EAST GRANBY HIGH SCHOOL

STUDENT-PARENT HANDBOOK

2022-2023

EAST GRANBY HIGH SCHOOL
95 SOUTH MAIN STREET
EAST GRANBY, CT 06026
Telephone 860-653-2541
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SUPERINTENDENT OF SCHOOLS

Melissa Bavaro-Grande

PRINCIPAL
Antonio DeMelo

Assistant Principal
Patrick Gustafson

BOARD OF EDUCATION

Robert Paskiewicz, Chairperson
Michele Holt, Vice Chairperson
Lynn Landolina, Secretary
John Corcoran
Mark Andrews
Ricky Bortz
John Welsh
Amanda Cormier
Robert Loomis

SCHOOL MASCOT
Crusader

SCHOOL COLORS
Purple and White

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ACCREDITATION STATEMENT

East Granby High School is accredited by the New England Association of Schools and Colleges, Inc., a non-governmental, nationally recognized organization whose affiliated institutions include public elementary, middle and secondary schools, Independent Schools, Technical and Career Institutions, Institutions of Higher Education, and American International Schools.

Accreditation of an institution by the New England Association indicates that it meets or exceeds criteria for the assessment of institutional quality periodically applied through a peer group review process. An accredited school or college is one which has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future. Institutional integrity is also addressed through accreditation.

Accreditation by the New England Association is not partial but applies to the institution as a whole. As such, it is not a guarantee of the quality of every course or program offered or the competence of individual graduates. Rather, it provides reasonable assurance about the quality of opportunities available to students who attend the institution. The accreditation process also strives to seek the input of all stakeholders: educators, students, parents and community members.

Inquiries regarding the status of an institution's accreditation by the New England Association should be directed to the administrative staff of the school or college. Individuals may also contact the Association:

NEW ENGLAND ASSOCIATION OF SCHOOLS AND COLLEGES
209 BURLINGTON ROAD
BEDFORD, MA 01730-0950
(617) 271-002

East Granby High School Faculty and Staff

2022 -2023

Antonio DeMelo - *Principal*

Patrick Gustafson- *Assistant Principal*

You may contact teachers by email using their first initial and last name @eastgranby.k12.ct.us

School Counselors
Emma Durao
Courtney Prendergast

Art
Sarah Dugre

Business/Computer
Mark Waller

English
Julie Nunes
Susan Downes
Jackie Anderson
Sheena Boyle

Family & Consumer Sciences
Susan Corey

Mathematics
John Tedesco
Erin Selavka
TBD
Sarah Park

Music
Alison Chaloux
Brianne Gilbert

Physical Education
Nicole Jones
David LeBlanc

Science
Jesse Quinn
Nathan Reynolds
Laura Zinnen

Social Studies
James Dudack
David Mendrala
Alicia Palmer

Social Worker
Linda Dewey

Special Education
Liddy Doyle
Dennis Mullane
Katherine Spencer-Malloy

World Languages
Lynn Ash
Rudy Ibanez
Stefanie Mullane
Kim Rickevicius

Office Staff
Michele Leadbeater - *Guidance Secretary*
Susan Kulik –*Office Secretary*

Technology
David Kirschner
William George
Steve Mosher

Athletic Director
Curt Field

Librarian/Media Specialist
Paxton Berardy

Speech/Language
Sarah Godek

School Nurse
Lori Kilty

Paraprofessionals
Karen Lavoie
Nadine Lemire
Lydia Lopez

Custodians
Craig Cody
Larry DiBlasiis
Leonard Jackson
Jim McVey

INTRODUCTION

The purpose of this handbook is to familiarize parents and students with East Granby High School and its programs, policies, and regulations. Our learning community places a great deal of emphasis on individual student responsibility. It is essential for students and parents to carefully read the handbook to gain a clear understanding of the school's organization and operation. This handbook highlights policies and expectations that affect our students most often. The complete set of Board of Education policies and regulations can be found on the District's home webpage under "Board of Education".

East Granby High School is a comprehensive four-year high school offering students an opportunity for preparation for advanced study in colleges, universities, business, technical, health, nursing, and trade schools. We are further committed to provide our students with the potential to assume productive adult roles.

MISSION STATEMENT

East Granby High School fosters life-long learning through the development and strengthening of 21st century skills. These intellectual, creative, social and civic skills will empower students to become responsible and productive citizens in an ever-changing global society.

NOTICE OF NONDISCRIMINATION

In accordance with Title IV, Title VII, Title IX, Section 504 and the Americans with Disabilities Act, East Granby Public Schools is committed to a policy of equal opportunity/affirmative action for all qualified persons. East Granby Public Schools does not discriminate in any employment practice, education programs, or educational activity on the basis of **race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history or mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. East Granby Public School does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction.** Inquiries regarding East Granby Public Schools' nondiscrimination policies should be directed to: Karen Gogel, Director of Student Support Services or Melissa Bavaro-Grande, Superintendent of East Granby Public Schools at P.O. Box 674, East Granby, CT 06026, 860-653-6486, kgogel@eastgranby.k12.ct.us, mbavaro@eastgranby.k12.ct.us

TITLE VI OF THE CIVIL RIGHTS ACT OF 1964
TITLE IX OF THE EDUCATION AMENDMENTS OF 1972
SECTION 504 OF THE REHABILITATION ACT OF 1973

Any student, parent/guardian, staff member or applicant to a program who feels that he/she has been discriminated against on the basis of race, color, national origin, sex or disability shall contact the designated compliance coordinator within 30 days of the alleged occurrence to discuss the nature of the complaint.

The compliance coordinator for Title VI, Title IX, and 504 is: Melissa Bavaro-Grande, Superintendent of Schools, East Granby Public Schools, 653-6486.

SEXUAL HARASSMENT

It is the policy of the East Granby Board of Education to maintain a learning and working environment that is free from sexual harassment.

It shall be a violation of this policy for any student or employee who is subject to the control of the Board of Education to harass another student or employee of the Board of Education through conduct or communication of a sexual nature. The definition of sexual harassment is listed below.

Definition of sexual harassment

Sexual harassment is a violation of Title VII of Civil Rights Act of 1964 as well as Connecticut General Statutes § 46a-60 (a) (8)1. Sexual harassment is generally defined under both state and federal law as unwelcome sexual advances, requests for sexual favors and other verbal or physical actions of a sexual nature.

Policy Statement

It is the goal of the East Granby Board of Education to create an atmosphere in which students and employees feel confident that acts of harassment will not be tolerated and that, if they should occur, they will be dealt with promptly, discreetly, and justly.

Therefore, the Board directs the administration to implement and execute a policy that provides a procedure for complaints and for a prompt and thorough investigation that insures information regarding sexual harassment is incorporated as part of the health curriculum, and that informs all staff and students of this policy on a yearly basis.

Sexual harassment may be overt or subtle. Some behavior which may be appropriate in a social setting may not be appropriate in a stable learning environment and workplace. Whatever form it takes, verbal, non-verbal, or physical, sexual harassment is insulting and demeaning to the recipient or to the observer of such conduct; and **it will not be tolerated**. Sexual harassment may include, but is not specifically limited to, the following:

1. Unwelcome sexual advances toward another student or employee; or
2. Unwelcome requests for sexual favors from another student or an employee; or
3. Unwelcome verbal or physical conduct of a sexual nature where submission to or rejection of such conduct is made either explicitly or implicitly and it
    - Has the purpose or effect of unreasonably interfering with an individual's academic or work performance, or creates an intimidating, hostile, or offensive learning environment; or
    - Has the purpose or effect of unreasonably interfering with an individual's work performance or creates an intimidating, hostile, or offensive working environment; or

* Is perceived as a term or condition of an individual's employment or as a basis for employment decisions affecting such individual; or is perceived as a term or condition of an individual's education or as the basis for academic decisions affecting such individual.

4. Unwelcome and inappropriate explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing," obscene language or gestures, displays of foul or obscene printed or visual materials, and physical contact such as patting, pinching, or brushing against another's body.

Legal Reference
- 42 USC §2000 (e) (Title VII)
- 29 CFR §1004.11 (EEOC Guidelines on Sexual Harassment)
- 46a-60 (a) (8) Connecticut General Statutes

BOARD POLICY
Approved: October 22, 2007

Examples

While an exhaustive list is not possible, the following constitute examples of specific behaviors that if unwelcome and of a sexual nature, could constitute sexual harassment:

a) Suggestive or obscene letters, notes, invitations, derogatory comments, slurs, jokes, epithets, touching, impeding or blocking movement, leering, gestures, noises, pulling at clothes, display of sexually suggestive objects, pictures or cartoons, assault, rape/attempted rape.

Complaint Procedure

As soon as a student or the adult in whom the student has confided feels that he or she has been subjected to sexual harassment, he or she should make a written complaint to the Civil Rights Coordinator or his or her supervisor, and/or appropriate school personnel. Normally complaints should be made within thirty (30) days of the act of harassment. The complaint should state the name of the complainant and the date of the complaint, the date of the alleged harassment, the name or names of the harasser or harassers, where such harassment occurred, and a statement of the circumstances constituting the alleged harassment.

Any student who makes an oral complaint of harassment to personnel other than those listed above will be provided a copy of this regulation and will be instructed to make a written complaint pursuant to the above procedure.

If the complainant is a minor student, the person to whom the complaint is given should consider whether a child abuse report is required by law.

All complaints are to be forwarded immediately to the Civil Rights Coordinator unless that individual is the subject of the complaint, in which case the complaint should be forwarded directly to the superintendent.

If possible, within five (5) working days of receipt of a written complaint, the complainant shall be supplied with a copy of this Regulation and Procedure when necessary in order that he or she will be made fully aware of his/her rights and the Board's procedure for handling the complaint. Civil Rights Coordinator is the Director of Pupil Services.

If possible, within five (5) working days of receipt of the complaint, the Civil Rights Coordinator shall commence an effective, thorough, objective and complete investigation of the complaint. The investigator shall consult with all individuals reasonably believed to have relevant information, including the complainant and the alleged harasser, any witnesses to the conduct, and victims of similar conduct that the investigator reasonably believes may exist. The investigation shall be free of stereotypical assumptions about either party. The investigation shall be carried on discreetly, maintaining confidentiality insofar as possible while still conducting an effective and thorough investigation. Throughout the entire investigative process, the due process rights of the alleged harasser will be upheld.

The investigator shall make a written report summarizing the results of the investigation and proposed disposition of the matter, and shall provide copies to the complainant, the alleged harasser, and, as appropriate, to all others directly concerned.

If the complainant is dissatisfied with the result of the investigation, he or she may file a written appeal to the superintendent, who shall review the investigator's written report, the information collected by the investigator together with the recommended disposition of the complaint to determine whether the alleged conduct constitutes harassment. The superintendent may also conduct a reasonable investigation, including interviewing the complainant and alleged harasser and any witnesses with relevant information. After completing this review, the superintendent shall respond to the complainant, in writing, as soon as possible.

The harasser will be informed that appropriate action shall be taken if further acts of harassment or retaliation occur. If further acts of harassment or retaliation do occur, appropriate action shall be taken.

If after a thorough investigation, there is reasonable cause to believe that sexual harassment has occurred, the district shall take all reasonable actions to ensure that the harassment ceases and will not recur. Actions taken in response to allegations of harassment may include reassignment, transfer, or disciplinary action deemed appropriate by the Board.

AGE OF MAJORITY

In view of Public Act 127 of the 1972 legislature which establishes 18 years of age as the age of majority, the following policies are in effect:

1. School regulations concerning all attendance matters (e.g. early dismissal, late admission, field trips, etc.) shall continue to be handled as they were previously. Eighteen year olds not legally living with parent(s)/guardian will be dealt with directly regarding attendance matters. Communication will continue

with parents.

2. The school system recognizes its moral responsibility to the parent regardless of the age of the students in its charge. All contacts and records shall continue to be made with the home. Eighteen year old students may be granted direct communication by parents who will notify the school of that action. The school may continue or resume contact with parents at any time.

3. The school recognizes the right of the eighteen year old to examine all personal school records.
Any student at or above the age of majority who, independent of parents or guardian, takes up residence in the town of East Granby and enrolls in the East Granby school system, shall be required by the principal of the school where enrolled to submit a Certificate of Residence certifying absolute residence within the East Granby school district, said certificate to be attested to by the owner, renter, or lessee of the property wherein the student resides. Such certificate must be completed and placed in the hands of the principal within five calendar days from the date of entrance of the student in question.

4. The Certificate of Residence shall be required of any student at the age of majority or above who, independent of his/her parents or guardian, takes up residence with the East Granby School District and enrolls in the East Granby Public Schools.
Excuses for the eighteen year old:

1. It is the policy of the school to expect a written excuse for absence from the parent or guardian of a student regardless of age unless said student is **legally** living independently of parents.
2. The student who has reached the age of majority has the right provided by statute to assume this responsibility if he/she is **legally** living independently of parents and parents' residence and can support this claim through appropriate documentation.

ATTENDANCE POLICY

According to Connecticut state law, (Public Act 11-136), the State Board of Education is required to define "excused" and "unexcused" absences. These definitions inform district levels decisions regarding truancy.

According to the State Board of Education, a student is considered to be "**in attendance**" if present at his/her school, or an assigned activity by the school, (e.g. field trip), for at least half of the regular school day. A student who is serving an out of school suspension or expulsion should always be considered absent.

Any student who is not in attendance is therefore considered to be **absent**. A "half day" at East Granby High School is defined as being in school for at least **four** full periods.

Students that accumulate more than **four** unexcused absences in one month or **ten** in one year are considered **truant** (Conn. Gen Statutes 46b-149).

The Connecticut State Department of Education has guidelines for excused and unexcused absences with regards to school attendance. The guidelines support nationally recognized best

practices. Essentially, absences that number one through nine may be excused for any reason that the student's parent or guardian approves. The parent/guardian is expected to **call the school** on the morning of the absence and **follow up with a note** either the same day or the following day. For absences in excess of nine, including vacations outside of the school vacation calendar, appropriate documentation or a meeting may be required. The school attendance committee will meet once per month and keep parents abreast of any concerns via letter or conference request. The entire attendance document from the State Department of Education can be read at: https://portal.ct.gov/-/media/SDE/Chronic-Absence/guidelines_excused_and_unexcused_absences.pdf

For the school year commencing July 1, 2021, and each school year thereafter, any student enrolled in grades kindergarten through twelve shall be permitted to take two mental health wellness (MHW) days during the school year, during which day such student shall not be required to attend school. No student shall take MHW days during consecutive school days (for example: Tuesday and Wednesday or Friday and Monday). Mental Health Wellness absences should always be excused when parent or guardian permission is documented, regardless of the number of absences a student has accrued in the school year. MHW absences will count towards chronic absence calculations as students are missing opportunities to learn. It is also important to note that when a student does take a MHW day, there will be follow-up from the school staff with the student and/or family to offer support and/or resources, if needed or requested.

Parents can excuse students for absences one through nine, but starting with the tenth absence, additional documentation is needed. In the absence of documentation, absences will be considered unexcused.

The Two-level Approach to Excused Absences

The State Board of Education definitions establish two levels of criteria for an absence to be considered an excused absence (see table below).

