



COMMUNICATIONS COMMITTEE MEETING

Monday, August 18, 2025 5:00 PM

Glastonbury Public Schools, Central Office, Conference Room A
628 Hebron Avenue
Glastonbury, CT 06033

1. Glastonbury Public Schools Elementary Handbook
2. Glastonbury High School Handbook
3. Glastonbury High School Program of Studies
4. CIAC Regulations on Eligibility
5. Ten-Year Facilities Plan 2027-2037



GLASTONBURY PUBLIC SCHOOLS

Elementary School Handbook

2025-2026

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—Welcome Letter—

Dear Families,

Welcome! Our Elementary School Handbook is the official notification of our school policies, practices, and behavior expectations. It includes a summary of the most commonly referenced school procedures and Glastonbury Board of Education (BOE) policies and regulations.

Complete BOE policies and regulations are available on the [BOE Policies website](#). You can also find information about our school, including a staff directory, on [our school websites](#).

Please review this handbook carefully with your child and refer to it when needed. We encourage you to be actively engaged in your child's education, keep an open line of communication with teachers, and attend school activities. Also, please refer to the [Addressing School Concerns](#) page to help get answers to questions you may have.

We are looking forward to a terrific year of learning and partnership!

Janet Balthazar
Buttonball Lane School

Kent Hurlburt
Gideon Welles School

Linda Provost
Hebron Avenue School

Michael Litke
Naubuc School

Twana Shirden
Hopewell School

Kristine Garofalo
Nayaug School

Kathleen Johns-Galvin
LINKS Academy at Eastbury



—School Contact Information—

Buttonball Lane School

Mrs. Janet Balthazar, Principal
376 Buttonball Lane
Glastonbury, CT 06033
860-652-7276

[Buttonball Lane School Website](#)

Naubuc School

Dr. Michael Litke, Principal
84 Griswold Street
Glastonbury, CT 06033
860-652-7918

[Naubuc School Website](#)

Gideon Welles School

Mr. Kent Hurlburt, Principal
1029 Neipsic Road
Glastonbury, CT 06033
860-652-7800

[Gideon Welles School Website](#)

Nayaug School

Mrs. Kristine Garofalo, Principal
222 Old Maids Lane
South Glastonbury, CT 06073
860-652-4950

[Nayaug School Website](#)

Hebron Avenue School

Dr. Linda Provost, Principal
1363 Hebron Avenue
Glastonbury, CT 06033
860-652-7875

[Hebron Avenue School Website](#)

LINKS Academy at Eastbury

Mrs. Kathleen Johns-Galvin, Principal
1389 Neipsic Road
Glastonbury, CT 06033
860-652-7858

[LINKS Academy School Website](#)

Hopewell School

Mrs. Twana Shirden, Principal
1068 Chestnut Hill Road
South Glastonbury, CT 06073
860-652-7276

[Hopewell School Website](#)

—District Information—

Board of Education Members

Board Member Name	Email Address
Douglas C. Foyle, Ph.D., Chair	FoyleD@Glastonburyus.org
Julie M. Thompson, Vice Chair	ThompsonJu@Glastonburyus.org
Kali Cavanaugh, Secretary	CavanaughK@Glastonburyus.org
Alison Couture	CoutureAl@Glastonburyus.org
Jennifer L. Faust	FaustJ@Glastonburyus.org
Jenn Jennings	JenningsJ@Glastonburyus.org
David Peniston, Jr.	PenistonD@Glastonburyus.org
Matthew Saunig	SaunigM@Glastonburyus.org

Central Office Administrators

Position	Name	Phone
Superintendent of Schools	Alan B. Bookman, Ph.D.	860-652-7951
Assistant Superintendent, Curriculum & Instruction	Kate Lund	860-652-7963
Assistant Superintendent, Personnel & Administration	Scott Hurwitz, Ed.D.	860-652-7965
Administrator for Pupil Services	Kimberly Brown	860-652-7971
Business Manager	Karen Bonfiglio	860-652-7941

Directors

Department/Area	Name	Phone
Art	Holly Buckley	860-652-7954
Athletics	Patricia Witkin	860-652-7200 ext. 12116
Career and Technical Education	Elizabeth Cole	860-652-7200 ext. 12002
Equity, Diversity, and Inclusion	Tonya M. Claiborne, Ed.D	860-652-7942
Health and Physical Education	Jennifer Spring	860-652-7958
History and Social Sciences	Brendan Callahan	860-652-7967
Language Arts/Library Media (K-5)	Christina O'Brien	860-652-7967
Secondary English/Library Media (6-12)	Tracey DeDonato	860-652-7200 ext. 11050
Mathematics	Brenda Gregorski	860-652-7975
Music	Leslie Lopez	860-652-7975
School Counseling	Edward Gregorski	860-652-7200 ext. 11800
Science	Christine Tedisky	860-652-7200 ext. 12002
Special Education	Cassandra Murphy	860-652-7971
World Language/Multilingual Learners	Amanda Robustelli-Price	860-652-7954

Mission

Glastonbury Public Schools empowers all students to be active learners and compassionate individuals who thrive in our global community.

