proficiency	Not Proficient
<i>Sources</i>	Consistently analyzes and evaluates a variety of sources for authorship, accuracy, bias/objectivity, context (i.e., time, place) and content relevance.	□	Generally analyzes and evaluates a variety of sources for authorship, accuracy, bias/objectivity, context (i.e., time, place) and content and relevance	□	Seldom or never analyzes or evaluates a variety of sources for authorship, accuracy, bias/objectivity, context (i.e., time, place) and content relevance

Academic Expectation #4

To meet the demands of the global community students will apply effective strategies for problem solving.

CRITERIA	5	4	3	2	1
	Excellent	Approaching Excellence	Proficient	Approaching Proficiency	Not Proficient
<i>Gathering Information</i>	Comprehensively / thoroughly collects, selects and organizes information from a variety of relevant and credible sources		Collects, selects and organizes information from several relevant and credible sources		Collects information that is incomplete or lacks organization; source(s) are irrelevant or lack credibility
<i>Analyzing and Interpreting Information/ Data</i>	Effectively uses analysis and interpretation in a variety of ways to make sense of information		Uses analysis and interpretation to make sense of information		Lacks analysis or misinterprets information
<i>Thinking Critically</i>	Comprehensively evaluates relevant information to construct a solution or conclusion that is complete, creative in new contexts, well-supported and/or evidence-based		Evaluates relevant information to construct a solution or conclusion that is complete, supported and/or evidence-based		Makes irrelevant or limited connections between his or her knowledge/experience and the medium
<i>Communicating Solutions</i>	Clearly communicates conclusion or solution with relevant evidence and insight		Communicate s conclusion or solution with relevant evidence		Communicates an unclear or incomplete conclusion

Academic Expectation #5

To meet the demands of the global community students will employ technology appropriately to facilitate learning, research, and communication.

CRITERIA	5	4	3	2	1
	Excellent	Approaching Excellence	Proficient	Approaching Proficiency	Not Proficient
<i>Technology Competency</i>	Properly and independently uses a variety of hardware, accessories, and software		Properly uses a variety of hardware, accessories, and software		Improperly uses hardware, accessories, and software
<i>Research</i>	Effectively and independently uses technology to conduct research		Effectively uses technology to conduct research with some assistance		Does not use technology to conduct research
<i>Communicating Ideas</i>	Consistently demonstrates insightful and effective use of several forms of technology to create and communicate written, visual, oral and/or multimedia presentations		Generally demonstrates effective use of several forms of technology to create and communicate written, visual, oral and/or multimedia presentations		Has significant difficulty using technology to create and communicate written, visual, oral and/or multimedia presentation
<i>Responsible Use of Technology</i>	Demonstrates consistent respect for legal and ethical use of information resources, computers, and other technologies		Complies with rules regarding the ethical use of technology		Does not follow directions regarding the ethical use of technology

ACADEMIC DISHONESTY

Academic dishonesty is a serious offense and may result in assignment of a lower grade or zero, failure of a course, suspension, or expulsion (per Guilford Board of Education Policy #5126 section III part E.) Academic dishonesty includes, but is not limited to, various forms of cheating, plagiarism (including failure to use proper forms of citation), and sharing of answers/work with others. Please see **Use of Turnitin.com** (or another plagiarism detection service) in this handbook.

ACCEPTABLE USE POLICY

The Acceptable Use Policy is to ensure that students and their parents are aware of the individual user's responsibility in using the 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 in their packets sent home in August. AUP's will be available in the Library for new students. Students need not sign annually.

ACTIVITIES

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

ASBESTOS

This is to formally notify you of the existence of asbestos at Guilford High School. The asbestos is in good condition, poses no hazard, and is being managed through approved removal and containment procedures under state and federal guidelines.

ATTENDANCE

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. Therefore, standards of attendance have been established and will be implemented in accordance with the Board of Education Regulation 5118.