Level	Total # of Days Absent*	Acceptable Reasons for a Student Absence to Be Considered Excused	Documentation Required within 10 Days
1	One through nine	Any reason that the student's parent or guardian approves.	Parent or guardian note only.
2	10 and above	• Student illness *(Note: to be deemed excused, an appropriately licensed medical professional must verify all student illness absences, regardless of the absence's length).* • Student's observance of a religious holiday. • Death in the student's family or other emergency beyond the control of the student's family. • Mandated court appearances (additional documentation required). • The lack of transportation that is normally provided by a district other than the one the student attends (parental documentation is not required for this reason). • Extraordinary educational opportunities pre-approved by district administrators. (Opportunities must meet certain criteria. See below for details).	Parent or guardian note and in some cases additional documentation (see details of specific reason).

** Note: The total number of days absent includes both excused and unexcused absences.*

The following are considered valid reasons for absences after the ninth absence:

*Student illness *(Note: to be deemed excused, an appropriately licensed medical professional must verify all student illness absences, regardless of the absence's length)*.
* Student's observance of a religious holiday.
* Death in the student's family or other emergency beyond the control of the student's family.
* Mandated court appearances (additional documentation required).
* The lack of transportation that is normally provided by a district other than the one the student attends (parental documentation is not required for this reason).
* Extraordinary educational opportunities pre-approved by district administrators.
(Source: *Connecticut State Department of Education Guidelines for Excused and Unexcused Absences*, July, 2013).

For more information regarding the state laws and attendance, go to the following website:

https://portal.ct.gov/SDE/Chronic-Absence/Chronic-Absence

Statement of Policy - East Granby Board of Education (EXCERPT)

All children enrolled in the East Granby Public Schools, K-12, shall be required to attend school in accordance with Connecticut State statutes.

Absences/ Tardiness

On a day students are absent from or tardy to school, parents are expected to call the school by 8:30 a.m. Students are required to bring an absence note to the office on the day of return to school. All absences will be recorded as unexcused until the office has received appropriate documentation. The School System reserves the right to request a physician or other appropriate certification for such absences. East Granby High School will accept written notes from a parent excusing absences for reasons of health until a student exceeds three consecutive days or a total of nine days during the school year. After that, the school will need to receive documentation from an appropriate health official citing the specific dates of absence. The administration will consider documentation for absences received after the day of return to determine if the absence will be changed from unexcused to excused. Consistent with the State of Connecticut guidelines outlined above. Disciplinary action will be taken if the notes are not submitted since the absence will be deemed unexcused. All excuse notes must be directed to the principal, or his/her designee, and must specify the reason for absence or tardiness.

Excessive tardiness and/or absences will result in disciplinary action including, but not limited to, revocation of early dismissal and/or senior privileges, detention, suspension, loss of credit (see Section 5c below). Students who lose credit due to attendance will remain in the course and may be eligible for summer school.

REGULAR DAILY ATTENDANCE IS EXPECTED OF ALL EAST GRANBY HIGH SCHOOL STUDENTS

Excused absence from school or class will be considered for the following reasons:

1. Reasons for health, including illness, incapacity or doctor's visits. The School System reserves the right to request a physician or other appropriate certification for such absences.
2. Religious observances
3. Court appearance or other legal obligation with official documentation
4. Death in immediate family
5. Suspension or expulsion
6. Absence from school with the pre-approval of Administration. Parents are expected to request approval in writing two weeks in advance, except in extenuating circumstances.

Consequences of Poor Attendance

In grades 9-12, the Board of Education authorizes the loss of course credit for poor attendance and disciplinary penalties for tardiness in accordance with the East Granby Board of Education.

PROCEDURES FOR PREVENTION OF UNAUTHORIZED TARDINESS AND SCHOOL ABSENCES IN GRADES 9 – 12

1) Tardiness to School

a) Tardiness to school is defined as arriving after the starting bell.

b) Tardy students are required to present official documentation that addresses their tardiness. Tardiness beyond three will be addressed by the Administration. Continued tardiness to school will result in further disciplinary action and be subject to the Loss of Credit for students in grades 9-12. A parent written note excusing tardiness will be limited to five times during the school year. Anything in excess of five will be unexcused even with a parent note. Official documentation would include a doctor's note citing the day and time of an appointment.

2) Tardiness to Class

a) Tardiness to class is defined as arriving to class after the bell rings. It is in the best interest of all students to be prompt and punctual for all classes. Tardiness to class is subject either to classroom or administrative penalties.

b) Students who are tardy to class will face the following teacher sanctions:

- Verbal consultation/reprimand
- Teacher detention - After-school detention will be served by the student with the teacher after the fifth unexcused tardy to class per semester. One hour detentions are served on Tuesday and Thursday afternoons.
- Administrative referral after fifth offense.
- **Five (5) unexcused tardies to class will be considered the equivalent of a class unexcused absence.** Students will need to present a pass from a staff member to consider a tardy as excused.

3) Failure to serve a detention given by any teacher or administrator will result in doubling of detention time.

4) A 24 hour notice will be given to all students who receive detention.

5) Absences

a) Absences from School - A student is considered absent from school when that student has not attended school that day. **IT IS THE PRIMARY RESPONSIBILITY OF THE PARENTS TO NOTIFY THE SCHOOL WHEN THEIR CHILD IS ABSENT**.

b) Penalties

1) **Students in grades 9-12 will lose credit for unexcused absences in excess of 3 in a quarter course, 5 in a semester course and 10 in a full year course. Students will be disciplined for unexcused absences from study halls.**

2) In all cases, (grades 9-12), where unexcused class absence is recorded, parent and students will be notified as soon as possible. An unexcused class absence will result in the following disciplinary action:

- 1st class cut - office referral, teacher communication with parents

and office detention.

- 2nd class cut - office referral, 2 office detentions and administrative communication with parents.
- 3rd class cut - office referral, administrative communication with parents, suspension. Continued class cutting will result in further consequences/interventions.

Please note: For any unexcused tardy or absence, students will receive a zero for all class work, homework, tests and quizzes administered during that time.

Appeal Procedure

In all cases where a student has been denied credit by this policy, a student may appeal for credit consideration by submitting an appeal request no later than five (5) school days following notification of loss of credit. The appeals committee will consist of a teacher, the counselor and an administrator.

A student with attendance concerns will not have the option of a class change and, if withdrawn from class, will receive a *Withdraw Fail* for the course and will be assigned to a study hall.

Early Dismissal

Permission for early dismissal must be granted by the building principal or the principal's designee. Students shall be released from school during the school day only to their parents or to persons authorized by their parents. A note from the parents must be brought in and state the date, time, reason for dismissal, who will transport the student, and a parent's daytime phone number for verification purposes. This note must be presented to the principal or the principal's designee, or the principal must be contacted by telephone before the early dismissal will be granted. Parents, or designee, must come into the office to sign the student out. The person responsible for transporting the student must present a photo ID. Students leaving without permission of the administration will be subject to disciplinary consequences.

No student will be allowed to leave the school during school time for any reason without the approval of the principal or designee. The school nurse will notify parents and the school office if a student is being dismissed due to illness.

Absences from class due to early dismissal are subject to the regulations set forth in the attendance policy as it relates to excused and unexcused absences.

Any student who leaves the building without permission is not allowed to return to school for any reason that day or take part in any after school activities. Furthermore, classes missed will be deemed as unexcused and students will be subject to disciplinary action

Early Dismissal for Work Study - This is granted to those students who are enrolled in the work study program. *To be eligible to participate in the program, it is expected that students must be free of accountabilities, meet the academic requirement of passing all credits each semester, have good attendance, and complete the application process. Administration reserves*

the right to revoke this opportunity due to academic or behavioral concerns.

Truancy

A student will be considered truant when **four unexcused absences from school in any one month or ten unexcused absences from school in any school year** has been accumulated. Monitoring of attendance, necessary referrals and reporting will be in accordance with state law and East Granby Board of Education policy.

Policy Approved: June. 9, 2009

BOOKS

Each teacher maintains a record of books issued to a student, together with a record of the condition of these books. Students are responsible for keeping books in good condition. **BOOKS MUST BE COVERED.** If a student is issued a damaged book, the student should point this out to the teacher at the time the book is issued.

Students are responsible for lost books. A new book can be obtained by the student by paying for the lost book at the high school office. Students should keep the receipt, so that in the event the book is found, a refund can be made. Senior activities may be suspended until all texts or other school issued items are returned.

CHANGE OF ADDRESS

The school mails several important items each year. Please inform the office if you change your address or telephone number.

East Granby High School Bell Schedule 22-23

Regular Day	Begin	End	Minutes
Warning		7:37	
Period 1	7:40	8:28	48
Period 2	8:31	9:19	48
Period 3	9:22	10:10	48
Period 4	10:13	11:01	48
Period 5			
1st lunch	11:04	11:37	33
class	11:40	12:28	48
class	11:04	11:52	48
2nd lunch	11:55	12:28	33
Period 6	12:31	1:19	48
Period 7	1:22	2:10	48

Early Release & Prof Dev	Begin	End	Minutes
Warning		7:37	
Period 1	7:40	8:14	34
Period 2	8:17	8:51	34
Period 3	8:54	9:28	34
Period 4	9:31	10:05	34
Period 6	10:08	10:42	34
Period 5			
1st lunch	10:45	11:16	31
class	11:19	11:53	34
class	10:45	11:19	34
2nd lunch	11:22	11:53	31
Period 7	11:56	12:30	34

90 Minute Delay	Begin	End	Minutes
Warning		9:07	
Period 1	9:10	9:45	35
Period 2	9:48	10:23	35
Period 3	10:26	11:01	35
Period 4	11:04	11:39	35
Period 5			
1st lunch	11:42	12:17	35
class	12:20	12:54	34
class	11:42	12:17	35
2nd lunch	12:20	12:54	34
Period 6	12:57	1:32	35
Period 7	1:35	2:10	35

2 Hour Delay	Begin	End	Minutes
Warning		9:37	
Period 1	9:40	10:11	31
Period 2	10:14	10:45	31
Period 3	10:48	11:19	31
Period 4	11:22	11:53	31
Period 5			
1st lunch	11:57	12:28	31
class	12:31	1:02	31
class	11:57	12:28	31
2nd lunch	12:31	1:02	31
Period 6	1:05	1:36	31
Period 7	1:39	2:10	31

Early Release No Lunch	Begin	End	Minutes
Warning		7:37	
Period 1	7:40	8:19	39
Period 2	8:22	9:01	39
Period 3	9:04	9:43	39
Period 4	9:46	10:25	39
Period 5	10:28	11:07	39
Period 6	11:10	11:49	39
Period 7	11:52	12:30	38

Advisory Schedule	Begin	End	Minutes
Warning		7:37	
Period 1	7:40	8:28	48
Period 2	8:31	9:12	41
Activity "A"	9:15	9:45	30
Period 3	9:48	10:26	38
Period 4	10:29	11:01	32
Period 5			
1st lunch	11:04	11:37	33
class	11:40	12:28	48
class	11:04	11:52	48
2nd lunch	11:55	12:28	33
Period 6	12:31	1:19	48
Period 7	1:22	2:10	48

August 2022

C.I.A.C. /Sports

Please reference the East Granby High School Athletics Handbook for specific student athlete information.

Eligibility

Eligibility status is determined by the principal based upon school rules and CIAC requirements. Students who represent East Granby High School are required to meet academic and conduct standards in order to become eligible and continue to participate in interscholastic athletic competition.

Individual coaches may set further standards than those set down below. These will be approved by the principal and athletic coordinator and handed out to the athletes involved. A uniform penalty, as stated under school rules, will be enforced.

PARTICIPATION IN EXTRACURRICULAR ACTIVITIES IS A PRIVILEGE AND NOT A RIGHT.

REVISED CIAC CHEMICAL HEALTH POLICY EFFECTIVE JULY 1, 2007

Athletes found using performance enhancing drugs by their school district will be immediately disqualified from any further participation in CIAC sponsored sports for a period of 180 school days on each occurrence. The complete policy which includes: **Chemical Health Policy and Regulation, CIAC Position of Food Supplements Including Creatine, CIAC Position on Steroids, CIAC Position on Drug Testing, and Performance Enhancing Drugs Minimum Penalty** can be found on the CIAC website or consult the school's Athletic Director for more information.

School Rules for Athletics

The following are the eligibility requirements.

1. A student must secure permission from his/her parent or guardian and must submit proof of a physical examination before he/she will be declared fit for athletics.

2. **ANY POSSESSION, SALE OR USE OF ALCOHOL, DRUGS, DRUG PARAPHERNALIA OR WEAPONS WILL RESULT IN IMMEDIATE REMOVAL FROM THE SPORT FOR THE REMAINDER OF THE SEASON.**

3. A student must abide by the rules of the athletic department regarding practice and training and the specific requirements of the coach of the sport in which he/she is participating. These rules are set up to insure an athlete's safe and efficient participation in a sport. These rules will be listed in writing and given by the coach to each athlete at the beginning of each sport season.

   Penalty for infraction of these rules will be:

   First Offense: Immediate probationary status in that sport and student will not be allowed to play in the next contest.

A student may be dismissed on the first offense depending on the seriousness of the event.

   Second Offense: Immediate removal from the sport for the season.

4. All athletes are expected to train for and participate in all contests of their sport. All absences must be excused by the head coach or his/her designated representatives.
An excused absence from practice is:
   a) School Day
      i) Excused absence from school
      ii) Dismissed from school
      iii) Personal contact with the coach
   b) Vacation or Weekend
      i) Phone call to coach prior to time of practice or contest
      Penalty for infraction of this rule is as stated in 3.

Interscholastic Sports Offerings

Fall	**Winter**	**Spring**
Girls' Varsity Soccer	Girls' Varsity Basketball	Girls' Varsity Softball
Girls' JV Soccer	Girls' JV Basketball	Girls' JV Softball
Girls' JV Volleyball	Boys' Varsity Basketball	Girls' Tennis
Boys' Varsity Soccer	Boys' JV Basketball	Boys Varsity Baseball
Boys' JV Soccer	Indoor Track	Boys' JV Baseball
Cross Country		Boys' Track
Football (co-op)		Girls' Track
		Golf

BOARD OF EDUCATION POLICY ON HAZING

5114.2(a)
F. The District is committed to providing a safe and orderly environment that promotes respect, civility and dignity for all members of the school community. Therefore, hazing is strictly prohibited by the Board of Education. No hazing activities will be tolerated under any circumstances. Members of the District community may not participate or be involved in hazing activities.

5114.21(c)
Conduct Code for Participation in Extracurricular Activities
Code of Conduct for Student-Athletes

Standards of Conduct

The term "hazing", as used in this "Code of Conduct," means any conduct or method of initiation into any student organization, whether on public or private property, before, during or after school hours, which willfully or recklessly endangers the physical or mental health of any student or other person, or which is reasonably likely to cause harassment, intimidation, physical, emotional or psychological harm, including embarrassment or loss of human dignity, to another person. Such conduct shall include, but not be limited to the following:

- whipping, beating, branding, or any other physical assault;
- forced calisthenics of any kind, such as sit-ups, pushups, any other physically abusive exercises, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such person;
- forced exposure to weather or the elements;
- forced consumption of food, liquor, beverage, drug or any other substance;
- any forced activity which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation;
- forced total and/or partial nudity at any time;
- forced wearing or carrying of any obscene or physically burdensome or embarrassing article;
- forced transportation and intentional abandonment of any person or member at any location;
- any type of personal servitude performed for active members which is demeaning and/or of personal benefit to the active members;
- forced assignment of "pranks" such as stealing, painting objects, or harassing other organizations, institutions or activities; or
- calling or assigning prospective teammates demeaning names.