Core Values

Be Kind. We value and develop respectful, caring relationships within an inclusive school environment. We are committed to ensuring that every student feels that they belong, are understood, and are valued.

Be Curious. Curiosity is at the heart of learning. By nurturing students to be curious about others and the world around them, we lay the foundation for students to be active learners who pursue their individual goals, passions, and interests.

Be Well. We support our school community by being role models of healthy behavior and good decision-making. Social, emotional, and physical well-being are all important components of educating the whole child.

Strategic Goals



Goal 1: Promote active learning and high expectations for all students.

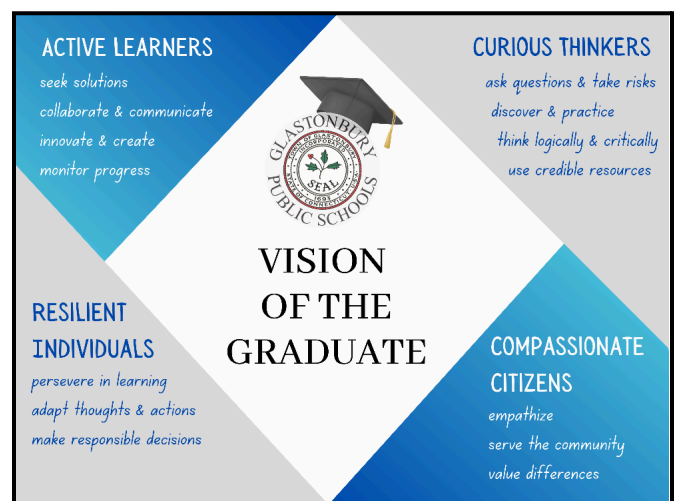
Goal 2: Provide safe, supportive, and inclusive learning environments.

Goal 3: Prioritize the health and well-being of students and staff.

Beliefs About Learning

We believe that:

- All students learn when they feel safe, included, respected, and valued by their community.
- All students need to feel challenged and supported to learn at high levels.
- Successful educators cultivate curiosity and joy in learning.
- Learning takes place in a cycle that includes goal setting, assessment, reflection, and feedback.
- Learning is most effective when there are multiple access points and opportunities for students to be advocates of their own learning.
- Students are engaged and empowered by choice and authentic learning experiences.



Nondiscrimination Statement

Glastonbury Public Schools, as a matter of policy, provides educational opportunities without regard to race, creed, color, national origin, religion, gender, sexual orientation, gender identity or expression, marital status, veteran status, civil air patrol status, age, or disability. In addition, the Glastonbury Board of Education does not permit or condone discrimination based on race, creed, color, national origin, religion, gender, sexual orientation, gender identity or expression, marital status, veteran status, civil air patrol status, age, or disability in employment matters or assignment in programs or services provided. The compliance officers for the Glastonbury Public Schools have the responsibility to monitor compliance with this policy.

Equity Statement

At Glastonbury Public Schools, we believe in fostering a community where equity is a lived reality. We are committed to creating an educational system that is just and responsive. Through intentional policies and inclusive practices, we will provide opportunities, support, and access for all members of our school community to thrive. We recognize there may be times we fall short and injustices may occur. Our response to those instances is how we will be measured.



WE BELIEVE

Every student should have an equal opportunity for success.
Every student needs to feel they belong, are understood and are valued.
Every student has unique strengths and challenges.
Every student should be kind, caring, and respectful to others.

Compliance Officers

Title VI (Civil Rights Act of 1964) & Title IX (Equal Opportunity)–Tonya Claiborne, Director of Equity, Diversity, and Inclusion, Glastonbury Public Schools, 628 Hebron Avenue, P.O. Box 191, Glastonbury, CT 06033-2361, Telephone: 860-652-7944, Email: ClaiborneT@Glastonburyus.org.

Section 504 (Rehabilitation Act)–Kimberly Brown, Administrator for Pupil Services, Eastbury School, 1389 Neipsic Road, Glastonbury, CT 06033-2361, Telephone: 860-652-7971, Email: BrownK@Glastonburyus.org.

ADA (Americans with Disabilities Act)–Kimberly Brown, Administrator for Pupil Services, Eastbury School, 1389 Neipsic Road, Glastonbury, CT 06033-2361, Telephone: 860-652-7971, Email: BrownK@Glastonburyus.org.

Safety/OSHA–Dr. Kenneth Roy, Director of Environmental Health and Safety, Glastonbury High School, 330 Hubbard Street, Glastonbury, CT 06033-2361, Telephone: 860-652-7200 ext. 12002, Email: RoyK@Glastonburyus.org.