ATTENDANCE REGULATION

I. ABSENCE LIMITATION

- A. Credit will be withheld in a semester or year course if a student exceeds 9 unexcused 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 who arrives more than 10 minutes late to class, without a pass from an administrator, may be refused admittance by the teacher. Such instances will be recorded as an unexcused absence.
- E. The school will send written notice to parents after 5 and 10 absences in a semester/year course.
- F. The administrators will review all cases of loss of credit under the provisions of the policy and will notify parent/student in writing within 5 school days of the decision.
 - 1. In determining whether or not credit should be restored, the Deans will review all absences. If they determine that a student would not have reached the absences limitation because of reasons set forth in I-B or because of the reasons listed below, credit will be restored
 - a.. Personal illness: A note from a physician is required within five school days of the student's return to school.
 - b. Mandatory court appearance: A note from the court is required within five school days of the court appearance.
 - c. Religious holiday
 - d. Suspension/Expulsion
 - e. Death in the family
 - 2. College visitations and family trips and vacations will not generally be regarded as reasons for exceeding the absence limitation. Parents are strongly discouraged from scheduling vacations during times when school is in session. Any parents contemplating family vacations during the school year should contact the student's administrator 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-B and I-F (1) (a,b,c,d,e) will count toward the absence limitation even if explained by a parent, as provided in paragraph II-B.
- B. Procedure for parents to explain absences:
 - 1. Absence from school
If a student is absent from school, the parent or guardian must call (203.453.2741 Ext. 261) between the hours of 7:00 and 9:00 a.m. to report the absence. If a parent is unable to call the school, the student will be required to bring a note from the parent to the Attendance Office one school day after returning to school explaining that day's absence. Failure to bring in a note results in that absence being regarded as unverified and unexcused.

2. Tardiness to school
 - a. If a student will be late to school, parents are expected to call the Attendance Office prior to 9:00 a.m. to inform the school.
 - b. Students admitted after 9:10 a.m. will need one of the following for an acceptable excuse:
 - (1) Verified doctor or dentist appointment
 - (2) Verified court appearance
 - (3) Verified motor vehicle appointment
 - (4) Parent contacts appropriate administrator and is excused
3. Early dismissal from school
 - a. If a parent wishes to have a student dismissed from school early, the student should bring in a note from the parent to the Attendance Office before school starts 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 anytime without permission will face disciplinary action and the class absences will be recorded as cuts. Repeated incidents may result in suspension and loss of parking privileges.
 - 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 absences, dismissal, tardiness, and class cutting. Students age 18 and over who do not live at home and who have filed with the high school office a verification of their legal and financial emancipation may provide their own verification.
 - d. Failure to account for absences as described above will result in an unexcused /unverified absence and may be treated in the same manner as cuts.

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 to the satisfaction of the administration, as described in the previous section.
- B. Cuts will be handled in the following manner:
 1. First cut for the semester or quarter course in any class: The administrator will discuss the cut with the student and report it to the parent or guardian. Students may also face disciplinary action.

2. The second cut for the semester or quarter course in the same class will result in loss of credit. The parent or guardian will be notified.
- C. Work missed because of an unverified, unexplained absence or cut 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 covered during the unexplained absence or cut. This action will assist the student in maintaining his or her academic average.
 - D. If students miss (cut) one or both periods of a double period class, they will receive one cut. A second cut of any type during any quarter in this course will result in .50 loss of credit.

IV. TARDINESS TO CLASS

- A. A student will be considered tardy to class if he/she arrives after the passing period has elapsed. After that time the student must have a valid late pass from a staff member or be able to demonstrate extenuating circumstances to the satisfaction of the teacher. Any contested situations will be adjudicated by an administrator.
- B. Each teacher will establish and enforce a late policy, which should include the use of classroom detentions. A third tardy will result in a referral to the Student Affairs Center and the appropriate Administrator. Subsequent tardies will also be referred to the appropriate Administrator.
- C.

3 rd Tardy – 1 st	office referral	Administrative Warning
4 th Tardy – 2 nd	office referral	2 hr. Saturday Detention
5 th Tardy – 3 rd	office referral	2 hr. Saturday Detention
6 th Tardy - 4 th	office referral	4 hr. Saturday Detention and Parent Conference - 1st Cut
7 th Tardy – 5 th	office referral	4 hr. Saturday Detention
8 th Tardy – 6 th	office referral	4 hr. Saturday Detention
9 th Tardy – 7 th	office referral	4 hr. Saturday Detention- 2nd Cut loss of .5 credits

Students who persist in tardiness may be suspended from school and withdrawn from the class with an F.
- D. Loss of credit for double period classes due to tardies will be .50 per quarter.

V. APPEAL PROCESS

A student losing credit due to absences may appeal the decision in the following manner:

- A. 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.