Consent of the victim of hazing shall not be available as a defense to any prosecution of hazing under this "Code of Conduct." Whoever knows that another person is the victim of hazing and is at the scene of such a hazing shall, to the extent that the person can do so without danger or peril to himself/herself or others, report such activity to an appropriate official as soon as responsibly

possible. Any person who knowingly and unreasonably fails to report hazing activity shall be guilty as an accomplice in such activity. Employees who fail to report an incident of hazing may be subject to disciplinary action.

5131.9
Incidents involving initiations, hazing, intimidations, and/or related activities of such group affiliations which are likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to students are prohibited.

DRESS CODE

The dress code of the East Granby school district is intended to foster the personal integrity and character that reflects a commitment to study, healthy work ethic and responsible citizenry. Student attire will reflect respect for self and others and a responsible attitude toward study.

The clothing worn by the students of this school reflects the school's image as well as that of the family. Therefore, it is expected that all attire worn by the students of this school will be decent, in good taste, and not harmful to the wearer or offensive to others. Bare abdomen, back and midriffs are not allowed. Clothing accentuating drugs, cigarettes and smoking paraphernalia, alcohol, or having sexual connotations are not allowed. Clothing with obscene language or gestures is strictly prohibited. Clothing must **NOT** cause distraction or disrupt the operating day in any way.

The East Granby school district prohibits the following from wear during the academic school day:

a. Coats, jackets or other attire normally worn as outerwear. Outerwear includes: coats, jackets, windbreakers, nylon pullovers, down vests, and other clothing the administration deems inappropriate. **Outerwear shall not be worn, carried or kept in the classroom during regular school hours.**

b. Head coverings of any kind, including but not limited to scarves, bandannas, masks, headbands, visors, kerchiefs, athletic sweatbands, hats, caps or hoods. Approved coverings worn as part of a student's religious practice or belief shall not be prohibited under this policy. **Head coverings shall not be worn, carried, hung on belts or around the neck or kept in the classroom during regular school hours.**

c. **Items a. and b. above, must be secured in the student's locker before school. These items will be confiscated by the principal.**

d. **The wearing of baggy pants is not permitted.**
    1. All pants are to be belted at the waist so as not to inhibit walking.
    2. Undergarments of any kind, i.e., boxer shorts, basketball shorts, ladies undergarments are not to be exposed.

The following items are not permitted:

a. Footwear which marks the floors is not permitted.

b. **Sunglasses or goggles, whether worn or carried, are not allowed.**

c. "Name" or other oversized metal belt buckles, all metal belts or combination of metal and leather belts and wallet chains.
d. Spiked or studded bracelets, metal or leather dog collars or thick metal chains worn around the neck, oversized or multi-finger rings, belts or any other article of attire with spikes or studs attached.
e. Attire or accessories which contain offensive or disruptive writing or pictures likely to unduly disrupt the educational environment, or which constitutes "fighting words."
f. Attire or accessories which depict logos or emblems that encourage the use of drugs, tobacco products, or alcoholic beverages.
g. **Shirts and/or blouses which reveal the upper torso, abdomen, back, chest, or undergarments.**
h. **See-through clothing or tank tops.**
i. **Shorts, miniskirts, or pants which reveal the upper thigh or undergarments. Spandex garments are allowed only if they are covered by shorts or skirts.**

Backpacks and/or book bags are permitted to be carried between classes at East Granby High School but shall not obstruct safe passage in the classroom or the corridors.

Students who repeatedly fail to comply with Board policy and regulations concerning student dress and grooming will be subject to school discipline up to and including expulsion pursuant to the student disciplinary policy of the EGBOE.

DRIVING PRIVILEGES

Approval may be given to students to drive to school. Students must register their vehicles in the school office and pay a registration fee. The registration fee will be announced at the beginning of the school year. Student cars must display an East Granby High School Parking Permit that hangs facing out on the rear view mirror to identify the owner. All requests for driving will be on file in the principal's office. Students who abuse their driving privileges or leave school grounds during the day without permission will lose their driving privileges. Disciplinary infractions and repeated tardiness to school will also result in loss of driving privileges.

EXPECTATIONS FOR ACADEMIC PERFORMANCE

Detailed information about graduation requirements can be found in the Program of Studies on the EGHS website. https://www.eastgranby.k12.ct.us/high/

Graduating with Honors

Our high school recognizes a valedictorian and salutatorian at graduation. The valedictorian is the student with the highest cumulative grade point average over 3¾ years. The salutatorian is the student with the second highest cumulative grade point average over 3¾ years. The valedictorian and salutatorian are announced approximately 20 days prior to the date of graduation.

Graduating seniors will be given a silver cord if they have a cumulative average of 3.0 after 3¾ years.

Graduating seniors will be given a gold cord if they have a cumulative average of 3.8 after 3¾ years. Grand Marshals are the two juniors with the highest cumulative grade point average after 2¾ years. These juniors are invited to participate in graduation ceremonies.

Honor Roll

The primary objective of the high school program is the total development of the student. This includes the intellectual, physical, emotional, and moral characteristics. To assist the student in developing to full potential, due recognition is given to academic achievements. Our main goal as educators is to make our honor rolls more closely reflect the high standards achieved by our students at each of the academic levels of rigor. The following criteria will be used to determine recognition for academic achievement.

High Honors

A student will receive the distinction of achieving **high honors** during any marking term when the following criteria have been met:

> *High Honors* will be awarded to students who completed the required course load and earn an average of 3.8 or above with no grade below 80 in any course.

Honors

A student will receive the distinction of achieving **honors** during any marking term when the following criteria have been met:

> *Honors* will be awarded to students who complete the required course load and earn an average of 3.2, provided that the student has earned no more than one grade in the 73-79 range and no grades below 73 in any course.

G.P.A. will be calculated quarterly and will be weighted according to the following scale:

Criteria for Determining Grades

During the first full week of a course, teachers will distribute in writing the specific criteria for determining a grade. These criteria may include test results, homework, class participation, projects, reports, term papers, and other forms of assessment.

Class Rank

The following scale is used in the weighing of courses for class rank determination:

Letter	Numerical Equivalent	AP	Honors Level Courses	Academic Level Courses
A+	97 – 110	5.3	4.8	4.3
A	93 – 96	5.0	4.5	4.0
A-	90 – 92	4.7	4.2	3.7
B+	87 – 89	4.3	3.8	3.3
B	83 – 86	4.0	3.5	3.0
B-	80 – 82	3.7	3.2	2.7
C+	77 – 79	3.3	2.8	2.3
C	73 – 76	3.0	2.5	2.0
C-	70 – 72	2.7	2.2	1.7
D+	67 – 69	2.3	1.8	1.3
D	63 – 66	2.0	1.5	1.0
D-	60 – 62	1.7	1.2	0 .7
F	0 – 59	0.0	0.0	0.0

Report Cards

East Granby High School utilizes a numerical system of grades for its report cards. These grades range from 100 to below 60. An incomplete (I) is considered a failing grade until made up. Ten days is the normal time extension for incompletes. **INCOMPLETE GRADES ARE ISSUED ONLY UNDER EXTENUATING CIRCUMSTANCES WITH THE APPROVAL OF THE ADMINISTRATION.** Report cards are issued on a quarterly basis.

Schedule for marking periods, report cards and progress reports. Progress reports will be available on PowerSchool on the date listed.

Quarter	Marking Period Begins	Progress Report	Marking Period Ends
1	**8/31/22**	**10/3/22**	**11/4/22**
2	**11/7/22**	**12/9/22**	**1/20/23**
3	**1/23/23**	**2/27/23**	**3/31/23**
4	**4/3/23**	**5/11/23**	**6/14/23**

Mid-Term exams:1/17/23-1/20/23 **Tent. Final exams: 6/9/23-6/14/23**

Summer School

A student would be eligible to take a summer school class for credit if one of the following has been met:

- Permission of the guidance counselor and principal must be obtained
- The student has earned an average of at least 50 at the end of the course
- The student has earned a passing grade on the final exam

- In extraordinary cases, the student has received permission from the administration

Credit will be granted only as make-up for courses originally undertaken and filed at the school and no more than two credits (except in extraordinary cases) will be granted toward the 23.5 or 25 credits required for graduation from summer school courses. Students who lose credit due to attendance will remain in the course. The grade earned in summer school will be recorded on the student's transcript and calculated, along with the original failing grade, in the student's cumulative grade point average.

Promotion

Students are promoted to a higher grade based on credit earned at the end of the school semester:

Promotion to Grade 10 - 6 credits
Promotion to Grade 11 - 12 credits
Promotion to Grade 12 - 18 credits
Graduation 25 credits for graduating classes after 2021

All students are required to register for a minimum of six credits. Circumstance may warrant a change and this would only occur with the approval of the guidance counselor and administration. Course changes must be requested prior to the second week of the semester and must be approved by the administration.

Homework

The purpose of homework is to help students become self-directing, independent learners. Homework assignments support clearly defined school and classroom activities, and are used to reinforce or enhance school experiences. Expectations for the amount of time to be spent by students on daily homework assignments on the average are 90 - 180 minutes.

Academic Honesty

East Granby High School is committed to academic honesty. Students take full responsibility for submitting work they alone have prepared and for giving due credit to the sources that they have used in research. Plagiarism and the use of materials other than their own are breaches of academic honesty. Cheating will not be tolerated under any circumstances.

Cheating/Plagiarism

All forms of cheating and plagiarism are unacceptable. The misrepresentation by students of homework, class work, tests, reports, or other assignments as if they were entirely their own work shall be considered forms of cheating and/or plagiarism. In addition, submitting the same or portions of the same assignment, in different classes, without prior approval by the teacher, will be considered a misrepresentation of student work and therefore cheating. Consequences of cheating and/or plagiarism shall be academic in nature unless repeated incidents require disciplinary action. Teacher, student, family and administration will work together to determine the best course of action for the infraction. An example of a progression of disciplinary action is:

First Offense – Student will receive a zero for the assignment. The teacher will contact the student's parent and with the student fill out the Cheating/Plagiarism Incident Report explaining the incident and then submit the form to administration. The administration will then meet with the student and complete the report which will be kept in the student's file. The administration will contact the student's parent and advise the parent of the consequences for further offenses. The student will have five days to appeal any charges of academic dishonesty.

Second Offense – The student will receive a zero for the assignment as well as one day of in-school suspension regardless of whether or not the first offense occurred in the same class. The teacher will contact the student's parent and with the student fill out the Cheating/Plagiarism Incident Report explaining the incident and then submit the form to the administration. The administration will then meet with the student and complete the report which will be kept in the student's file. The administration will contact the student's parent and advise the parent of the consequences for further offenses. The student will have five days to appeal any charges of academic dishonesty.

Third Offense - The teacher will submit the form that explains the offense to an administrator. The student will receive a zero for the assignment and discipline will be in accordance with the Student Code of Conduct. The administrator will schedule a meeting with the student and his/her parents to explain the disciplinary action. The student will have five days to appeal any charges of academic dishonesty.

EXPECTATIONS FOR STUDENT BEHAVIOR

Bullying Policy
C.G.S. Section 10-222d
5131.911 Bullying

The Board of Education promotes a secure and positive school climate, conducive to teaching and learning that is free from threat, harassment and any type of bullying behavior. Therefore it shall be the policy of the Board that bullying of a student by another student is prohibited.

"Bullying" means the repeated use by one or more students of a written, verbal or electronic communication, such as cyber bullying, or a physical act or gesture 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 (a situation in which bullying among students is sufficiently severe or pervasive to alter the conditions of the school climate) 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.

Bullying shall include, but not be limited to, a written, verbal, or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristics, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, socioeconomic status, academic status, gender identity, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics. (CSDE 9/12/2011)

Examples of bullying include, but are not limited to:

1. physical violence and attacks
2. verbal taunts, name-calling and put-downs including ethnically-based or gender-based or verbal put-downs
3. threats and intimidation
4. extortion or stealing of money and/or possessions
5. exclusion from peer groups within the school
6. the misuse of electronic communications for the purpose of bullying, harassing, or sexually harassing other students within school or out of school ("cyberbullying")
7. targeting of a student based on the student's actual or perceived "differentiating" characteristics such as race; color; religion; ancestry; national origin; gender; sexual orientation; gender identity or expression; socioeconomic or academic status; physical appearance; or mental, physical, developmental, or sensory disability.

Such conduct is disruptive of the educational process and, therefore, bullying is not acceptable behavior in this district and is prohibited.

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

1. creates a hostile environment at school for the victim,
2. infringes on the rights of the victim at school, or
3. substantially disrupts the education process or the orderly operation of a school, are subject to appropriate disciplinary action up to and including suspension, expulsion and/or referral to law enforcement officials.

The Statute also provides that bullying policies may include provisions addressing bullying outside of the school setting if it has a direct and negative impact on a student's academic performance or safety in school.

Such conduct is disruptive of the educational process and, therefore, bullying is not acceptable behavior in this district and is prohibited.

Students who engage in any act of bullying while at school, at any school function, or in connection to or with any district sponsored activity or event are subject to appropriate disciplinary action up to and including suspension, expulsion and/or referral to law enforcement officials.

Students and/or parents may file verbal or written complaints concerning suspected bullying behavior, and students shall be permitted to anonymously report acts of bullying to teachers and school administrators. Any report of suspected bullying behavior will be promptly reviewed. If acts of bullying are verified, prompt disciplinary action may be taken against the perpetrator, consistent with his/her rights of due process. Board policy and regulation #5131.911 set forth this prohibition and the related procedures in detail, and are available to students and their parents/guardians on the school district page under "Board of Education". Public Act 11-232, *An Act concerning the strengthening of school Bullying Laws,* can be viewed at www.cga.ct.gov/coc. The administration will involve law enforcement officials as they deem necessary.

Cyberbullying Policy
5131.913 (b) Cyberbullying

"Cyber bullying" means any act of bullying through the use of the Internet, interactive and digital technologies, cellular mobile telephone or other mobile electronic devices or any electronic communications. Further, "mobile electronic device" means any hand-held or other portable electronic equipment capable of providing data communication between two or more individuals, including, but not limited to, a text messaging device, a paging device, a personal digital assistant, a laptop computer, equipment that is capable of playing a video game or a digital video disk, or equipment on which digital photographs are taken or transmitted. Finally, "electronic communication means any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo-electronic or photo-optical system.
(CSDE 9/12/2011)

Both the East Granby Public Schools computer network and the Internet, whether accessed on campus or off campus, during or after school hours, may not be used for the purposes of harassment. All forms of harassment by students over the Internet, commonly referred to as cyberbullying, are unacceptable and viewed as a violation of state law and East Granby Public Schools acceptable computer use policy and regulations.

Malicious use of East Granby Public Schools computer system to develop programs or to institute practices that harass other users or gain unauthorized access to any entity on the system and/or damage the components of an entity on the network is prohibited. Users are responsible for the appropriateness of the material they transmit over the system. Hate mail, harassment, discriminatory remarks, or other anti-social behaviors are expressly prohibited.