Grievance Procedure

If you wish to discuss the regulations governing these policies, discuss a concern, or file a grievance, please contact the appropriate compliance officer. Forms can be obtained directly from the compliance officers. The grievance procedure aims to secure, at the lowest possible administrative level, equitable solutions to problems that may arise concerning claims of discrimination. If you have additional questions, please feel free to contact any of the compliance officers. Safety questions and concerns should be directed to the building supervisor and the Safety Director. Please visit the [Non-Discrimination Policy webpage](#) for details on the grievance procedure.

—Attendance/Absence—



Please call the school to notify us of your child's absence and the reason for the absence.

Attendance Matters

Our school is better when your children are here. Regular attendance is a key to student success. Absences, tardiness, and early dismissals disrupt learning. If your child is facing medical issues or other challenges, please reach out to the school nurse for support and assistance.

Please refer to our [Attendance webpage](#) and [Board Policy #5113 Student Attendance](#) for attendance policy details (e.g., tardiness, mental health days, truancy, etc.).

Vacations when School is In Session

Families are discouraged from taking students on vacation when school is in session. Such absences are disruptive to schooling and should be avoided. Making up the work missed is not the same as participating in the classes where instruction is given. If such an absence is unavoidable, families should communicate with the principal. The student is responsible for completing missed work within a reasonable time. In some cases, teachers *may* be able to give some assignments in advance of an absence of this kind. If this is done, we expect these assignments will be completed when the child returns.

Release from School

If a student is to be released earlier than the regular time, please send a note to the student's teacher, who will forward it to the school office. The authorized adult should meet the child at the front entrance (not the classroom) at the specified time and sign the child out. Children will only be released to those adults whose names are listed as contacts in PowerSchool or on dismissal notes. In case of an emergency, please call the school office if someone else has permission to pick up your child. Adults picking up students will be asked to show identification.

Student Contact Information

The school must have accurate contact information for your child. Please email InfoUpdate@Glastonburyus.org to update your email and/or phone number. Physical address changes require verification. Email Registrar@Glastonburyus.org for more information.

Contacting Teachers

We encourage families to use ParentSquare to contact teachers. Please note that teachers are working with students and may not respond immediately to emails. They are unable to leave the classroom to take a phone call. Our school office will always relay important messages to teachers when needed. Teachers will respond to parents within a reasonable time period during school hours. Please call the school office for any important changes in student transportation.

Conferences

Grade K-5 parent conferences occur in November and March. Teachers will reach out to parents to schedule appointments. A virtual or phone conference can be arranged if needed. In grade 6, parents can contact their Team Leader to set up a meeting with the team of teachers to support their child. Families may contact teachers at any time to discuss, request, or share information.

Report Cards

Elementary report cards are posted on PowerSchool. Students in grade 6 will receive report cards four times a year, and content areas will be graded. Students in grades 1-5 receive report cards three times a year. Kindergarten students receive report cards twice each year. Special Area reports for Art, Music, Physical Education, and Spanish are posted twice a year. For more information, visit the district website's [Report Cards page](#).

Media Consent

Glastonbury Public Schools is proud to promote the success of its students, staff, and programs. Throughout the year, students are highlighted as we share school activities and achievements via photos, videos, audio recordings, school work samples, etc. Students may be featured in a variety of media without prior notification to parents/guardians, including but not limited to yearbooks, slideshows, newsletters, displays, newspapers, and websites. Under the supervision of certified teachers, student teachers/interns may videotape class lessons.

We require parent/guardian permission to identify children by name in public media. Families can indicate if they consent to the use of their child's name in public media (newspapers, websites, etc.) when registering for school.

What a Parent/Guardian Can Expect

Regular communication with families is one of the keys to student success at Glastonbury Public Schools. Resources such as ParentSquare, our website, school newsletters, and PowerSchool help us communicate. Our goal is to provide quality communications that are consistent, efficient, effective, and both environmentally and budget-friendly. Below is an outline of our school system's many communication methods. We have also included steps families can take to stay informed.

Families—Do this to stay informed

- ✓ **Register with ParentSquare.** Download the app and set your notification and language preferences. Email InfoUpdate@Glastonburyus.org with account questions.
- ✓ **Visit the district and school websites.** Bookmark them for easy access and visit them regularly.
- ✓ **Set up your PowerSchool account to view grades (all schools) and attendance (GHS, SMS, & GWS only).**
- ✓ **Read school and district newsletters.**
- ✓ **Attend parent nights, school orientations, and parent conferences.**
- ✓ **Attend PTO/Parent Group meetings.**
- ✓ **Follow Board of Education activities.** The Board welcomes and encourages meeting attendance. [Agenda and minutes](#) are posted. Meetings are [aired on TV, live-streamed, and posted as videos](#).
- ✓ **Never hesitate to reach out with concerns.** See this [guide to addressing concerns](#) for contacts.