- B. 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.
- C. A hearing will be held before the Appeal Committee within five days of the request.
- D. The student will bring to the Appeal Committee hearing corroborating information to support the appeal.
- E. The decision of the Appeal Committee will be mailed to the parent/student within five days of the decision.

CAFETERIA

Students will be required to keep the dining area clean. It is expected that students will clean up after themselves and deposit their trash 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 an abbreviated day.

CANCELLATION OF SCHOOL

Inclement weather and difficult traveling conditions are not far off. 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 *1½ hours*. All morning bus schedules will be delayed for *1½ hours*. Schools will close at the regular time.

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

- (1) An AlertNow email message only will be sent to the first two email addresses you have provided to GPS.
- (2) TV Stations:

GCTV (local TV Channel 19)	WTNH-TV (Channel 8)
FOX 61 (Channel 61)	WVIT-TV (Channel 30) WFSB-TV (Channel 3)
- (3) Radio stations:

KC101 (101.3 FM)	WEZN (99.9 FM)	WLIS (1420 AM)
WELI (960 AM)	WPLR (99.1FM)	
- (4) Website: www.guilford.k12.ct.us
- (5) Call 203.453.8200 to hear an updated message.

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 children home quickly and safely. Whenever possible, this call will be made by 11:00 a.m. When this situation occurs, early dismissal times are:

High School - 12:10 p.m.

Middle Schools - 12:53 p.m.

Elementary

AM Kindergarten - 11:10

PM Kindergarten sessions will be cancelled

AM Pre-K Program - 11:00

PM Pre-K sessions will be cancelled

All other elementary students - 1:47 p.m.

If a storm begins during the school day, an AlertNow telephone 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 children 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 AlertNow emergency contact system will be implemented to send email and phone messages to all contacts provided to us to make you aware of the early dismissal. Please be assured that bus drivers will not leave your young child at home if there is no one there. Drivers will attempt to contact a parent/guardian; if they are unable to, the child will be returned to school.
- 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 children 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.

CLASS RANK

Class rank is available as a decile rank at the end of the sophomore year and after the junior year. This class ranking is not only based on the letter grades earned but takes into account the level of difficulty of each course taken.

CLUBS AND ACTIVITIES

There are numerous clubs and organizations at Guilford High School, some of which are listed below. Please check the club bulletin board and contact the advisor for further information and meeting times. The deadline for starting a new club is the last day of semester one. Advisors must be Guilford High School employees. Please see Mrs. Hogarth with any questions you may have and to pick up a club request form.

<u>GHS CLUBS</u>	<u>ADVISORS</u>
ANIME	MRS. HIRSCH/MRS. BISHOP
BEST FRIENDS	MRS. SPRINGO/MRS. BISHOP
BUSINESS CLUB	MRS. WANAT
CARE (Care and Respect for the Elderly)	MS. HIRSCH
CLUB ARAHIKA	MR. NASRY
ENVIRONMENTAL CLUB	MR. CURTIS
GAY STRAIGHT ALLIANCE	MS. MULQUEEN
HISTORY CLUB	MR. RUSSO
INTERACT (Community Service)	MRS. SAMPERI
JV MATH TEAM	MRS.PUDLINSKI/MRS.OTT
JETS TEAM (Engineering)	MRS. ROGINSKY
MATH TEAM	MRS. PUDLINSKI/MRS. OTT
MODEL UNITED NATIONS	MR. RUSSO
MUSES (Literary Magazine)	MRS. LOTT
NEWSPAPER	MRS. MCCORMICK
PHENOMENOLOGY	MR. SAWYER
POLITICAL SCIENCE CLUB	MR MINERVINI
SADD	MS. REGAN
SCI-FI CLUB	TBA
SCRABBLE CLUB	MR. MINERVINI
SKI & SNOWBOARD CLUB	MRS. MAZEIKO (hermina.mazeiko@yale.edu)
THEATER CAST & CREW	
FALL PLAY	MR. MOTES
MUSICAL	MR.BUNO/MRS. MULQUEEN-TEASDALE
CABARET	MS. LIBERMAN
TRAC: TEENS RALLYING AGAINST CANCER	MR. REGAN
UNITY	MR. REGAN
YEARBOOK	MRS. OTT/MRS. NELSON