Cyberbullying includes, but is not limited to the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful email messages, instant messages, text messages, digital pictures or

images, or website postings, including blogs. It is also recognized that the author (poster or sender) of the inappropriate material is often disguised (logged on) as someone else.
Students and community members who believe they have been the victims of such misuse of technology, as described in this policy, should not erase the offending material from the system. A copy of the material should be printed and brought to the attention of the school administrator or East Granby Public Schools Director of Technology Services.

The administration shall fully investigate all reports of cyberbullying.

In situations in which the cyberbullying originated from a non-school computer, but brought to the attention of school officials, any disciplinary action shall be based upon whether the conduct is determined to be severely disruptive of the educational process so that it markedly interrupts or severely impedes the day-to-day operations of a school. In addition, such conduct must also be in violation of a publicized school policy. Such conduct includes, but is not limited to, threats to kill or hurt a staff member or student. The administration will involve law enforcement officials as they deem necessary.
Policy Adopted by the East Granby Board of Education: January 23, 2012 Policy revised 5/9/16

Bus Conduct

Transportation to and from school is an important extension of the total educational process. Good bus conduct is essential in order to maintain the safety standards necessary to insure the health and welfare of all our students. Students should follow the conduct guidelines as established by the bus company and school administration. Misconduct by students on the bus will be reported by the driver. The school will contact the parents of those individuals to help reinforce their compliance with these guidelines:

1. Students are to be seated while the bus is moving.
2. Good conduct shall be defined as "behavior that doesn't endanger the safety of any students."
3. Each incident of students displaying unreasonable conduct will be reported to the principal by the bus driver.
4. Students are to wait at each bus stop in an orderly fashion and should not approach their bus until it is completely stopped.
5. Failure on the part of the student to obey guidelines established for safety will result in suspension of the privilege to ride on a school bus for up to 10 days.
6. Once a student has been suspended from the bus, transportation to and from school will become a parental responsibility.

Dance Guidelines

High school dances are for students in grades nine through twelve. Dances begin no later than 7:30 p.m. and last until 10:30 p.m. Dances are sponsored by various school organizations and must be approved by the administration. Dress at the school-sponsored dances is determined by the sponsoring organization and in no case shall it be in violation of the Student Dress Code. School dances are not held on nights preceding a school day or school holiday.

1. Student dress shall conform to the school dress code.
2. No students, band members, or DJ are to be in the building unless a staff member is present.
3. There is no smoking at any school dance regardless of where that dance is held.
4. Students will not be readmitted to a dance should they leave the dance area.
5. Dances are for the East Granby High School students only. Guests may attend formal dances. However, the inviting student must inform the office three days in advance and is limited to one guest per dance. The invited guest must complete an information sheet. Middle school students may not attend high school dances.
6. A minimum of **four** chaperones shall be at a dance with at least one male and one female at every dance.
7. The sponsoring group shall be responsible for all financial obligations and the cleanliness of the premises. Arrangements for clean-up are to be made prior to the evening of the dance.
8. High School dances shall begin no later than 7:30 p.m. Semi-formals may begin at 8:00 p.m. and end by 11:00 p.m..
9. All school rules and regulations are in effect.
10. The sponsoring group shall be responsible for breakage and/or other damage to school property.
11. Student parking will be restricted to the student parking lot.
12. A police officer shall be present. The sponsoring group shall pay for the police officer's services. Arrangements are to be made through the main office.
13. Application to use the facilities must be made no later than two weeks prior to the event. Chaperones must be designated no later than a week prior to the event.

DISCIPLINE - GENERAL INFORMATION

As young adults, it is the duty of all East Granby High School students to accept responsibility for their actions with maturity. The actions of any member of East Granby High School affect the atmosphere in which all must work and learn. Every member must treat every other member of the school with respect and courtesy.

The East Granby Board of Education expects specifically that students will conform to reasonable standards of speech and conduct, will refrain from violating or impairing the rights of others, and will not engage in conduct that deprives other students of an orderly atmosphere for study or that creates an unsafe or unhealthy environment.

Students who habitually violate school rules will be subject to disciplinary procedures. In all cases the rights of the student and the parents will be fully recognized, and the provisions for proper procedural due process will be made. The administration reserves the right to notify the police or any other outside resources as they deem necessary.

Classroom Management

Teachers are expected to handle specific disciplinary problems. Chronic offenders will be referred to the appropriate administrator when the teacher has exhausted all methods of resolving the problem with the student. Disciplinary approaches at the teacher level should include:

i) conference(s) with the student
ii) phone calls to parents
iii) after school detention
iv) parental conference

Generally all discipline problems will be handled on an individual basis. Serious and continuous misconduct may result in a student being suspended or expelled.

Detention and Extended Detention

Detention

"Detention" is the retaining of a student for a period of time determined by the teacher but not to extend one hour after dismissal. This time may be assigned by a teacher or administrator as a result of minor infractions of school rules. Students will be given a 24 hour notice. Detention has priority over jobs, sports and other after school activities, and **will** be served on the next detention date. **During detention, students must complete academic work. Students are not allowed to eat, sleep, use prohibited electronic devices, talk, or otherwise disrupt the detention room.**

Extended Detention

"Extended Detention" means retaining a student after normal student dismissal for an extended period of time, and exclusion from all after school activities on the day the extended detention is assigned to be served.

a) Extended Detention (ED) will be held each Tuesday and Thursday that school is in session from 2:15 p.m. to 3:45. A specific location will be designated to serve as the ED room. Students and/or parents will be given a 24 hour notice.
b) Students assigned to extended detention (ED) on a given day will be responsible for reporting to the ED room before 2:15 p.m. on Tuesday and Thursday. Students who arrive late will not be allowed to serve their detention and will be treated in the same manner as those students who are asked to leave.
c) The staff monitor(s) will assign each student a designated seat. The student will be expected to sit properly in the prescribed direction. Food or drink, use of electronic devices, walkmans ,headphones, sunglasses and hats are not permitted.
d) The detention room monitor will give directions and review the rules. Once the detention begins, the students will be expected to work for the entire detention period. It is the student's responsibility to bring academic work and books.
e) Staff interaction with students during this period will be limited. Students will be permitted only one escorted lavatory visit during the session.
f) Students who talk or violate detention room rules will be verbally warned one time. Behavior necessitating a second warning will result in the student being asked to leave detention.
    1. **Once a student is asked to leave the room, he or she will not be permitted to return on that day and will be assigned Out of School Suspension.**
    2. The detention room monitor(s) will be responsible for recording the

incident on the designated form and submitting it to the Principal.

g) **Any student violating E.D. procedures and/or failing or refusing to attend the scheduled extended detention will be assigned further consequences which may include suspension or loss of privileges.**

h) **Any student failing to attend the scheduled E.D. for excessive tardiness to school will be assigned Out School Suspension.**

i) Students who refuse to attend the E.D. will be referred to the principal and considerations for a Superintendent's Hearing will be made. **Repeated** violations of E.D. procedures and/or failure/refusal to attend E.D. may result in expulsion from school by the Board of Education.

j) **TRANSPORTATION WILL BE THE RESPONSIBILITY OF THE STUDENT. IT WILL BE HIS/HER RESPONSIBILITY TO MAKE THE NECESSARY ARRANGEMENTS. A student will not be allowed to participate in the extra-curricular activities the days he/she is assigned or serves E.D.**

Definitions

A. **Exclusion** means any denial of public school privileges to a pupil for disciplinary purposes.
B. **Emergency** means a situation in which the continued presence of the pupil in school poses such a danger to persons or property or such a disruption of the education process that a hearing may be delayed until a time as soon after the exclusion of such pupil is possible.
C. **School-sponsored Activity** means any activity sponsored, recognized or authorized by the Board and includes activities conducted on or off school property.
D. **Removal** is the exclusion of a student for a class period of ninety minutes or less. A student may be removed from class by a teacher or administrator if he/she deliberately causes a serious disruption of the educational process. When a student is removed, the teacher must send him/her to a designated area and notify the principal at once. A student may not be removed from class more than six times in one school year and not more than twice in one week unless the student is referred to the building principal or designee and granted an informal hearing at which the student should be informed of the reasons for the disciplinary action and given an opportunity to explain the situation.
E. **Suspension** means the exclusion of a student from school and/or transportation services for not more than ten (10) consecutive days, provided such suspension shall not extend beyond the end of the school year in which such suspension is imposed; and further provided no pupil shall be suspended more than ten (10) times or a total of fifty (50) days in one school year, whichever results in fewer days of exclusion, unless such pupil is granted a formal hearing.
F. **Expulsion** means the exclusion of a pupil from school privileges by the Board of Education for more than ten (10) consecutive school days. The expulsion period may not extend beyond one calendar year.
G. **School Days** shall mean days when school is in session for students.
H. Notwithstanding the foregoing, the reassignment of a student from regular education

classroom program in the district to another regular classroom program in the district shall not constitute a suspension or expulsion.

Illicit Drugs - Students: Statement of Policy - East Granby Board of Education

Through the use of a revised curriculum, classroom activities, community support and resources, a strong and consistent administrative and faculty support, and rehabilitation and disciplinary procedures, the East Granby School System will work to educate, prevent, and intervene in the use and abuse of all drugs, alcohol, mood altering substances, and anabolic steroids by the entire student population. Alcohol abuse, drug abuse, mood altering substances, anabolic steroids, and all those substances defined in section 21a-240 of the Connecticut General Statutes are hereinafter referred to as illicit drugs.

These guidelines represent an integral part of the East Granby Public School's drug and alcohol prevention program, and is a major component in a districtwide effort to respond effectively to illicit drugs in school or at school-sponsored activities. The East Granby Public Schools will ensure a safe and healthy environment for students with due consideration for their legal rights and responsibilities. The Board reserves the right to use any extraordinary measures deemed necessary to control substance abuse even if the same is not provided for specifically in any rule or regulation enumerated herein.

The use, sale, transfer, delivery or possession of any illicit drugs and associated paraphernalia as well as those defined in sections 21a-240 of the Connecticut General Statutes, on school property or at school-sponsored events is prohibited.

All professional school personnel as specified in Section 10-154(a), (b), (c), and (d) shall cooperate with law enforcement officials as is required by law.

Consequences

A student who is on school grounds, during a school session, or anywhere at a school-sponsored activity is under the influence of alcohol or illicit drugs or possesses, uses, dispenses, sells or aids in the procurement of alcohol, illicit drugs and paraphernalia shall be subjected to discipline pursuant to the provisions and procedures outlined in Board Policy 5131.6, Pupil Suspension and Expulsion.

The principal is in charge of each case in which a student possesses, uses or is under the influence of alcohol, illicit drugs (and paraphernalia). In all instances where there is actual evidence of the possession or sale of alcohol, illicit drugs and paraphernalia, the notification to the town police must be made.

In addition, where there is an instance to refer student(s) to an appropriate agency for the prevention and/or use of alcohol or illicit drugs, the principal will identify what agencies have been notified. The parents will be given name(s) of those agencies.

Personal Electronic Devices

Students are not allowed to bring any electronic devices, cellular phones or any other communication devices to class unless otherwise instructed by the classroom teacher. Such items will be confiscated. Electronic devices, including transistor radios, walkmans, i-Pods, tape recorders, cellular phones, computer games, **laser pointers**, paging devices, and beepers are not allowed in the school building or on the school grounds. **A first violation will result in the articles being confiscated by the school staff for the remainder of the day. Second violations will require a parent to make an appointment with the Dean of Students or Assistant Principal to retrieve any electronic device. A third violation will result in confiscation of the device, parents will be required to make an appointment with the Dean of Students to retrieve the device and the student will receive one day of In-School Suspension. Students in possession of prohibited items may also be subject to further consequences.**

Restricted areas and leaving the school building

Students are not permitted to leave the school building/grounds during the school day. Students who leave the school building/grounds without permission of the Principal are subject to disciplinary action in accordance with the school disciplinary policy. The following are examples of areas that are off-limits for students:

1. elevators
2. faculty lavatories
3. teacher mailroom/boxes
4. faculty lounges and department offices (guidance)
5. main office (unless student has a specific reason)
6. parking area during school hours
7. custodial rooms
8. auditorium area (except when scheduled)
9. gymnasium area/P.E. locker room areas without teacher permission or supervision
10. Middle School (without prior permission)
11. outdoor entrance to the auditorium
12. the parking lot behind the building
13. the area behind the gym
14. the Commons at unassigned times
15. all private property surrounding the school
16. Loitering in lavatories, stairwells, or hallways is not permitted.

Search and Seizure

The Board seeks to ensure a learning environment which protects the health, safety and welfare of students and staff. To assist the Board in attaining these goals, District officials may, subject to the requirements below, search a student's person and property, including property assigned by the District for the student's use. Such searches may be conducted at any time on District property or when the student is under the jurisdiction of the District at school-sponsored activities.

Searches conducted by the district administration for evidence of a violation of rules shall be subject to the following requirements:

1. The District official shall have individualized, "*reasonable suspicion*" to believe evidence of a violation of law, Board policy, administrative regulation or school rule is present in a particular place;
2. The search shall be "*reasonable in scope*." That is the measures used are reasonably related to the objectives of the search and not excessively intrusive in light of the age, sex, maturity of the student and nature of the infraction.
3. District officials may also search when they have reasonable information that emergency/dangerous circumstances exist.

If the student is unwilling to give free and voluntary consent, the school administrator may order the student to submit to a search. If the student refuses to obey the order, the school administrator may bring insubordination charges against the student as stipulated in the applicable school regulations.

District officials may seize any item which is evidence of a violation of law, Board policy, administrative regulation or school rules, or which the possession or use of is prohibited by such law, policy, regulation or rule.

Lockers and other storage spaces are provided to students for their convenience. These storage areas remain school property, and as such, are subject to periodic inspections by school authorities. The purpose of such inspections is to allow school authorities responsible for the appropriate use of school property the opportunity to confirm that lockers are being used in a manner consistent with the health and safety of all students. Students are therefore warned not to store items in lockers which they do not want to bring to the attention of school authorities.

Desks and school lockers are the property of the schools. The right to inspect desks and lockers assigned to students may be exercised by school officials to safeguard students, their property and school property with reasonable care for the Fourth Amendment rights of students.
An authorized school administrator may search a student's locker or desk under three (3) conditions:

1. There is reason to believe that the student's desk or locker contains the probable presence of contraband material.

2. The probable presence of contraband material poses a serious threat to the maintenance of discipline, order, safety and health in the school.

3. The student(s) have been informed in advance that school Board policy allows desks and lockers to be inspected if the administration has reason to believe that materials injurious to the best interests of students and the school are contained therein.

District officials may seize any item which is evidence of a violation of law, Board policy, administrative regulation, school rules, or which the possession or use of is prohibited by such law, policy, regulation or rule.

Use of drug-detection dogs and metal detectors
Use of the above may be conducted with the authorization of the Superintendent.

Police Involvement in Searches and Interrogations of Students
The District is committed to cooperating with police officials and other law enforcement authorities in order to maintain a safe school environment. Police officials, however, have limited authority to interview or search students in schools or at school functions, or to use school facilities in connection with police work.

Students may be searched by law enforcement officials on school property or when the student is under the jurisdiction of the District upon the request of the law enforcement official. Such requests ordinarily, shall be based on a (1) warrant; or (2) probable cause to believe a crime has been committed on school property or at a school function; or (3) an invitation by school officials. The school Principal or designee will attempt to notify the student's parents in advance to give the parent the opportunity to be present during the police questioning or search, and will be present for all such searches.