District Information

- [School Report](#), a newsletter prepared by the Superintendent and Board of Education, is mailed to all Glastonbury residents quarterly.
- The [district website home page](#) contains district announcements, calendar items, and other resources. School closings and delays are also posted on the home page. From this site, you can access school and department websites, Board of Education information, and parent resources.
- [ParentSquare](#) is used to send home both emergency and routine district-wide information.
- Letters are mailed to families and hard-copy communications are distributed occasionally as needed.
- Board of Education meetings are televised on Cox Cable Channel 16. The Town of Glastonbury also [streams live meetings and posts videos of past meetings](#).
- Local and regional media (*The Glastonbury Citizen*, *Glastonbury Life*, *Hartford Courant*, and sometimes the local news) cover school system stories of interest.

School Information

- Parent Nights are scheduled at the beginning of each school year at each school.
- School orientations for parents of students entering kindergarten and the secondary schools are scheduled in the late winter/spring each year.
- School newsletters for elementary schools and Gideon Welles School are posted during the first week of each month. Glastonbury High School and Smith Middle School post their newsletter every other month. Newsletters include information on events, meetings, volunteer opportunities, specials, health office, sports, and PTO/Parent Group news.
- [School websites](#) include school contact information, calendars, announcements, school procedures, schedules, school handbooks, and access to websites for the library and PTOs/parent groups.
- [ParentSquare](#) is used to send home both emergency and routine school information. PTOs and parent groups work closely with principals to communicate electronically as well.
- Letters are mailed to parents/guardians and hard-copy communications are distributed occasionally as needed.
- School principals and school offices call families directly when needed.

Classroom Information

- Teachers use [ParentSquare](#) to post and send direct messages to families. Teachers call parents directly when needed.
- Teachers use the online apps SeeSaw (Grades K-5) and Google Classroom (Grades 6-12) for curriculum work. Students can log in to those resources to access assignments and resources.
- Report cards are posted on the [PowerSchool Portal](#). Secondary school students and parents can also access attendance information through the [PowerSchool Portal](#) on the Internet. Usernames and passwords are sent to each family.
- Teachers occasionally send class information and updates via hard-copy communications.
- Elementary teacher conferences are scheduled twice per year. Secondary school teacher and counselor conferences are scheduled by request.
- [Report cards](#) are distributed throughout the year. Distribution dates can be found on the website.

Parent Teacher Organization (PTO/Steering Committee)

Our Parent-Teacher Organizations are dedicated groups of parents, teachers, and administrative staff working together to support and enhance a school community. The school PTOs serve as volunteer networks and fundraising resources. PTO meetings occur regularly. Dates are published on the PTO websites and included in school newsletters. We encourage you to join the school PTO and stay involved.

Parent Teacher Student Organization (PTSO)

The Glastonbury PTSO is a district-wide network linking parents and educators to further the education and development of children. PTSO membership includes PTO leaders, parent representatives, teachers, students, district administrators, and Board of Education representatives. Meetings are held monthly and are open to the public. Please visit the [PTSO website](#) for more information.

Private Party Invitations

Invitations to parties held outside of school should not be distributed within the school building or on buses unless the entire class is invited. We appreciate your cooperation in maintaining a positive and inclusive school environment.

Gifts and Favors

[Board Policy #1314 Gifts to School Personnel](#) encourages families to express gratitude and appreciation through a note or school donation (e.g., books to the library, plantings, athletic equipment) instead of personal gifts.

The Town of Glastonbury Code of Ethics ([Section 2-62, Gifts and Favors](#)) prohibits faculty, staff, or their families from accepting gifts of more than \$50 in value (or \$100 total in any one year from the same person) from families of students. This includes material gifts as well as services, loans, etc. Examples of gifts include entertainment, food, beverages, travel, and lodging.

Valuable Gifts do not include: political contributions, any gift regardless of value from a family member, certificates, plaques, or other ceremonial awards costing less than \$50 and honorary degrees and a meal, ticket, beverages, and lodging costing less than or equal to \$50.00, but only if the total of all such gifts from a particular person does not exceed \$100.00 in any one year.

Clubs and Activities

Every school offers a variety of rich and unique opportunities for students to explore their interests and talents. Participating in extracurricular activities helps students make friends, improve their confidence, and develop social and leadership skills. Clubs and activities may change from year to year based on staff availability, student interest, and administrative approval. Principals will notify parents via ParentSquare of club and activity opportunities.

—Health Office—

It is important to update the school nurse about any change in student health status to ensure appropriate care.

Emergency contact updates may be emailed to InfoUpdate@glastonburyus.org anytime throughout the year. If a student is placed on medication at home, it is often beneficial to alert the school nurse. Confidentiality is always respected.