<u>ORGANIZATIONS</u>	<u>ADVISORS</u>
ATHLETIC LEADERSHIP	MR. JARVIS
FRENCH HONOR SOCIETY	MRS. SKORIK
LATIN HONOR SOCIETY	MR. MOTES
NATIONAL HONOR SOCIETY	MS. BINKOWSKI/MR. SAWYER

SPANISH HONOR SOCIETY	MRS. KANEKO
STUDENT SENATE	TBA
FRESHMEN ADVISORS	TBA
SOPHOMORE ADVISORS	MS. LIBERMAN/MR. BUNO
JUNIOR ADVISORS	MS. JENSEN/TBA
SENIOR ADVISORS	MS. PARENT/MR. NASY

COLLEGE COURSE WORK

It is possible for a student to take courses at area colleges when he/she has 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 QPA.

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 and weekly progress reports (via request to counselor). 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 12:10 p.m. for students only
November 1, 2011 from 6:00 P.M. to 8:00 P.M.
November 2, 2011 from 1:00 P.M. to 3:00 P.M.

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

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

- First class period: 7:25 - 8:08
- Second class period: 8:13 - 8:56
- Third class period: 9:02 - 9:45
- Fourth class period: 9:51 - 10:34
- Fifth class period: 10:39 - 11:22
- Sixth class period: 11:27 - 12:10

All classes are 43 minutes in length and no lunch will be served. Therefore, there will be no lunch waves on these days.

COUNSELING DEPARTMENT

The role of the high school counselor is multi-faceted. 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 their children and/or students. Students are encouraged to make appointments with their guidance counselor in the Counseling Center.

Parents are encouraged to call 203.453.2741 Menu Option #3 to schedule a conference with their son/daughter's counselor.

DAILY ANNOUNCEMENTS

Announcements will be broadcast each morning. Students should listen carefully, as the announcements contain important information. Student organizations wanting announcements read must have the appropriate form approved by the advisor before submitting the announcement to the Main Office.

DANCES

School Dances are school sponsored-events. 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.

- Dance start and ending 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.
- Food and beverages will be supervised
- Students must be present for at least four periods on day of dance including the 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.

Please see Visitor’s Contract to Attend Guilford High School Dance on page 30.

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 - 90 Minute Delay

Snow days/Late start days will be as follows:

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

- First class period: 8:55 - 9:37
- Second class period: 9:41 - 10:23
- Third class period: 10:27 - 11:09
- Fourth class period: 11:13 - 12:36

Lunch Wave A	Lunch Wave B	Lunch Wave C
• 11:13-11:38 Lunch	• 11:13-11:40 Class	• 11:13-12:06 Class
• 11:43-12:36 Class	• 11:42-12:07 Lunch	• 12:11-12:36 Lunch
	• 12:10-12:36 Class	

- Fifth class period: 12:40 - 1:22
- Sixth class period: 1:26 - 2:08

All classes are 42 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 Deans may assign a Saturday detention for certain offenses. Saturday detention runs from 8:00 a.m. until 12 noon.

DISSECTION POLICY

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 middle school science courses, 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.

Alternatives to dissection will not be made available in Anatomy and Physiology, which is a high school elective course.

DISTRIBUTION OF LITERATURE

The Constitution of the United States insures the right of each person to express him/herself 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 lunch. 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.

EARLY DISMISSALS

Permission for a student to leave school prior to 2:08 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. The home of the student requesting an early dismissal will be called before this request is granted. Students will receive an absence in each class missed as a result of an early dismissal if this procedure is not followed. Grades 12 and 11 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 SAC 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 is determined by which day it is (A, B, C, or D)

- First class period: 7:25 - 8:08
- Second class period: 8:13 - 8:56
- Third class period: 9:02 - 9:45
- Fourth class period: 9:51 - 10:34
- Fifth class period: 10:39 - 11:22
- Sixth class period: 11:27 - 12:10

All classes are 43 minutes in length and no lunch will be served. Therefore, 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 guidance counselor. Applications for completion in three years must be submitted by May 1st of the student's Sophomore Year. Contact student's counselor for further details.

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 guidance department and administration. Note: At Guilford High School, students must pass the course and meet the attendance requirements in order 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 in order to participate. (White Form, 2 sided – SPORTS PARTICIPATION HEALTH RECORD or Blue State Form revised April, 2010.
 - 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. 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.

4. Emergency information is required for each student. Forms are given to athletes at the start of each sports season and must be filled out and returned before being allowed to start a new season.
5. Special Education students' athletic eligibility are consistent with the same rules and procedures governing regular education students.