Emergencies
Circumstances which put the safety of students or school staff at risk or could result in substantial property damage also will constitute sufficient reasons for school or police officials to conduct a thorough search of all school property.

Police Notification
With regard to possession of items that constitute a violation of law, school authorities may cooperate with the appropriate law enforcement agencies in the interest of preserving the integrity of the school's educational mission.

Tobacco Use/Smoking
Statement of Policy: East Granby Board of Education - No Smoking in School Buildings/Grounds 5131.6

Connecticut laws strictly prohibit any smoking on school property and in school buildings.

To provide an environment that protects the health and well-being of all employees, students, and community members, no smoking will be permitted on school grounds, in school buildings, or at school activities at any time.

Ongoing dissemination of information regarding wellness and the significant health impact of smoking will occur through areas such as curriculum, student advisee or counseling programs, and other parent-student forums.

The following disciplinary actions will be followed for students violating this policy:

1. In all cases, smoking and tobacco materials and associated paraphernalia (i.e., lighters, matches, etc.) will be confiscated.
2. In cases of suspicion, a student may be asked to empty pockets, backpacks, lockers, etc.

   First Offense – The parent will be notified as soon as possible and a parent meeting will be scheduled. A student will also be required to review information regarding smoking. This may include such items as public information brochures, a self-help video, etc. Information and support regarding options to participate in self-help cessation programs will be made available. A one day suspension will be assigned.

   Second Offense – The parent will be notified as soon as possible and a parent meeting will be scheduled. The student will serve a two day suspension and the local police notified. According to Connecticut statutes, Sec. 1-21b, the police will issue a Summons, which may subsequently result in a fine or community service.

   Third Offense – The parent will be notified as soon as possible and a parent meeting will be scheduled. A three day outside suspension will occur and the local police were notified. According to Connecticut statutes, Sec. 1-21b, the police will issue a Summons, which may subsequently result in a fine or community service.

   Fourth Offense (or more) – The parent will be notified as soon as possible and a parent meeting will be scheduled. According to Connecticut statutes, Sec. 1-21b, the police will issue a Summons, which may subsequently result in a fine or community service. The student will be given suspension or be referred for expulsion.
3. In no case will a student be allowed to participate in extracurricular and/or athletic activities on the day of the suspension. In cases when no activity is scheduled on the day of the suspension, the student will be excluded from the next scheduled activity they would normally participate in.

Legal Reference: Connecticut Education Law, Sec. 1-21b.

Board Policy adopted- July 11, 2005

DISCIPLINE-SUSPENSIONS/EXPULSIONS

Students may be disciplined for conduct on school grounds or at any school sponsored activity that endangers persons or property, is seriously disruptive of the educational process, or that violates a publicized policy of the Board. **Students may be disciplined for conduct off school grounds if such conduct is seriously disruptive of the educational process and violates a publicized policy of the Board.**

Conduct which will lead to disciplinary action (including but not limited to suspension and/or expulsion) includes, but is not limited to, the following:

1. Willfully striking or assaulting a student, member of the school staff or others.
2. Theft and deliberate destruction of school property, including buses.
3. **The use of obscene or profane language or gestures to a member of the school staff/community.**
4. Harassment of any nature, bullying
5. Violation of smoking, alcohol, illicit drugs and paraphernalia, dress or transportation regulations
6. Refusal to obey a member of the school staff, or disruptive classroom behavior
7. Violation of state law and policy relative to drugs, weapons, or dangerous instruments on school grounds.
8. Persistent violation of school rules
9. Vandalism
10. Insubordination and defiance

Suspension or Expulsion

A student will be assigned suspension if he/she:

1. Violates written school rules or board of education policies.
2. Engages in activities which interfere with or threaten the orderly functioning of the school, including classroom, extracurricular or athletic activities.
3. Threatens or engages in seriously disruptive activities including, but not limited to, assault on a teacher or another student, arson or destruction of school property, active leadership in school disruption, and/or use of alcohol or drugs.
4. Is disrespectful or insubordinate to any staff member.
5. Cuts study hall or class.
6. Refusal by a student to identify himself/herself to a staff member when asked.
7. Participates in a walk-out from or sit-in within a classroom or school building.
8. Engages in blackmailing, threatening, bullying or intimidating school staff or students.
9. Is found in possession of any weapon, deadly weapon, pistol, knife, box cutter, blackjack, bludgeon, metal knuckles, pellet gun, explosive device, firearm, whether loaded or unloaded, whether functional or not, or any other dangerous weapon or instrument.
10. Makes an unauthorized entrance into any school facility or portion of a school facility or aiding or abetting an unauthorized entrance.
11. Explosive/Fire - Possesses or ignites any fireworks or other explosive materials, or ignition of any material causing a fire.

12. Is found in possession, selling or consumption of alcohol, tobacco, dangerous drugs, or narcotics. Dangerous drugs or narcotics shall mean any illegal or controlled substance including but not limited to amphetamine-type, barbiturate-type, cannabis-type, cocaine-type, hallucinogenic, morphine-type, and other stimulant and depressant drugs, or intoxicant of any kind, and, in addition, those substances known as Methaqualone. Unauthorized use or possession of such substances shall mean use or possession without a valid prescription.
13. Possession of paraphernalia used or designed to be used in the consumption, sale or distribution of dangerous drugs or narcotics, as defined in subparagraph (12) above.
14. Engages in the willful destruction of real, personal or school property, such as cutting, defacing or otherwise damaging property in any way.
15. Accumulates minor offenses such as school and class tardiness, class or study hall cutting, or failure to attend detention.
16. Deliberately trespasses on school grounds while on out-of-school suspension or expulsion.
17. Makes false "Bomb Threat" calls to the public schools or to the police.
18. Repeatedly and/or intentionally defies school rules and the valid authority of teachers, supervisors or administrators.
19. Throws snowballs, rocks, sticks and similar objects.
20. Repeatedly and/or intentionally defies student transportation rules.
21. Engages in any other violation of school rules or regulations or a series of violations which makes the presence of the student in school seriously disruptive of the educational process.
22. Leaves school grounds, school transportation or school-sponsored activity without authorization.
23. Uses or copies the academic work of another individual and presenting it as the student's own work, without proper attribution.
24. Possesses and/or uses a radio, i-Pod, walkman, computer, computer game, beeper, laser pointer, paging device, cellular telephone, walkie talkie or similar electronic device on school grounds or at a school sponsored activity without the written permission of the principal or his/her designee.
25. Engages in the unauthorized use of any school computer, computer screen, computer software, Internet connection or similar school property or system, or the use of such property or system for unauthorized non-school related purposes including harassment.
26. Engages in any action prohibited by any Federal or State law which would indicate that the student presents a danger to any person in the school community or school property.
27. Unlawfully tampers with firefighting apparatus including false fire alarms and the discharging of a fire extinguisher.
28. Engages in hazing of any kind, voluntary or not.

Procedures Governing Suspension

1. The principal of a school, or designee of the administrative staff of the school, shall have the right to suspend any student for breach of conduct as noted in Section II of this policy for not more than ten (10) consecutive days. In such cases, the following procedures shall be followed:
    a. Unless an emergency situation exists, no student shall be suspended prior to having an informal hearing before the principal or designee at which the student is informed of the charges and given an opportunity to respond. In the event of an emergency, the informal hearing shall be held as soon after the suspension as possible.
    b. Evidence of past disciplinary problems which have led to removal from a classroom, suspension, or expulsion of a pupil who is the subject of an informal hearing may be received by the principal, but only considered in the determination of the length of suspensions.
    c. By telephone, the principal or designee shall make reasonable attempts to immediately notify the parent or guardian of a minor student following the suspension and state the cause(s) leading to the suspension.
    d. Whether or not telephone contact is made with the parent or guardian of such minor student, the principal or designee shall forward a letter to such parent or guardian to the last address reported on school records (or to a newer address if known by the principal, or designee) within one school day of the suspension action where practicable, and offering the parent or guardian an opportunity for a conference to discuss same.
    e. Notice of the original suspension shall be transmitted by the principal or designee to the superintendent of schools or designee by the close of the school day following the commencement of the suspension.
    f. The student shall be allowed to complete any classwork, including examinations, without penalty, which he or she missed while under suspension.
    g. Notice of the suspension shall be recorded in the student's cumulative educational record. Such notice shall be expunged from the cumulative educational record by the Board if the pupil (1) graduates from high school or (2) is not suspended or expelled again during the two year period commencing on the date of his/her return to school from the suspension.
    h. The decision of the principal or designee with regard to disciplinary action up to and including suspensions shall be final.

In cases where the student has already been suspended, or such suspension will result in the student being suspended more than ten (10) times or fifty (50) days in a school year, whichever results in fewer days of exclusion, the student shall be granted a formal hearing before the superintendent. The principal or designee shall report the student to the superintendent or designee and request a formal Board hearing.

If the administration determines that grounds for suspension exist, the following procedures will take effect:

1. Student will be given an informal hearing. At this time, the student will be informed of the reasons for disciplinary action and will be given the opportunity to be heard with respect to the alleged offense.
2. The administration will determine the duration of the suspension. When students are on external suspension because of the seriousness of the offense(s), it has been determined by the administration that it is in the best interest of the student and the school that the student be removed from the school setting for the period of suspension. The students are entitled to make up all work assigned during the suspension upon their return to class. It is the student's responsibility to secure missed assignments from teachers and to complete all work within two days for each day on suspension.
3. When a student is suspended from school a mandatory parent conference will be necessary for the student to be readmitted to regular class. Conferences are required with all suspensions. The purpose of the conference is to stress the seriousness of the infraction and to illicit parental support in seeing that the infraction does not re-occur.
4. When a student is externally suspended, the suspension period will begin the next school day. Except in cases of disruption where circumstances make it vital that one or several students be removed from school property immediately, no student will be released from school during the school day without notifying the parent or guardian in person or by phone.
5. Verbal and written notice will be given to the student and parents of the reason(s) for the removal from school and the assigned suspension period.
6. Students on suspension may not attend any school functions, including sports practices, dances, athletic events, or any extracurricular activities.
7. Any student who is on external suspension and who is on school grounds, without administrator permission, will be considered loitering and subject to disciplinary action including extension of the suspension period and also subject to arrest.

EVACUATIONS AND LOCKDOWN

Staff and students will periodically practice safety alternatives including silent evacuations and lockdowns. Lockdown and other safety procedures have been developed by town and district personnel, and a crisis team with input from local and state police and other safety personnel. Public Act 09-131 requires crisis response drills, in consultation with the appropriate law enforcement agency, to be substituted once every three months for the monthly fire drills.

Fire Drills --- WILL CONTINUE AS THEY HAVE BEEN DONE

To comply with the fire laws, fire drills are held at regular intervals. Pupils are to follow the posted directions. At the first alarm, pupils will file out the designated exit. Pupils will move far enough away from the building to allow free access for firefighting apparatus. Attendance will be taken by the student's classroom teacher. It is a violation of federal and state law to tamper with fire alarms or cause a false fire alarm. Violators will be handled according to the law. It should be noted - students found tampering with fire alarms will be turned over to the proper authorities and a formal complaint will be filed by the school with the police and fire departments.

Wind Events
If there is a wind event students and staff will be evacuated to the high school locker rooms.

Building Evacuation
Although these are the planned evacuation routes, students and staff should assess situations as they occur and leave by the quickest exit.

Lower Level

Business and Science Classrooms and Commons:
Exit the building through classroom exterior doors. Walk across the driveway onto the soccer field.

Gym: Exit through exterior doors and proceed onto the soccer field.

ISS, Math & Health Ed. Room: Exit through the gymnasium and proceed on to the soccer field.

Upper/Main Level

***Rooms 105, 108, 109, 115, 116, 117, 118, 122:** Exit the classroom into the corridor. Proceed down the stairs (A) to the lower level into the hall beside the commons. Exit to outside, across the driveway onto the soccer field.

***Rooms 120, 125, 128, 131, 132, 134, 136, 137, Computer Lab:** Exit the classroom, turn right into the corridor. Proceed down the stairs and exit through the stairwell (B) by the biology room.

***Band, Family and Consumer Science, and Chorus:** Exit the music suite into the main entrance hallway. Exit the building and proceed to the middle school parking lot.

***Art and Tech Ed**: Exit through classroom exterior door and proceed to the upper soccer field

***Health Room/Nurse:** Exit into hallway and then turn left. Proceed down the stairs and onto the soccer field.

GENERAL INSURANCE

East Granby High School makes possible a group insurance policy with a private company for all interested students. For a small fee a student is insured during school hours, to and from school, and during school-sponsored events. A 24 hour protection is also available. Pamphlets regarding insurance will be handed out to all students early in September. The school insurance only covers students who participate in interscholastic sports and goes into effect after the parent's coverage is exhausted.

GREEN CLEANING PRODUCTS

East Granby Public Schools proudly participates in Tools for Schools. The U.S. Environmental Protection Agency developed the Indoor Air Quality (IAQ) Tools for Schools Program to reduce exposures to indoor environmental contaminants in schools through the voluntary adoption of sound indoor air quality management practices. The IAQ Tools for Schools Program is a comprehensive resource to help schools maintain a healthy environment in school buildings by identifying, correcting, and preventing IAQ problems.

School Counseling

The guidance area is located in the main office. The school counselors will offer you assistance in helping to understand yourself and your environment, in better acquainting you with the school curriculum, and in preparing you either for further education or for employment in your chosen field. Students must have an appointment to visit with the counselor unless the student is in crisis or deems the purpose as critical.

The specific guidance services include:

Counseling - Individual concerns of a personal, social, educational, or vocational nature may be discussed in an atmosphere of acceptance and trust. The main objective is to help you gain greater insight into yourself and thereby become better able to make adjustments or decisions.

Course Selection - Students will be assisted in selecting a program of study that will prepare them for further schooling or for future employment. Selections should be made in light of each person's interests and abilities.

College and Educational Training Information - Catalogs of various schools (colleges and universities, junior colleges, schools of nursing, technical and business schools, etc.) are available in the guidance area. They may be read in school or taken home for a weekend. You are encouraged to discuss with your parents the admission requirements of the school or college in which you have an interest. A booklet describing the process of applying to colleges, College Board Entrance Examinations (SAT, etc.) and scholarships are available in the office.

Occupational Information - Information concerning a variety of occupations including the Armed Forces can be found in the guidance area. It is important that you read about the different types of work and compare your own interests and abilities with the qualifications needed for these occupations. A course in career decision making and planning is available for students in grades 10-12.
You may also obtain information on part-time jobs, early graduation, high school equivalency, and summer school from your counselor.

Schedule Change Procedure

With administrative approval, student schedule changes will be made by the guidance counselor for the following reasons:

1. A scheduling error
2. Students lack prerequisites for a course.
3. Students lack a requisite for graduation.
4. Replace a study hall with a course.

All other schedule changes for reasons other than stated above will be considered after the "Request for Schedule Change Form" has been completed. Generally, this request will require the approval of a parent, teacher, counselor, and an administrator.