Administration of Medications Policy

Following state and Board policy, medications may be administered in school only with written permission from an authorized prescriber (physician, dentist, advanced practice registered nurse, or physician's assistant). This policy includes all prescription and over-the-counter medications such as Tylenol, ibuprofen, and cough medication. [Medication permission forms](#) are available in the school health office and on our website. The medications must be in the labeled pharmacy container and delivered by a responsible adult directly to the school nurse. Children may **not** bring medications to school. Please contact the school nurse with questions about these procedures.

Screenings and Health Instruction

Vision, hearing, and postural screenings are conducted according to state guidelines. Parents and guardians will be informed of any deviations from the accepted norms. Fifth-grade students participate in growth and development sessions led by Health and Physical Education teachers. Parents are notified before these sessions and may choose to opt their children out of the lessons.

Physical Exam and Immunization Requirements

Physical exams are required three times during a student's years in the Glastonbury Public School system. Students must meet [state immunization requirements](#) to attend school. Please visit the [Physical Exam and Immunization Requirements](#) webpage for detailed information. Completed health forms should be submitted to the school health office.

Insurance

Parents and guardians are responsible for providing health insurance coverage for their children. The Glastonbury Board of Education does not indemnify parents who do not have insurance coverage for their children. Student accident insurance is offered to all parents at a modest cost. Information is posted on the [Student Insurance](#) webpage. The Glastonbury Board of Education approves the offering of student accident insurance, but it does not act as agent, administrator, or arbitrator should a dispute or claim arise.

School Climate

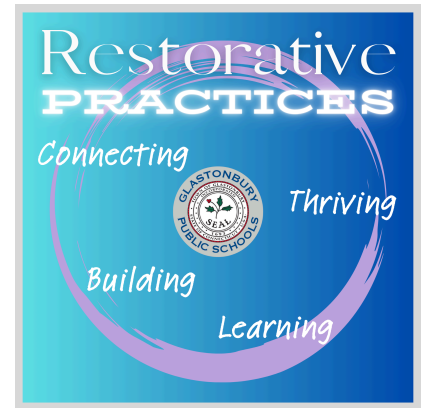
Our schools support and promote a school climate where all students thrive academically and socially, have a strong and meaningful voice, and prepare for lifelong success. In the fall of 2025, the Board of Education will approve a new **School Climate Policy and Regulation**. It will be linked in this handbook upon Board approval. In addition, School Climate Plans will be linked on school websites.

Restorative Practices

Glastonbury Public Schools uses [restorative practices](#) to build relationships and community. **The majority of restorative practices are proactive**, aiming to foster strong, supportive relationships before conflict arises. Restorative practices focus on understanding and solving problems with open communication, accountability, and mutual respect.

When conflicts or problems do occur, restorative practices create opportunities for everyone involved to work together to resolve the issue. For example, this might involve:

- **Circles:** Groups of students and teachers come together to talk about how they're feeling or to solve problems.
- **Conferences:** A structured conversation where students, teachers, and sometimes parents discuss an incident and agree on how to move forward.
- **Agreements:** Students take responsibility for their actions and make commitments to repair any harm caused.



Behavior Expectations

We expect all school community members to be safe, respectful, and responsible with their words and actions. Specific expectations for each school area (e.g., classrooms, hallways, bathrooms, etc.) are communicated so every student can learn and thrive.

When a student is not following the expected school behaviors, a behavior referral may be made to support the student. In addition, consequences may be given as appropriate. See [Board Policy #5114 Student Discipline/Exclusion](#) for more information.

Bus

Students should be safe and respectful at the bus stop and when riding the school bus. While riding the bus, students must listen to their driver, stay seated, maintain an appropriate noise level, and keep their hands and feet to themselves. Inappropriate bus behavior will be addressed by school personnel.

Cafeteria/Lunch

Students should be safe and respectful in the cafeteria. They should follow adult directions, use quiet voices, keep areas clean, and keep their hands and feet to themselves. Students should not share food due to known and unknown food allergies.

School Attire

Our school provides a safe, comfortable, and inclusive environment for learning. Students should dress for the business of school and be prepared for the day. Clothing that disrupts our educational mission is not allowed. Inappropriate clothing will be addressed by school personnel.

Recess/Break

Safe and respectful behavior is expected during recess/break. Students are expected to follow adult directions, stay in sight of adults, play cooperatively, and use equipment safely. We expect students to include their classmates in games. There will be indoor recess/break if the weather is inclement or the grounds are unsafe. Inappropriate and dangerous recess/break behavior will be addressed by school personnel.