FALL SPORT OFFERINGS
(Last week of Aug thru end of 1st wk of Nov)

GIRLS	BOYS
Cheerleading	Cross Country
Cross Country	Football
Field Hockey	Soccer
Soccer	
Volleyball	

WINTER SPORT OFFERINGS
(End of Nov thru mid-March)

GIRLS	BOYS
Basketball	Basketball
Cheerleading	Fencing
Fencing	Ice Hockey
Winter Track	Winter Track
Ice Hockey	Wrestling
Skiing	Skiing

SPRING SPORT OFFERINGS
(Mid-March thru early June)

GIRLS	BOYS
Lacrosse	Baseball
Softball	Golf
Tennis	Lacrosse
Track	Tennis
Crew	Crew
	Track

INTRAMURALS

Basketball	Mr. Jarvis	Open gym for all students	October - November
Volleyball	Ms. Sullivan	Faculty & student team competition	February - March
Weightlifting	Mr. Unger	Open weight room for all students	December - June

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 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 he/she is absent from school unless he/she has 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. 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 classes must have an A- average from 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. 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.

GRADUATION REQUIREMENTS

Regulation # 6310

22.0 units required (over-all minimum)

4.0 English

3.0 Social Studies - (1.0 World Civilizations, 1.0 U.S. History, .5 World Issues, and .5 Civics)

3.0 Mathematics

3.0 Science

1.0 Vocational/Arts Education (courses in Art, Music, Business,
Family & Consumer Science and/or Tech Education)

2.0 Physical Education(1.6) Health (.4)

20 hours of community service

The remaining credits may be elected from any curricular area.

1.2 CONNECTICUT ACADEMIC PERFORMANCE TEST (CAPT) REQUIREMENT

In addition to the credit requirements listed above, all students, starting with the graduating class of 2006, must attain proficiency in all areas of the CAPT given during sophomore year. Students who do not attain proficiency in any area, will be given multiple opportunities to successfully complete a course/course of action focusing on Problem Solving and/or Communication.

Your son/daughter will have another opportunity to take CAPT in their junior year. In addition, we have developed several alternative options for meeting the graduation requirements in Communication and Problem Solving. These options are designed to help your son/daughter to meet the standard with the assistance of additional support and time for practice.

Students, in consultation with their guidance counselors and parents/guardians, will then select the option best suited to their needs.

ACADEMIC GRADING SYSTEM

A+ = 97 - 100	C+ = 77 - 79
A = 93 - 96	C = 73 - 76
A- = 90 - 92	C- = 70 - 72
B+ = 87 - 89	D+ = 67 - 69
B = 83 - 86	D = 63 - 66
B- = 80 - 82	D- = 60 - 62
F = 0 - 59	
P = Pass	
IN = Incomplete	

Cumulative Point Average Matrix

CPA	A+	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F
L1	18	17	16	15	14	13	12	11	9	7	5	3	0
L2	15	14	13	12	11	10	9	8	7	5	3	2	0
L3	12	11	10	9	8	7	6	5	4	3	2	1	0

Each AP course will be assigned an additional 1.0 quality points per grade earned. Each Honors course will be assigned an additional .25 quality points per grade earned.

Students at Guilford High School do not receive a class rank. However, each student will receive a cumulative quality 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 and decile rank will be reported. In that way, colleges and employers will be able to assess the student's record in comparison to the high and low averages for the class.

The cumulative point average calculated at the end of the third quarter of senior year will be used to determine honors for graduation. Students achieving a 17.0 CPA will graduate with highest honors; those with a 15.5 CPA will graduate with high honors; and those achieving a 14.0 CPA will graduate with honors.

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.

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 QPA (his/her quality point average.)

HONOR ROLL

HIGH HONORS:	Average of all grades equaling A+, A
HONORS:	Average of all grades equaling A-, B+

A grade lower than a C automatically disqualifies a student from making Honors. Incomplete grades and NM also suspend one's eligibility for the Honor Roll. The Honor Roll is published each quarter. Note: For purposes of equity in determining the Honor Roll, the weight of a course is not considered. For example, level one classes count the same as level three classes. This does not reflect the way in which honors requirements for graduation are determined.

GRADE ADVANCEMENT

The following chart may be used as a guide to determine student placement.

A student in Grade 09 must have accumulated 5 credits to advance to Grade 10.