Appropriate schedule changes will be allowed during the first week of a semester. **Beyond the first week changes will not be allowed**. Students who wish to drop a course after a week will receive a "W" (withdrawal) on their report card and, if they are failing at the time of the drop, they will receive a
"WF" (withdrew while failing). Students must meet with the guidance counselor for any changes in their program.

Work Study Program

The work study program involves a unique partnership between the school and the community. It serves to provide career experiences for the youth of East Granby. A student may earn up to a maximum of (1) full credit through the Work Study Program toward graduation. Interested students may obtain additional information in the guidance office. The work study advisor is the guidance counselor.

Directed Study

Independent study is designed to accommodate the motivated and gifted student desiring educational experiences beyond those offered in the curriculum or the student's present program of study.
If a student wishes to participate in a directed study arrangement, the student should:
1. Approach the teacher with whom he/she wishes to work
2. Complete the necessary forms available in guidance, and
3. Agree to complete all the required work in the prescribed time period
4. All directed study programs must be approved by the principal. The teacher must prepare a detailed outline of the proposed directed study program including assessment criteria.

Extra Help Sessions

Teachers are available for conferences and extra help before and after school each day. Students who desire extra help are urged to make the necessary arrangements with their teacher.

HEALTH AND PHYSICAL EDUCATION

Physical Education Requirements

Students are required to participate in all physical education classes throughout the school year unless excused by their doctor.

Requirements for student participation in physical education classes are as follows:

1. Students are required to bring the following items to class: sneakers, socks, shorts with an elastic top (cutoffs are not to be worn because they can cause damage to the equipment and inhibit students from participating in the exercise program), tee shirt, and sweatshirt.
2. Showers are available. Each student should have a towel available to use when they wish to shower.
3. The school will NOT assume responsibility for items left in the lockers.
4. Safety is always foremost in our minds. Therefore, students are not to wear heavy jewelry, earrings, watches, or belts in class.
5. Each class period includes warm-up exercises, drills and a game activity. All students, unless excused, are required to participate in the scheduled activity.
6. To be excused from physical education class, a student must present a note from his/her family doctor or the administration to the teacher. Students without notes will receive a zero for the day.
7. Non participating students are to remain with the physical education class and observe the activity for the period or the teacher may elect to provide an alternate activity.

Family Life Education, Sex Education, AIDS Education

The Board of Education recognizes that the purpose of family life education, sex education, and AIDS education is to help students acquire factual knowledge, attitudes, and values which will result in behavior that contributes positively to the well-being of the individual, the family, and society.

Helping students attain a mature and responsible attitude toward human sexuality is a continuous task of every generation. Parents have the prime responsibility to assist their children in developing moral values. The schools should support and supplement parents' effort in the area of family life education, sex education and AIDS education by offering students factual information through a written curriculum, and opportunities to discuss concerns, issues, and attitudes inherent in sexual behavior, including traditional moral values. Instruction dealing with family life education, sex education and AIDS education will be offered at several levels.

Under Section 10-16e, Chapter 163 of the Connecticut State Statutes students are not required to participate in family life education, sex education and AIDS education programs. "No student shall be required by any local or regional board of education to participate in any such family life program which may be offered within such public schools. A written notification to the local or regional board by the student's parent or legal guardian shall be sufficient to exempt the student from such program in its entirety or from any portion thereof so specified by the parent or legal guardian." If parents do not want their children to participate, they must state this in written form to the school principal.

HEALTH SERVICES

It is not intended that the school health service replace the medical service rendered by the family physician in the diagnosis and treatment of diseases or injuries. A parent or guardian must designate a physician to see an ill or injured student when a physician's services are deemed advisable by the principal or school nurse. When a parent or guardian cannot be contacted and a physician's services are necessary, the school principal may have the student's family physician attend the student.

Any injury suffered by a student at home or elsewhere, before or after school hours, is to be cared for by the parents. Many students come to school with burns, possible sprains, slivers, blisters, poison ivy, etc. expecting the school nurse to care for them. Such cases are the responsibility of the parents.

Accidents and Illness during the school day - When students have an accident or become ill, they are to report immediately to the office or notify the office. A nurse or doctor will be obtained if the situation warrants. If it is advisable that the student goes home, the parents will be contacted. All students must be excused via the nurse's office. Transportation in such cases is the parent's responsibility. Parents are asked to fill out emergency cards. They should be updated as changes occur.

Health Assessments and Immunizations

State Law requires complete primary immunizations and a health assessment by a legally qualified practitioner of medicine, an advanced practice registered nurse or registered nurse, a physician assistant or the school medical advisor prior to the school entrance in Connecticut. (C.G.S. Secs. 10-204a and 10-206) An immunization update and additional health assessments are required prior to the start of 7th grade prior to the start of 11th grade. Adequate immunization of students is a precondition to attending public schools under the jurisdiction of the East Granby Board of Education. Any student not in compliance may not attend a public school in the Town of East Granby.

Medication

Students who require the assistance of medication must comply with the Board of Education Policy 7.012. This policy specifies the conditions under which medication may be administered in the schools. Please contact the administration for detailed information and a copy of the policy.

Wellness Policy

6142.2 Wellness Policy

The East Granby Board of Education recognizes the importance of promoting good student and staff nutrition as well as a healthy school environment.

As long as no National School Lunch Program/School Breakfast Program exists, the following are meant to be guidelines/ recommendations for parents when preparing lunches and healthy

snacks for their children and for outside volunteer organizations that sell or provide food during school hours:

1. Providing pre-cut raw fruit and vegetables
2. Limiting high fat choices
3. Eliminating oil-fried foods
4. Including vegetarian choices
5. The statute regarding allowable beverages in schools (CGS Section 10-221q) allows only milk, water, 100 percent juice (fruit, vegetable or a combination of such juices), non dairy milk (e.g., soy or rice milk), and beverages containing only water and fruit or vegetable juice to be sold on school grounds at any time. All beverages must meet nutrition requirements and portion sizes by state statute.

Nutrition Practices

- Healthy food and/or non-food alternatives are encouraged for celebrations.

Fundraising Activities

- Consideration should be given to non-food fundraising activities whenever possible**.**

As recommended by the National Association for Sport and Physical Education (NASPE), school leaders of physical activity and physical education shall guide students through a process that will enable them to achieve and maintain a high level of personal fitness.

The complete Board of Education Wellness Policy can be found on the District home website, or a copy may be requested from the Principal.

Policy adopted: October 6, 2008 Amended May 23, 2011

Food Allergy Management

In order to properly implement the Board Policy 5141.25 pertaining to the management of food allergies, the following administrative regulations are hereby established:

1. Each school shall establish a method of ensuring that relevant information is transmitted to all supervising persons of an identified student. It is incumbent upon the school to notify any person who may be supervising an identified student with food allergies, especially those which may be life-threatening, such as peanut allergies.
2. The primary concern of the school is the prevention and appropriate treatment of potentially severe allergic reaction, anaphylaxis.
3. Parents with allergic children must provide the school with an individualized action plan prepared by the student's physician. (See BOE FORM 5141.25: EMERGENCY HEALTH CARE PLAN)
4. At risk students should have some means of identification, such as a medical alert bracelet.
5. Most food-allergic children bring their lunch from home. However, guidelines established by the USDA Child Nutrition Division in charge of school lunches requires school food service staff to provide substitute meals to allergic students if the physician of the student sends in written instructions certifying the child's allergy, what foods are to be avoided and safe

substitutions.

6. Students shall follow a no-food trading policy within the school.
7. Parents of children with food allergies shall be permitted to preview menus to select safe foods their children may eat.
8. The following avoidance strategies should be noted due to the fact that risk can never be fully eliminated in the school environment:
    a) Parents should be encouraged to instruct their children in how to avoid contact with substances to which they are allergic.
    b) Carefully monitor identified children, especially in the younger grades.
    c) Allergic children should consider eating foods that are only prepared at home.
    d) Students should be encouraged not to exchange foods or utensils with other students.
    e) Surfaces, toys and equipment should be washed clean of allergic containing foods.
    f) Food personnel should be instructed about necessary measures required to prevent cross contamination during food handling, preparation and serving of food.
    g) Check hand soap ingredients to be sure it does not contain peanut oils.
    h) Provide staff updates at monthly faculty meetings.
9. Provide training for staff in basic first aid, resuscitative techniques and in the use of epinephrine auto injections.
10. Epinephrine should be kept in close proximity to students at risk of anaphylaxis and in all cases where it is administered, the student must be sent to the hospital immediately.

Communicable/ Infectious Diseases --- PLEASE SEE DISTRICT UPDATES ON COVID-19

Where it can be medically established that a student suffers from a serious infectious disease and there is a significant risk of transmission of the disease to others due to the nature of the disease or personal characteristics of the student carrier, it may be appropriate to exclude the student from the regular classroom. The determination of exclusion of any student will be made on a case by case basis with the appropriate procedural due process safeguards. Where the risk of transmission is relatively low or appropriate procedures can be adopted to reduce the risk of transmission, exclusion is not warranted.

A child with an infectious disease may be considered handicapped, if the child presents such physical impairment that limits one or more major life activities. Therefore, Section 504 of the Rehabilitation Act may apply. The parent/guardian or the school administration may make a referral for determination whether the student is handicapped and entitled to protection under Section 504. The Planning and Placement Team will conduct an Individual Placement Program (IPP) to determine whether the student is handicapped or is "otherwise qualified" within the meaning of Section 504. The student will be educated in the least restrictive environment.

Crisis Intervention Team

A tragedy in a school community has an impact on everyone. Educators are in a unique position to help students cope with trauma in a healthy way. East Granby High School has developed a

"Crisis Team" of trained professionals to assist students and staff through the grieving process.

The primary goals of our Crisis Team are as follows:

- Facilitate communication.
- Encourage the healthy expression of feelings.
- Provide outreach and support to those in special need.
- Identify students at risk who surface as a result of the crisis.
- Help all students and staff deal with the reality of a crisis in a positive way.

A combination of appropriate school and community personnel serve on the school Crisis Team.

INTERNET USE

BOE Policy 6141.321

2022-2023 Student Media Consent

Throughout the school year, students may be highlighted in efforts to promote East Granby High School activities and achievements. For example, students may be featured in materials to train teachers and/or increase public awareness of our school through newspapers, radio, TV, the web, DVDs, displays, brochures, and other types of social media. *Please understand that failure to return this release form by September 11, 2020 will constitute APPROVAL of the above requests. Please complete the following form to provide student media consent:

22-23 Media Consent Form

Technology & Internet User Agreement for Students & Parents/Guardians

All EGHS students are required to complete the District's Technology & Internet User Agreement for Students & Parents/Guardians form. Students are responsible for the proper care of the District's technology and appropriate usage of it's internet. *Students will not be able to access the high school's internet connection without the completion of this form. Please complete the following form:

Grade 9 and New Students ONLY Technology & Internet User Agreement

EGPS - 1 to 1 Technology (Chromebook) Program & Important Forms

The East Granby Public School District is supplying every high school student with a Chromebook device. The purpose of the Chromebook is to provide all students access to educational materials necessary for success. The Chromebook allows student access to PowerSchool, Google Apps for Education, educational web-based tools, and many other useful sites. The supplied device is an educational tool not intended for gaming, social networking or high end computing. This device is property of East Granby Public Schools. Please read the handbook and complete the corresponding two forms:

East Granby High School Chromebook Handbook 2022-2023
East Granby Public Schools Chromebook Loaner Agreement

LIBRARY/MEDIA CENTER

The library media center is located on the main floor and is an important area of the school. It incorporates all library functions, but is much more than a library. In addition to housing library books, the library/media center has a collection of films and videos and a bank of computers for individual or class use. Furthermore, an instructional area with a mounted SMART Board is available, as well as a number of other resources including selected magazines and newspapers, both current and older copies for reference.

ADMITTANCE TO THE LIBRARY/MEDIA CENTER WILL BE ONLY ON A PASS BASIS

The library/media center is a quiet area. Students may use their study hall time to make full use of the area and its many resources. Students may return and check out materials, use the reference sources, work in small groups on a relevant assignment, study and read. All students must have a library pass to be in the library during class time.

The library media specialist is the key person in the area and may be of assistance in locating materials, helping staff and students know what is available, checking materials in and out for home use or use within another part of the building. The library media specialist is also a resource for online databases that the district subscribes to and for web and technology literacy. **No food or drink is allowed in the library/media center.**

LOCKERS

Students will be assigned a locker the first day of school. Students are not to share lockers and are expected to keep possessions only in the locker assigned to them. Lockers are expected to remain locked at all times. The school will not be responsible for lost or stolen items left out in the open or in an unlocked locker or shared locker.

No student shall keep or store in a locker any item which is illegal or in violation of school regulations or which endangers the health, safety, or welfare of self or others. Lockers are school property and may be inspected by an authorized school person.

LOST AND FOUND ARTICLES

The school office is the clearing house for all articles lost or found. Please turn in found items there. Periodically, announcements will be made for students to claim lost articles; unclaimed articles will be donated to a local shelter.

FOOD DELIVERIES

Students are **NOT** allowed to order food from outside vendors and have it delivered to the school. Teachers must get administration approval prior to ordering food to be shared with students.

LUNCHES: Commons
CAFETERIA SPACE - "COMMONS" AREA

The Commons is where students may eat lunch. **IT IS THE ONLY AREA IN WHICH EATING IS PERMITTED.** During the lunch periods, the area is restricted to those students who are assigned to the specific lunch period.

Consideration is needed and expected for the cleanliness of the Commons. If items are spilled on the furniture or floor they should be cleaned by the student immediately and all trash must be moved to the trash bins.

Lunch periods are thirty-three minutes long. On most days, there is a sponsoring group that sells lunch items and the school store has an array of snacks and beverages. Milk is also sold. However, because there is no way to account for the number of students purchasing food each day, these sales are an added benefit and are not to be relied upon as the sole provider for lunch. Students should always bring their own lunch with them to school. Parents are requested **not** to bring lunch to students during the day. For sanitary reasons, consumption of food is not permitted in other areas of the school. Students are to remain in the commons for the total lunch period. The following rules will be followed in the commons during lunches:

1. All students must report to the lunchroom on time.
2. Students are to eat their lunches in the commons area only.
3. Students will not be allowed to leave school grounds to buy lunch.
4. Directions issued by the lunchroom supervisors will be followed.
5. Throwing of food will not be tolerated.
6. Students are not allowed to leave the lunchroom before the end of the lunch period unless they are issued a pass from a lunchroom supervisor or classroom teacher.
7. Students will ensure that their table and the surrounding area is clean at the end of the lunch wave.
8. Games of chance are not permitted.

MATERIALS TO BE DISPLAYED OR DISTRIBUTED

All materials to be displayed or distributed by anyone on school property must have school approval and direction as to how it may be distributed or shown. Students must obtain permission from the high school assistant principal or principal. All postings must have an approval mark.

MORNING ANNOUNCEMENTS

The morning bulletin is a composite of notices and announcements which directly involve students and faculty. The bulletin is read at the beginning of the second period and posted daily on the Powerschool Daily Bulletin. Students are held responsible for information in the bulletin.

NATIONAL HONOR SOCIETY

The National Honor Society (NHS) was created to establish an enthusiasm for scholarship, "to stimulate a desire to render service, to promote worthy leadership, and to encourage the development of character in students of the secondary schools of the nation." Chapter membership is awarded by the faculty and principals of officially chartered high schools to deserving students in grades 11-12, who have been enrolled for at least two semesters at East Granby High School.