Harassment

Harassment is defined as unwanted and unwelcome behavior that interferes with a student's right to learn. Harassment is verbal or physical conduct that denigrates or shows hostile aversion toward an individual because of that person's (or that person's friend's, family's, or associate's) race, skin color, religion, gender, sexual orientation, national origin, disability, intelligence, size or weight, clothing, home, physical dexterity, or skill. Harassing conduct includes actions such as epithets, slurs, negative stereotyping, negative innuendo/rumors, threatening to cause physical or emotional harm, intimidating acts, dirty looks, snide remarks, belittling, jokes, pranks, written or graphic material that denigrates or shows hostility and is displayed on walls or circulated. Harassment is a serious violation of Glastonbury [Board Policy #5114 Student Discipline/Exclusion](#), and will not be tolerated.

Sexual Harassment

Sexual harassment is unwanted and unwelcome behavior of a sexual nature that interferes with a student's right to learn, study, work, achieve, or participate in school activities in a comfortable and supportive atmosphere. Students and staff have the responsibility not to engage in sexual behaviors that are unwelcome or offensive to others. Under federal and state law and policies, sexual harassment is illegal and is prohibited in school settings per Board [Policy #5141.6 Sexual Harassment](#).

The following is DRAFT language awaiting Board approval in the fall of 2025:

Reporting Challenging Behavior or Bullying

When issues arise, we encourage students and families to [reach out to the classroom teacher first](#). All school employees are required to report any alleged challenging behavior or bullying incident. Students and parents or guardians of students enrolled in school may also report such incidents using the [Behavior Concern Report](#) form. Reports should include details such as the date, location, a description of the incident, and any known witnesses. Please refer to the School Climate Policy and Regulations for details.

—School Hours—

School	School Start Time	School End Time	Wednesday Early Dismissal <i>Sept–Nov & Mar–Jun</i>	District Early Dismissal <i>Day before Thanksgiving & Last Day</i>	2-Hour Delay	90-min. Early Dismissal
Buttonball	8:25 am	3:05 pm	1:05 pm	1:35 pm	10:25 am	1:35 pm
Gideon Welles	7:55 am	2:35 pm	12:30 pm	1:10 pm	9:55 am	1:10 pm
Hebron Avenue	8:50 am	3:30 pm	1:25 pm	1:55 pm	10:50 am	2:00 pm
Hopewell	8:50 am	3:30 pm	1:25 pm	1:55 pm	10:50 am	2:00 pm
Naubuc	8:25 am	3:05 pm	1:05 pm	1:35 pm	10:25 am	1:35 pm
Nayaug	8:50 am	3:30 pm	1:25 pm	1:55 pm	10:50 am	2:00 pm
LINKS K-5	9:00 am	2:50 pm	1:30 pm	1:30 pm	11:00 am	1:20 pm

Announcement of Closings, Delays, and Early Dismissals

Glastonbury Public School closings, delayed openings, and early dismissals are announced as follows:

1. ParentSquare message sent to registered email addresses and phone numbers for early dismissals. We do not send phone calls for early morning inclement weather closings and delays.
2. Notice on the district home page of the website: www.glastonburyus.org.
3. Television Station announcements on Channels 3, 8, 61, and 30.

School closings are generally announced by 6:00 am. Early dismissals are announced as soon as possible. A standard school delay time of two (2) hours will occur for inclement weather. If a delay occurs on an early dismissal Wednesday, the usual early dismissal time will be maintained. A standard early dismissal time of 90 minutes (1½ hours) will occur for inclement weather.

—School Meals—

Healthy Snacks

Our district prioritizes student health and wellness. Students bring a daily snack from home. We encourage families to provide nutritious snacks, as healthy eating supports students' overall well-being, learning, and long-term health.

Food Allergies and Safety

The school will communicate with families to let them know when a classroom is nut-free.

Breakfast

Breakfast at participating schools consists of a selection of items that are offered daily, based on availability. Please visit the [Breakfast Program webpage](#) for details.

Lunch

Each school day, students may bring lunch from home or purchase lunch at the cafeteria. Children who bring lunch from home may purchase milk or water. The cost of school lunches is set by the Board of Education and posted for parents.

Lunch Prices

Grades K-6	\$3.50
Grades 7-12	\$4.00
Milk Only	\$0.50
Water Only	\$0.75

Free and Reduced Meals

Any student/family who fits the income guidelines is eligible to complete the Free/Reduced Meals application. Additional benefits and discounts are provided through the application, such as fees for testing, local sports, etc.

Please visit the [Food Services](#) website for information on menus, payment options, and the free and reduced meals program. You may also call the Food Services Department at 860-652-7949.

—School Safety and Visitors—

Glastonbury Public Schools takes many measures to secure our schools. We understand that increased security may cause inconvenience and require extra planning. We thank everyone for their cooperation and understanding. Please become familiar with all of our security procedures.

School Entrance

Our school doors are locked throughout the school day. Security personnel and custodians will check these several times each school day.