A student in Grade 10 must have accumulated 11 credits to advance to Grade 11.

A student in Grade 11 must have accumulated 16 credits to advance to Grade 12.

A student in Grade 12 must have accumulated 22 credits to graduate.

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

HOMEWORK POLICY

Appropriately assigned homework achieves the goal of enhancing the learning of each student by extending the learning experience beyond the classroom. The purpose of homework is:

- To address individual needs of each student whether for remediation, maintenance and reinforcement of skills, or motivation to explore new and challenging areas not covered in class.
- To permit teachers to engage their students in exercises which cannot be completed within the time periods allotted for classroom work.
- To promote the development of the student's independence of thought and action.

In order to make homework an effective learning experience, teachers are expected to state clearly the purpose for each assignment. Students at GHS are expected to meet the requirements that each department states in regard to expectations for materials to be brought to class, homework assigned, and classroom experiences. These expectations will be given to the students by their teachers at the beginning of each course.

In the event that a student is out due to illness for three days or more, the student can contact his/her guidance counselor for homework assignments. These assignments can be picked up at the guidance office or received via e-mail.

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 booklet. Students can only apply for one level 1 independent study per school year.

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.

LANSCHOOL

Guilford High School utilizes LanSchool, a classroom learning and teaching management software product that assists teachers with their student's computer use during class time. LanSchool will be used in all computer labs, mobile laptop carts, and in the library. LanSchool facilitates teaching and learning, assesses learning, and monitors student computer usage. LanSchool also allows teachers to:

- regulate computer access
- view student screens
- transpose the teacher screen onto all student screens
- make immediate electronic comments to all students or selected students
- take a screen shot of a student screen
- eliminate information on student screens
- limit the applications and/or internet sites students can access
- disable applications, the internet, or the printer functions

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 12 and 11 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 SAC for appropriate form) and approval from an administrator. Grades 9 and 10 students are required to attend their assigned study hall classes.

LIBRARY

The school library 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 are expected to remain in the library for the whole period; locker passes are not given. The library is open every school day from 7:15 a.m. to 3:00 p.m. unless posted otherwise.

LOCKERS

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

Students also have the use of gym lockers for which they must provide their own locks. Athletes should check with their coaches or gym teachers regarding team locker room procedures.

RULES AND REGULATIONS FOR USE OF GUILFORD HIGH SCHOOL
LOCKERS 2010-11

1. Lockers will be provided for all students.
2. Locks will be provided for all students. There will be a \$5.00 replacement charge for lost 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., and will be **responsible** for any **damage to the lock and 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!**

THE SCHOOL RESERVES THE RIGHT TO OPEN ANY LOCKER AT ANY TIME.
STUDENTS MUST KEEP LOCKERS LOCKED AT ALL TIMES.

LOST AND FOUND

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

MAIN OFFICE

The staff at Guilford High School will make an attempt to notify students of articles left on the counter for them or of any telephone messages. However, we are not responsible for any items left in the Main Office and phone messages should be kept to a minimum. Students cannot be interrupted during class time except in an emergency situation.

MAKE-UP WORK: ACADEMIC

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.

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 two semesters 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, Best Buddies, peer helpers, etc

Selection Process

1. Juniors and seniors who have attained a cumulative grade point average of A in Level One after three semesters 15.5 - (the last two of which must be at GHS) will be notified of their academic eligibility.
2. Students must complete "an Application Form", which outlines school and community organizations in which the student has actively participated and has taken a leadership role. Signatures of organization sponsors are required to verify participation. Students who have any questions should ask the NHS advisors for clarification.
3. Students must select two teachers, advisors or administrators who will attest to their good character. In addition, a list of academically eligible students is circulated to the staff, who are invited to comment on the character and leadership of any students they know.
4. A faculty committee reviews the applications and staff comments. Based upon this data, the committee selects the students for induction into the National Honor Society.
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 April.

OBLIGATIONS

Students are responsible for returning all school materials loaned to them. This includes textbooks, school locks, library books and periodicals, uniforms, band instruments, etc. Failure to

return them in good condition will result in a replacement charge. Seniors not cleared of these obligations may not participate in graduation ceremonies. (See EXAMS and TEXTBOOKS for further information.)