After a student has met the scholastic requirements, the student is then rated by a faculty council on the other three qualifications: service, leadership, and character. To be eligible, a student must have a cumulative academic average of 3.7. A vote by the National Honor Society Faculty Council determines the final election of members. The NHS will inform all candidates of the selection process and will meet individually and confidentially to convey the results of their application evaluation in the process.

The decision of the NHS Selection Committee is final. The NHS allows for a limited opportunity for appeals. There are two reasons for making an appeal:

- A technical or procedural error on the part of the advisor or Faculty Council made during the deliberation, as determined by the Principal.
- The submission by the student of additional information that was not seen by the Faculty Council during the deliberation, information that would support the standard(s) not met by the student.

The appeal must be made in writing by the student to the Principal, including the appropriate evidence for a possible re-examination.

In consultation with the NHS advisor, the principal can either reject the appeal, or request that the Faculty Council reconsider the case.

The following guidelines will help define the criteria for selection:

Leadership

a. Displaying positive attitudes
b. Inspiring and exercising influence on peers
c. Demonstrating leadership in and out of school
d. Contributing ideas that improve school and community life
e. Holding school positions of responsibilities

Character

a) Exemplifying desirable qualities of personality i.e. friendliness
b) Accepting criticism and recommendations willingly
c) Displaying obedience to instruction and complying with school regulations
d) Being punctual to school and classes
e) Upholding ethical and moral principles
f) Serving as a positive influence in the school

Service

a) Rendering service to the school and community in a cheerful and enthusiastic fashion
b) Participating in some voluntary service oriented activity outside the school
c) Willing to uphold ideals of scholarship
d) Maintaining a loyal school attitude
e) Exhibiting a willingness to make sacrifice and volunteer assistance
f) Working cooperatively with others and taking on difficult or inconspicuous responsibilities

Scholarship Requirements

a) To be eligible for consideration, a student must have a cumulative 3.5 academic average or better. The computation process does not include rounding off figures.
b) All courses will be used to compute academic status, with the exception of pass-fail courses.
c) Students with a final grade lower than C- in courses that are counted are automatically excluded from consideration.
d) Only final grades will be used with the exception of the one credit courses computed at mid-year of the Jr. or Sr. year. One credit courses will be done by averaging the 1st and 2nd quarter grades.

SCHOOL CLOSURE

In the event of school closure, broadcasts over local media (WTIC, Channels 3, 8, 30) and a posting on the District home website will begin at about 6:15 A.M. In addition, an automated message may be sent to numbers registered in our schools' database.

PARENT ADVISORY COUNCIL

A Parent Advisory Council convenes annually with the involvement of teachers, parents, students, and administration in a cooperative effort of decision making and discussion on school-related issues. These meetings are open to any and all parents, students, and staff. This group meets monthly from October to May.

The Parent Advisory Council will serve these functions:

1. Provide a public forum in which teachers, parents, students and administration can discuss ideas that are school-wide in scope.
2. Identify the needs of the school, clarify the nature and extent of the need, and make

recommendations regarding appropriate strategies or course of action.

In addition to this monthly meeting, any parent who has a specific concern or issue may request a conference with the teacher or guidance counselor.

PAY TO PARTICIPATE

The following rules shall apply to the Student Activities Fee:

- The fee established by the Board of Education must be paid, or a waiver approved, before any high school student may begin participation in any of the activities covered by Board policy in which a fee has been imposed. The fee may be reviewed by the Board at the start of the second semester.
- The fee is non-refundable
- A student enrolling for the first time in the high school on or after the beginning of the second semester of the school year may be allowed to pay 50% of the Student Activities Fee. However, in no case will the fee be otherwise prorated or reduced unless approved for waiver as described in Board policy.
- Students who are approved for, or eligible to be approved for free or reduced price meals may seek a waiver to the payment of the fee by submitting a request to the Principal on BOE FORM 5139 (may be obtained in the office).

Persons seeking, but denied, waiver of the fee may appeal the Principal's decision to the Superintendent of Schools within 10 school days of the Principal's decision. The Superintendent's decision will be final and there shall be no further right of appeal.
The fee for this school year is: $200.00 per student for the first sport/club and $125.00 for the second with a family cap of $325.00 for sport or club participation.

PRESS RELEASE

Photographs may be taken of the students during school sponsored events, sporting events or by the staff in their classroom for use in our Newsletter, on social media or in local papers for publicity of their achievement. If you do not wish to have your child's image used outside of our school you may fill out the **Media Recording Release Form** in the back of this handbook and return it to the office.

PUBLIC COMPLAINT PROCEDURES

BOARD POLICY 9.05

Although no member of the community shall be denied the right to petition the Board of Education for redress of a grievance, the complaint will be referred back through the proper administrative channels for solution before investigation or action by the Board. Exceptions are complaints that concern Board actions or Board operations only.

The Board of Education advises the public that the proper channeling of complaints involving instruction, discipline, or learning materials is as follows:

1. Teacher
2. Principal
3. Superintendent
4. School Board

Concerned parents should call the school and/or make an appointment to visit a teacher, counselor or the principal. Any complaint about school personnel will be investigated by the administration before consideration and action by the Board.

SCHOOL STORE

The school store is located in the commons area. Snack foods and beverages are sold. Students may only purchase items from the school store during their lunch wave. Food sold in the school store must be eaten in the Commons.

SENIOR PRIVILEGES

A senior student may choose first period late arrival or last period early release if they do not have a class scheduled for that period. State law requires a minimum of 900 hours of **instructional** time for all students.

A. **Late Arrival or Early Release:**

The following guidelines will be followed in administering this privilege:

1. Students must be in good academic standing. (Passing all courses)
2. Students need to apply for late arrival/early release at the start of each semester during the school year.
3. **To be eligible to participate during any given Marking Period, students must be free of accountabilities and meet the EGBOE academic expectations.**
4. Eligible students must have parental permission to participate in this program. Parent/guardian must sign the appropriate permission form.
5. Eligible students must also sign the permission form, an indication that they have read, understand, and agree to abide by the guidelines of the early release. A school administrator will grant final approval.
6. All students with privileges are required to sign into the office upon their arrival for period 2 and are required to sign out after period 6.
7. Students with late arrival privileges are expected to be on time to their period 2 class.
8. If a student is tardy to school more than five (5) times in a semester, the privilege will be revoked for a period of no less than eight (8) weeks, after which time the student's attendance will be evaluated for possible restoration of privilege.
9. If a student incurs more than three unexcused absences from school per semester the privilege will be revoked for a period of no less than eight (8) weeks, after which time the student's class attendance will be evaluated for possible restoration of privilege.

10. Students intending to remain in the school facility while on privilege must report **immediately** to a designated area (i.e. library or study hall)
11. All other students with privileges **must** leave the school facility and school grounds **immediately**. **(Within 5 minutes of assigned dismissal time.)** Students found in violation of this stipulation will face possible revocation of their dismissal privilege and/or disciplinary action.
12. Students are not to loiter in adjacent neighborhoods and/or private properties. Students in violation of this guideline will face possible disciplinary action as well as the revocation of their early dismissal privilege.
13. Administration will monitor student's adherence to the policy guidelines.
14. The administration has the right and the responsibility to revoke the privilege of students who violate the rules and regulations, which govern the operation of this school, or the guidelines set forth by this privilege.

B. Exam Exemptions:

Seniors who have a 90 or above average in a course, and who are recommended by the teacher, may be exempt from the final in that course. Senior privileges will be revoked for violation of school policy and regulations.

STUDENT ASSISTANCE TEAM/ SCIENTIFICALLY RESEARCH BASED INSTRUCTION

The Scientifically Research Based Instruction (SRBI) Team identifies and assists students who are not performing to their potential. These teams are comprised of teachers, administrators and support professionals from the staff who meet on a regular basis to intervene and provide support for students who are at risk academically or behaviorally. Guidance, support, and mentoring are offered. Students can also be referred to programs and agencies outside the school when appropriate. Contact the guidance counselors for further information.

STUDENT CLUBS AND ORGANIZATIONS

These clubs may vary year to year based on student interest and advisor availability. Some clubs are also subject to the Pay to Participate fees. Please read more about this in the *Pay to Participate* section of this handbook.

Best Buddies
Drama/Theater Guild
Gaming Club
GSA
Literary Magazine
FBLA
National Honor Society
New England Mathematics League
School Store
Strato-Matic Club
*Student Council
Special Olympics Basketball

* The Student Council is an organized group of students who meet regularly and share in the life of the school. Student Council is involved in learning, service, leadership, citizenship, fun,

self-growth, caring, human relations, and much more. Student Council engages students, clubs, teachers, parents, administrators, and community members in activities that benefit the entire school community.

Student Council provides opportunities for all students to get involved. Even if a student is not a representative, he/she may participate on dance committees, fundraising drives, making decisions, and many other activities. Student Council exists to serve the students and the school. Election for Student Council representatives is held in the fall semester.

STUDY HALLS and subject matter tutors (when available)-grade 9-12

1. All students are assigned to a study hall when a class is not scheduled.
2. All students must report to their assigned study hall.
3. All study halls and the library are structured to be conducive for studying, research and reading. Students are expected to come prepared with books and materials. All school expectations apply during study hall.
4. Students may be dismissed to the library by presenting the study hall teacher a pass from a classroom teacher.
   - -student must sign in to the library and remain there for the entire period.
   - -subject matter tutors are available in the library. To access tutoring services, students may speak to their teachers or guidance counselor.
5. Tutors, when available, provide support after school on Tuesday and Thursday from 2:15-3:45 PM.

VISITORS --- NO VISITORS WILL BE ALLOWED IN THE BUILDING

Students are not allowed to have visitors or friends in the building or on school grounds. Authorized visitors must sign in on the register in the Main Office and then receive a visitor's pass and permission of the principal or designee. Classroom visitations by anyone must be scheduled in advance with each teacher and approved by the administration. Student visitations will not be allowed within district or out of district unless it is within a planned school program. All visitors are requested to schedule their arrival after 2:15 p.m.

VOLUNTEERS: OUR COMMUNITY PARTNERSHIP

East Granby High School welcomes adults who wish to volunteer their time during our school day. There are a variety of tasks that volunteers perform that enhance our educational efforts. Some of these tasks may include library work, office help, or help during our lunches. All volunteers must
complete a data sheet and fulfill all necessary requirements prior to the first day of volunteer service. All data will be kept on file for the duration of the year.
We believe that volunteerism is an important and respected function. To assist you in your volunteer work and to help us insure that you have a quality experience, the following guidelines are provided:

1. Check in with the office upon arriving. Be sure to sign in. This maintains our building

security and safety procedures. In particular, if an emergency situation occurs, we must know who is in our buildings at all times.

2. If needed, the school secretary will provide you with guidance regarding volunteer activities.

3. Scheduling of activities must go through the office.

4. As a volunteer, we do not expect you to take on the responsibility for discipline, instruction, or other supervisory decisions. These fall under the responsibilities of faculty and staff.

5. Confidentiality is a must. While volunteering you may see many pieces of a day, snippets of occurrences without the context of which they happen, and children other than your own participating in a variety of academic activities. Schools are very active, engaging, and open places, but we must all work hard to maintain the rights and privacy of individual students. Be sure not to share, however innocently, educational and social information regarding children other than your own.

6. If you have any questions or concerns following your volunteer experience, please contact the Principal in order to share your feedback.

7. Volunteers will be asked to sign a form acknowledging these guidelines that are designed to promote confidentiality, safety, and security in our schools.

WORKING PAPERS

Working papers are to be obtained from the guidance office. Students applying for working papers need to be 15 years of age as evidenced by a birth certificate. A written promise of employment is also needed.

ANNUAL NOTIFICATIONS REQUIRED BY STATE LAW

Statement of equal opportunity in employment and education

Notice of Nondiscrimination:
In accordance with Title IV, Title VII, Title IX, Section 504 and the Americans with Disabilities Act, East Granby Public Schools is committed to a policy of equal opportunity/affirmative action for all qualified persons. East Granby Public Schools does not discriminate in any employment practice, education programs, or educational activity on the basis of **race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history or mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. East Granby Public School does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction.** Inquiries regarding East Granby Public Schools' nondiscrimination policies should be directed to: Karen Gogel, Director of

Student Support Services or Ms. Melissa Bavaro-Grande, Superintendent of East Granby Public Schools at P.O. Box 674, East Granby, CT 06026, 860-653-6486, kgogel@eastgranby.k12.ct.us, mbavaro@eastgranby.k12.ct.us.

Equal Employment Opportunity
The Board of Education prohibits discriminatory acts in all district matters dealing with employees and applicants for positions and requires equal employment opportunities for all employees and applicants. As an equal opportunity employer, the Board of Education does not discriminate on the basis of race, color, religious creed, age, marital status, national origin, ancestry, sex, sexual orientation past or present history of mental disorder, mental retardation, learning disability, regarding any individual who can perform the essential functions of the job with or without reasonable accommodations physical disability (including blindness) or other disability except in the case of a bona fide occupational qualification or need.

Equal Education Opportunity
Pursuant to the IDEA, Americans With Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, no otherwise qualified individual with handicaps shall, solely by reason of such handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program of the Board of Education.

Every student has the right to participate fully in classroom instruction and extracurricular activities and shall not be abridged or impaired because of age, sex, sexual orientation, race, religion, national origin, pregnancy, parenthood, marriage, or for any reason not related to his/her individual capabilities.

Pesticide Application
In determining when to control pests and whether to use mechanical, physical, chemical, cultural or biological means, the District shall follow the principles of Integrated Pest Management (IPM). The Superintendent or his/her designee shall ensure that the District follows Integrated Pest Management procedures so as to use the most appropriate and least toxic method of control.

Psychotropic Drug Use
The East Granby Board of Education prohibits all school personnel from recommending the use of psychotropic drugs for any student enrolled within the school system. For purposes of this policy, the term "recommend" shall mean to directly or indirectly suggest that a child use psychotropic drugs. Psychotropic drugs are defined as prescription medications for behavioral or social-emotional concerns, such as attention deficits, impulsivity, anxiety, depression and thought disorders and includes, but is not limited to stimulant medications and antidepressants. However, school health or mental health personnel, including school nurses or nurse practitioners, the District's Medical Advisor, Special Education Director, school psychologists, school social workers, and school counselors may recommend that a student be evaluated by an appropriate medical practitioner.

Reporting Child Abuse
Connecticut General Statutes §17a-101 requires school teachers, school principals, school

guidance counselors, school paraprofessionals, licensed nurses, psychologists, social workers and coaches of intramural or interscholastic athletics who have reasonable cause to suspect or believe that a child has been abused, neglected, or placed in imminent risk of serious harm to report such abuse and/or neglect. Furthermore, it is the policy of the Board of Education to require all personnel who have reasonable cause to suspect or believe that a child has been abused or neglected to report such suspected abuse and/or neglect.

An oral report by telephone or in person shall be made within 12 hours to the Commissioner of Children and Families and to the Superintendent of Schools or his/her designee followed within 48 hours by a written report. Reporting suspected abuse and/or neglect of children shall be in accordance with the procedures established and set forth in the Board of Education Administrative Regulation 5151.4.