Visiting the School

We carefully monitor community traffic entering our schools during school hours. Pre-arranged school visits to pick up a sick child or to attend activities such as PPTs, teacher conferences, volunteer visits, school-wide events, and professional meetings are all valid reasons to visit our schools. If you have a planned visit, be prepared to show an ID to enter the building, sign in, and wear a visitor's badge. You will also need to sign out upon leaving.

We do not allow "drop-in" or unnecessary visits. This would include having lunch or recess with a child, unannounced visits to classrooms, or walking a child to class.

At all grade levels, dropping off forgotten items is highly discouraged. Please continue to work with your child to prepare for school the night before with their homework, sneakers, boots, instruments, snacks, etc. packed for the day. If you need to bring in items, they will be dropped off at the security desk and later picked up by or delivered to your child.

Student Drop Off, Pick Up, and Parking

Please see our website for current drop-off, pick-up, and parking information.

Personal Property/Lost and Found

The school is not responsible for personal items that are lost, damaged, or stolen at school. Please do not send valuable items to school. All personal property should be labeled with the child's name. Students are encouraged to check the "Lost and Found" area for lost items. Valuable items (watches, wallets, etc.) that are found are kept in the school office. Items lost on buses usually do not come to the school but are kept at the busyard (busyard telephone: 860-652-7295).

Safety Drills

We are required to hold several evacuation and lockdown drills during the year. These drills provide an opportunity to practice emergency procedures in a safe, orderly manner. Students are to remain silent and follow staff directions. Visitors, including parents and guardians, must also follow all safety procedures. At times, town or district personnel will monitor the effectiveness of the drill.

Security Cameras

For the safety of students, staff, and the school grounds, security cameras are in use on the premises. School administrators and security personnel have access to this recorded information.

Dangerous Instruments/Weapons

To ensure a safe school environment, all children must refrain from bringing in objects that could potentially cause harm to another individual. This includes weapons such as knives (including pocket knives), guns or facsimiles, slingshots, pepper spray, etc., or other items that could be considered of a dangerous nature. Dangerous weapons are prohibited. All infractions will be handled firmly by school administrators. Consequences could result in suspension or possible expulsion. Appropriate disciplinary action will be taken under [Board Policy #5114 Student Discipline/Exclusion](#).

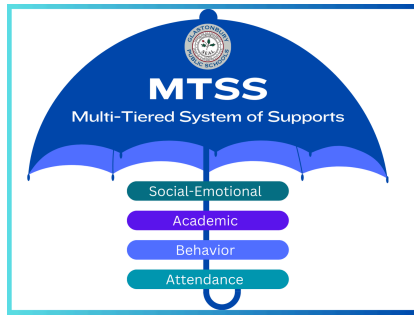
Threats of Violence

Glastonbury Public Schools takes written and verbal threats of violence and talk of weapons seriously. Students often make empty threats. But when a student uses words such as "shooting," "gun," or "bomb" in a threatening way, it starts a necessary chain of events. This may involve investigations and interviews inside and outside of school. Often, Glastonbury Police will conduct home visits to determine if the student/family has access to weapons. We also engage school and community resources such as counselors, psychologists, and social workers to support students and their families. Incidents like these cause alarm and fear for members of our school community. Please talk to your children about the significant consequences of threatening school violence. Please ask your children to seek support from you or a trusted staff member when they are struggling and to report concerning behavior to a trusted adult. See [Board Policy #5114 Student Discipline, Exclusion](#) for more information.

Pesticide Application

Families can ask to be notified of pesticide applications on school grounds. Each year, parents can send an email to InfoUpdate@Glastonburyus.org for instructions on registering. More information, including a list of pesticide applications on each of our school grounds, can be found on the [Pesticide Program](#) webpage.

Multi-Tiered System of Supports (MTSS)



Glastonbury Public Schools is committed to supporting the whole student. The Connecticut State Department of Education requires school districts to use a framework to address student needs. The framework we use for this support is known as Multi-Tiered System of Supports (MTSS).

MTSS ensures all students receive the appropriate level of support for academic, behavioral, and social-emotional needs.

Our goal is to have a system of supports and resources

available so we can intervene quickly as needs arise. Please click here for [more information about MTSS](#).

Homework and Make-up Work

Homework

Homework helps students develop consistent independent study habits, reinforces skills, and serves as a review of school lessons. Families are encouraged to help children with homework and study habits to support their learning. Throughout elementary school, students should become increasingly independent in their homework completion.

Teachers assign meaningful homework to support student growth. Families can expect the following:

- In kindergarten, homework promotes “connections” between school and home and develops student responsibility.
- In grades one and two, homework also reinforces basic skills (e.g. math facts, literacy skills).
- Upper elementary students are taught organizational and time management strategies to help successfully manage homework assignments.

[Board Policy # 6154 Homework/Make-up Work](#) states that no major projects will be due within a week following the week-long vacations in December and April. No major test will be given on the day following the week-long vacations in December and April.