STUDENT DRIVING/PARKING

POLICY # 5622

Student Use of Motor Vehicles. All requests for student parking privileges must be accompanied by proof of proper licensing and car registered in the state of CT. Juniors and Seniors 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 seniors and juniors 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. Driving at an excessive speed on the school grounds.
2. Reckless or dangerous driving on the school grounds.
3. Leaving the school grounds without permission.
4. Failure to park in the area designated for students.
5. At the request of their parents.
6. Excessive tardiness.
7. Loitering of students in their cars.
8. Failure to pay parking tickets.

Regulation
adopted: July 1, 1998
revised: July 15, 2002
reviewed: September 24, 2007

GUILFORD PUBLIC SCHOOLS
Guilford, Connecticut

SENIORS and JUNIORS: All requests for senior and junior parking privileges must include an application/contract signed by applicant and parent/guardian, include a copy of the student's valid license and a copy of an official registration certificate in the state of Connecticut. All seniors and juniors requesting approval to park on school property must pay any parking violations received before applying for permit.

Seniors and juniors are allowed to have cars on campus. Juniors are subject to space availability. All autos must be registered in the Student Affairs Center and adhere the appropriate permit in the lower right hand side of the windshield. Sophomores are not allowed to park at Guilford High School.

Permits will be issued beginning one week prior to the start of school in the Student Affairs Center. Students may not go to the parking lot during the school day without permission. The

parking lot is considered to be a restricted area. All vehicles parked at Guilford High School are subject to search at the discretion of school administrators.

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

PETITIONS

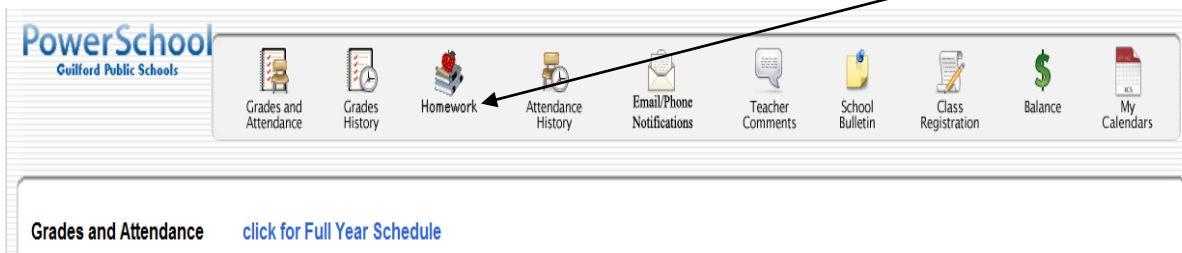
Students may circulate petitions for presentation to the school administration or student government. Signatures must be solicited before and after school or during lunch period. Petitions must be free of obscenities and not contain libelous statements.

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 child 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 child begins eleventh grade. The “blue form” should be completed by a parent/guardian and the child’s physician. 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 physician. 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, (White Form, 2 sided – **SPORTS PARTICIPATION HEALTH RECORD OR Blue State Form** revised April, 2010 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** cards should be turned in to the GHS Health Office at least one week prior to the sport start date. A new card must be completed for each sport.

POWER SCHOOL (Online Homework Database)

In an effort to facilitate communication between the school and home, Guilford High School teachers will utilize the “Homework” feature of PowerSchool. Teachers will post assignments, including handouts, for parents and students to access through their PowerSchool accounts. This feature can be accessed by clicking on the Homework icon at the top of the student/parent access page at <http://powerschool.guilford.k12.ct.us/public/>



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.guilford.k12.ct.us/public>. 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/es. (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.

NURSE - HEALTH SERVICE

The Nurse's Office is located next to the Main Office. Any student who is ill **MUST** report to the Main Office or the Nurse's Office which is staffed from 7:00 a.m. to 2:15 p.m. by a school nurse

(R.N.), and/or a trained health aide working under the direction of the school nurse. 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 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.

SMOKING REGULATIONS

Smoke Free Environment

POLICY 5322

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

There shall be no smoking, use, or display of tobacco or tobacco products by students and adults in any school building, school vehicle, or on school grounds at any time.

GUILFORD HIGH SCHOOL

POLICY 5322(a)

The following disciplinary measures will be enforced for students who violate the Guilford Public Schools Smoke-Free Environment Policy.