Youth Suicide Prevention
The East Granby Board of Education recognizes that youth suicide prevention is a complex issue which requires the combined resources of school, home, and community in an on-going collaborative effort. The school's youth suicide prevention program includes the components of education, intervention and evaluation.

All students are encouraged to access support staff, (guidance counselors, social workers, school psychologists, school nurses) for any number of issues relating to interpersonal conflicts, emotional crisis, family concerns, substance related matters, or other crisis. The school support staff may assist in problem solving, direct counseling, and/or referring the students to an outside agency for appropriate follow through as the circumstance indicates. Students may access support staff with or without an appointment.

Silent Meditation and Pledge of Allegiance

Silent Meditation
The Board directs that the administration shall provide for students and teachers the opportunity to observe an appropriate period of time for silent meditation at the beginning of each school day.

Pledge of Allegiance
The Board further directs that an opportunity to say the Pledge of Allegiance shall be provided each school day. Participation in the recitation of the Pledge is voluntary.

Each school within the district shall provide time each school day for students to recite the Pledge of Allegiance. Such recitation is voluntary. If, because of some personal philosophy or belief, a student has made the personal decision not to recite the “Pledge,” he/she may choose to remain seated and silent. All students must be courteous and respectful of the beliefs of others.

ANNUAL NOTIFICATIONS REQUIRED BY FEDERAL LAW

Teacher and paraprofessional qualifications
A teacher must:

- Have a bachelor's degree
- Be fully certified as defined by the state department of education
- Be able to demonstrate subject area competence in any core subject taught

A Title I paraprofessional whose duties include instructional support and who were hired after January 8, 2002, must have:

- completed two years of study at an institution of higher education;
- obtained an associate's (or higher) degree;
- or passed a formal state or local academic assessment, demonstrating knowledge of and the ability to assist in instructing reading, writing, and mathematics.

Individuals who work in food services, personal care services, non-instructional computer assistance, and similar positions are not considered paraprofessionals, and do not have to meet these requirements.

Notifications of Rights Under the Protection of Pupil Rights Amendment (PPRA)
The Protection of Pupil Rights Amendment (PPRA) (20 U.S.C. § 1232h; 34 CFR Part 98) applies to programs that receive funding from the U.S. Department of Education (ED). PPRA is intended to protect the rights of parents and students in two ways:

- It seeks to ensure that schools and contractors make instructional materials available for inspection by parents if those materials will be used in connection with an ED-funded survey, analysis, or evaluation in which their children participate;
- It seeks to ensure that schools and contractors obtain written parental consent before minor students are required to participate in any ED-funded survey, analysis, or evaluation that reveals information concerning:
    - Political affiliations;
    - Mental and psychological problems potentially embarrassing to the student and his/her family;
    - Sex behavior and attitudes;
    - Illegal, anti-social, self-incriminating and demeaning behavior;
    - Critical appraisals of other individuals with whom respondents have close family relationships;
    - Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; or
    - Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Parents or students who believe their rights under PPRA may have been violated may file a complaint with ED by writing the Family Policy Compliance Office. Complaints must contain specific allegations of fact giving reasonable cause to believe that a violation of PPRA occurred.

Notification of Rights Under The Family Educational Rights and Privacy Act
The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them.

Education for Homeless Children and Youths
(1) Each State educational agency shall ensure that each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education, including a public preschool education, as provided to other children and youths.
(2) In any State that has a compulsory residency requirement as a component of the State's compulsory school attendance laws or other laws, regulations, practices, or policies that may act as a barrier to the enrollment, attendance, or success in school of homeless children and youths, the State will review and undertake steps to revise such laws, regulations, practices, or policies to ensure that homeless children and youths are afforded the same free, appropriate public education as provided to other children and youths.
(3) Homelessness alone is not sufficient reason to separate students from the mainstream school environment.
(4) Homeless children and youths should have access to the education and other services that such children and youths need to ensure that such children and youths have an opportunity to meet the same challenging State student academic achievement standards to which all students are held.

Limited English Proficiency (LEP) Students
The regulations relate to LEP students who are recent arrivals to the United States:

- Defines a recently arrived LEP student as an LEP student who has attended schools in the United States for 12 months or less.
- Permits a State to exempt recently arrived LEP students from one administration of the State's reading/language arts assessment.
- Requires a State to include recently arrived LEP students in State mathematics assessments and, beginning in 2007-2008, State science assessments; however, it permits the State to not count in Adequate Yearly Progress (AYP) determinations the scores of recently arrived LEP students on State mathematics and/or reading/language arts (if taken) assessments.
- Requires a State that exempts recently arrived LEP students from the reading/language arts assessment to publicly report the number of students exempted for this reason.
- Makes clear that States and Local Education Agencies [LEAs] remain responsible for providing appropriate and adequate instruction to recently arrived LEP students so they will gain English language skills and be able to master content knowledge in reading/language arts and other subjects.

Migrant Education Program for Parent(s)/Guardian(s) Involvement

Parent(s)/guardian(s) of migrant students will be involved in and regularly consulted about the development, implementation, operation, and evaluation of the migrant program. Parent(s)/guardian(s) of migrant students will receive instruction regarding their role in improving the academic achievement of their children.

Hazardous Materials Communication
Hazardous materials include any substance or mixture of substances that poses a fire, explosive,

reactive or health hazard. Examples of materials classed as hazardous are: common household cleaning supplies, spray oven cleaners, cleaning solvents, photo chemicals, soldering flux, some ceramic glazes, oils and gasoline.

The Board, through the Superintendent, shall create procedures which address the purchase, storage, handling, transportation and disposal of hazardous materials for school facilities and operations including instructional areas.

The goal of the procedures shall be to have in place an ongoing process by which each location in the District will have a program of identifying and managing hazardous materials. The Hazard Communication Program materials will be located in the school office. District personnel shall be encouraged to substitute non-hazardous materials for hazardous substances to the extent possible and to minimize the quantities of hazardous substances stored on school property.

Asbestos Control
The school district will implement and maintain procedures necessary to comply with the Asbestos Hazard Emergency Response Act of 1986 (AHERA) by adhering to the following guidelines:

- Use specifically accredited/certified persons to conduct inspections as required on all school buildings for asbestos-containing material.
- Take appropriate action to control the release of asbestos fibers, upon completion of inspection.
- Describe corrective steps and long-range maintenance in a management plan, to be made available to all concerned persons and filed with the Department of Public Health and Addiction Services.

Any further information concerning the school districts procedures for asbestos control can be found in the school district offices. The district program manager is Robert McGrath, he may be reached at (860)653-2541.

Individuals with Disabilities Act (IDEA)
IDEA requires that parents of a child with disabilities be given a copy of procedural safeguards one time a year and also upon initial referral or parental request for an evaluation, request for a due process hearing or upon request of a parent.

Student Privacy
Disclosure of records containing privileged or confidential information about staff or students will be restricted to the extent permitted by law in the interests of the person or persons involved.

NOTIFICATION OF REQUIREMENTS OF ESEA and ESSA
INFORMATION PROVIDED TO MILITARY

Under the Elementary and Secondary School Act, as amended by the Every Student Succeeds Act, military recruiters and institutes of higher education are entitled, upon request, to receive the name, address, and telephone listing of secondary school students served by the public school

system, unless the parent of such student (or a secondary school student who has reached 18 years of age) has submitted a written request to the public school system to opt out of such a disclosure.

East Granby Public Schools hereby notifies all secondary parents of the existence of the legislation and the requirement to provide military recruiters with the name, address, telephone number of secondary students in East Granby. If parents desire to exclude children from this requirement, parents must inform the school district in writing.
Below is an appropriate form for your signature if you wish to deny the required disclosure by the school district. In the absence of this written notice, parents should understand that upon request from military recruiters, the name, address, and telephone number of the child will be submitted to the military recruiter.

Please complete the form below and return it to East Granby High School if you wish to deny disclosure of your child's information.

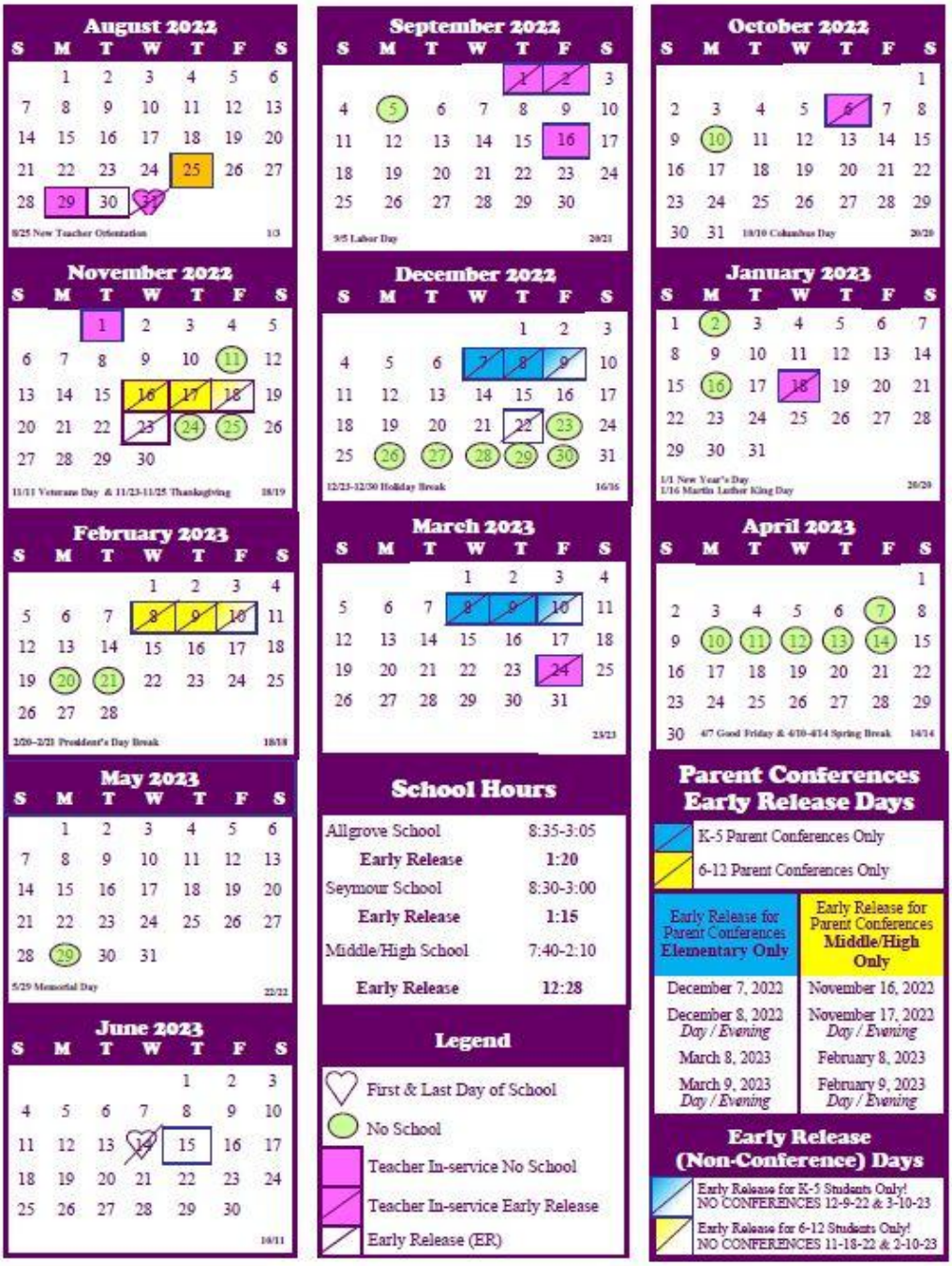
RE: Federal Law – The No Child Left Behind Act of 2001

NOTICE OF REFUSAL TO DISCLOSE

To Whom It May Concern:
The undersigned is the parent or legal guardian of _____.
a student at the East Granby Public High School. Please consider this my formal request that no information relating to my child, _____ including, but not limited to, his/her name, address, or telephone number shall be provided by the school district to military recruiters in accordance with the Statute described above.

Your Name: _____
Address :_____

(REVISED) 2022-2023 East Granby School Calendar



School Hours

Allgrove School	8:35-3:05
Early Release	**1:20**
Seymour School	8:30-3:00
Early Release	**1:15**
Middle/High School	7:40-2:10
Early Release	**12:28**

Legend

- First & Last Day of School
- No School
- Teacher In-service No School
- Teacher In-service Early Release
- Early Release (ER)

Parent Conferences Early Release Days

- K-5 Parent Conferences Only
- 6-12 Parent Conferences Only

Early Release for Parent Conferences **Elementary Only**	Early Release for Parent Conferences **Middle/High Only**
December 7, 2022	November 16, 2022
December 8, 2022 *Day / Evening*	November 17, 2022 *Day / Evening*
March 8, 2023	February 8, 2023
March 9, 2023 *Day / Evening*	February 9, 2023 *Day / Evening*

Early Release (Non-Conference) Days

- Early Release for K-5 Students Only! NO CONFERENCES 12-9-22 & 3-10-23
- Early Release for 6-12 Students Only! NO CONFERENCES 11-18-22 & 2-10-23

2022-2023 East Granby School Calendar

182 Instructional Days / 187 Teacher Days

August 2022
25 - New Teacher Orientation
29 - Teacher In-Service, No School
30 - Opening Day and Meetings
31- First Day of School for Students
31 - Teacher In-Service, Early Release

September 2022
1 - Teacher In-Service, Early Release
2 - Teacher In-Service, Early Release
5 - Labor Day, No School
16 - Teacher In-Service, No School

October 2022
6 - Teacher In-Service, Early Release
10 - Columbus Day, No School

November 2022
1 - Teacher In-Service, No School
11 - Veterans Day, No School
16, 17 - MS/HS Parent Conferences, **Early Release for Middle/High Students Only**
18 - **Early Release for Middle/High Students Only**
23 - Early Release for Holiday
24, 25 - Thanksgiving Holiday, No School

December 2022
7, 8 - Elementary Parent Conferences, **Early Release for Elementary Students Only**
9 - **Early Release for Elementary Students Only**
22 - Early Release for Holiday
23 - 30 - Holiday Break, No School

January 2023
2 - New Years Day Observed, No School
16 - Martin Luther King Day, No School
18 - Teacher In-Service, Early Release

February 2023
8, 9 - MS/HS Parent Conferences, **Early Release for Middle/High Students Only**
10 - **Early Release for Middle/High Students Only**
20, 21 - President's Day Break, No School

March 2023
8, 9 - Elementary Parent Conferences, **Early Release for Elementary Students Only**
10 - **Early Release for Elementary Students Only**
24 - Teacher In-Service, Early Release

April 2023
7 - Good Friday
10 - 14 - Spring Break, No School

May 2023
29 - Memorial Day, No School

June 2023
14 - Anticipated Last Student Day of School for Students, Early Release
15 - Anticipated Last Teacher Workday

To verify school closings, delays or early dismissals, visit or website at
www.eastgranby.k12.ct.us
or tune your TV to WFSB Channel 3

The school year calendar may be modified as necessary at the discretion of the Board of Education to reschedule lost days.

Carl D. Allgrove School	653-2505
R.D. Seymour School	653-7214
East Granby Middle School	653-7113
East Granby High School	653-2541

Board of Education Meetings are held on the 2nd & 4th Monday evenings of the month at Town Hall.

Approved by the Board of Education
5-23-22