1. First Offense:
One 2 hour Saturday detention, parental contact, referral to the Student Assistance Counselor (S.A.C.) and, if smoking within a school building:
 - A. 16 years or older:
Infraction ticket issued by the Guilford Police Department under Conn. General Statute 19a-342 with \$75.00 fine.
 - or B. Less than 16 years old: 5 hours of school or community service.
2. Second Offense:
One 4 hour Saturday detention, parental contact, referral to the S.A.C., and if smoking within a school building:
 - A. 16 years or older: infraction ticket issued by the Guilford Police Department under Conn. General Statute 19a-342 with \$75.00 fine.

- or B. Less than 16 years old: 5 hours of school or community service.
- 3. Third Offense:
Two 4 hour Saturday detentions, parental contact, referral to the S.A.C. and, if smoking within a school building:
 - A. 16 years or older: infraction ticket issued by the Guilford Police Department under Conn. General Statute 19a-342 with \$75.00 fine.
 - or B. Less than 16 years old: 5 hours of school or community service.

Note:

Failure to fulfill the community service requirement will result in a 4 hour Saturday detention. Further offenses may result in out of school suspension. Administrators may also restrict parking privileges and extracurricular activity participation.

SPECIAL EDUCATION PROGRAMS

The Special Education Department 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 based on 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. Modifications planned are carried out in inclusive classes, while direct assistance is provided for students in learning center. 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 Statutes 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>).

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 20 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 guidance counselor. In order 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 consists of administrators, guidance counselors, special service team members, school nurse, 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.

STUDENT BEHAVIOR

Appropriate patterns of behavior are founded upon the principles of personal responsibility and respect for the rights and feelings of others.

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 his/her academic teacher in order to use the library. 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, he/she 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, EXCLUSION AND EXPULSION IS LISTED IN THIS HANDBOOK. PLEASE REFER TO BOARD OF EDUCATION POLICIES.

TELEPHONES

The office telephones are business phones and should be used by pupils 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 child and should not contact the student 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 theft report with an administrator. This will be forwarded to the local police 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 at all times. (Students may also give valuables to their coach, PE teacher, or dean for safe keeping 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 correction 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 Dishonesty 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 QuickStart 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 G.P.S. system should obtain a form from the principal's secretary. 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/photographed with the exception of videotaping/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. Student-age guests are not generally permitted unless a clear educational benefit would result from their presence; students should check in advance with the administrator if they are contemplating bringing a guest to school. Parents are always welcome. Visitors need to present

identification and must register at the front desk located in the main office when they arrive at school and obtain a pass. They are expected to leave promptly when their business is completed.

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, leathermen, 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 may result in 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 located in the Main Office.

- 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 available at the Lathrop House – Administrative Offices at 55 Park Street on the Guilford green.

VISITOR'S CONTRACT TO ATTEND GUILFORD HIGH SCHOOL DANCE

[For the visiting student]

I, _____, am a guest of _____.

I understand that attending GHS dance is a privilege and that in order to attend a dance I agree to abide by the following rules. My signature below indicates my understanding of the fact that dances are school-sponsored events and, therefore, all school rules apply.

1. The possession or use of alcohol, drugs, tobacco or other illegal and/or banned substances on school property or at a school-sponsored function is prohibited. I realize that I may be assessed for use of drugs or other illegal and/or prohibited substances.
2. I will remain in the building during the dance and will not be readmitted once I leave.
3. I will wear clothing that is appropriate for a school function.
4. I will dance in a manner that is appropriate for a school function.

I understand that failure to abide by all school rules may result in immediate dismissal from the activity, possible disciplinary action and a referral to the Guilford Police Department.

Visiting student's signature _____ Date of dance: _____

[For the parent of visiting student]

I, _____, agree to arrive at the school or to arrange to have a responsible adult arrive at the school within 20 minutes of the end of the dance.

I understand and support the above student contract.

Parent/Guardian signature _____ Date: _____

Address: _____ Phone # _____

Name of visiting student's school administrator _____ Phone # _____

Signature of visiting student's school administrator _____

NOTES

The Guilford Board of Education does not discriminate on the basis of race, color, religion, marital status, national/ethnic origin, age, sex, sexual orientation, or disability in its programs, activities, and employment practices. Questions or complaints related to Title IX should be directed to Anne Keene, Assistant Superintendent, 55 Park St., Guilford, CT 06437 or at 203-453-8216; questions or complaints related to disabilities, should be directed to Patricia Brett, Director of Pupil Services, 280 South Union St., Guilford, CT or 203-453-0128.