Make-Up Work

When a student is absent from school for unexcused reasons as defined by [Board Regulation #5113 Student Attendance](#), families and children are responsible for making up missed work.

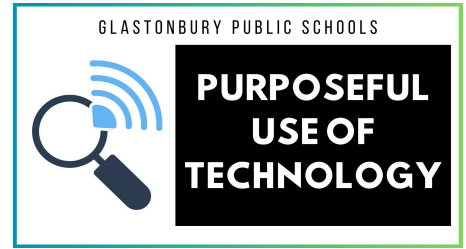
State Testing

In the spring, students in grades 3–6 participate in state SBA (Smarter Balanced Assessment) testing. The tests measure achievement in English/Language Arts, Mathematics, and Science (grade 5 only). SBA testing dates are posted for parents as far in advance as possible.

Attendance during this time is important. Please do not schedule vacations, medical appointments, etc., during the testing window. Students who miss a portion of the test will take it during a make-up day.

School Technology Use

Glastonbury Public Schools is committed to ensuring students use technology safely and with purpose. We are helping students to become responsible digital citizens.



Our [Purposeful Use of Technology](#) practices promote active learning and prioritize student well-being. Families and students should review [Board Policy #6141.2 Technology and Instruction](#) and [Board Policy #6141.3 Website and Social Media](#). Failure to follow these policies can lead to discipline, up to and including losing technology privileges, suspension, or expulsion.

Personal Devices, Toys, Valuables

Students may not bring personal electronic devices to school. This includes, but is not limited to, cell phones, smart watches, electronic gaming devices, tablets, and music players. Their use and display are not permitted during the school day or on the bus. Students are discouraged from bringing valuables, toys, trading cards, etc., as these can be lost or broken and distract from learning. Schools are not responsible for the replacement of lost, stolen, or damaged items. If you are uncertain, please check with your child's teacher BEFORE allowing items to come to school.

—Transportation—

Bus/Van Routes and Tracking

Glastonbury Public Schools provides bus and van transportation. The Transportation Department determines schedules and routes. Families are notified of bus numbers, pick-up times, and drop-off times in late summer. Families can track buses and vans using the MyStop App. More information is available on the [Transportation website](#). Any inquiries or concerns should be directed to the Coordinator of Transportation at 860-652-7295.

Alternate Transportation

If your child will be riding a different bus or is changing their routine, we must have a note signed by a parent or guardian. Without a note, the child will be directed to follow their normal routine. The note should be delivered to the office in the morning. Some buses may be full, and it may not be possible for a student to ride a different bus.

If your child will be using an alternate method of travel after school regularly, please write a note that will apply for the period you specify. All arrangements should be made in advance. Please plan ahead and do not call the office to change transportation plans, unless there is an emergency.

Biking to School

(for Buttonball Lane and Nayaug Schools ONLY)

Students who wish to bike to school must have written permission from their parents or guardians. Parents and guardians must ensure that:

- The route to school is safe.
- The student rider knows bike safety rules.
- The student locks the bike to the school bike rack.

Glastonbury High School Handbook

2024 **25** – 2025 **26**



*Glastonbury High School inspires curiosity, cultivates
learning, and empowers students to shape their lives and our
world.*

Glastonbury Public Schools District Contact Information
Board of Education

Douglas C. Foyle, Ph.D., Chair	foyled@glastonburyus.org
Julie M. Thompson, Vice Chair	thompsonju@glastonburyus.org
Kali Cavanaugh, Secretary	cavanaughk@glastonburyus.org
Alison Couture	coutureal@glastonburyus.org
Jennifer L. Faust	faustj@glastonburyus.org
Jenn Jennings	jenningsj@glastonburyus.org
David Peniston, Jr.	penistond@glastonburyus.org
Matthew Saunig	saunigm@glastonburyus.org

Central Office Administration

Superintendent of Schools	Alan B. Bookman, Ph.D...	860-652-7961
Assistant Superintendent, Curriculum & Instruction	Kate Lund.....	860-652-7963
Assistant Superintendent, Personnel & Administration	Scott Hurwitz, Ed.D	860-652-7965
Administrator for Pupil Services	Kimberly Brown.....	860-652-7971
Business Manager	Karen Bonfiglio	860-652-7941

High School Administration

Principal	Nancy E. Bean, Ed.D	860-652-7200 x11025
Assistant Principal	Rebecca M. Comenale.....	860-652-7200 x11034
Assistant Principal	Thomas H. Neagle, Ed.D	860-652-7200 x11032
Assistant Principal	Jeremy D. Gervais.....	860-652-7200 x11033
Assistant Principal	Kristen D. Sparks.....	860-652-7200 x11035

Directors

Art	Holly Constantine	860-652-7954
Athletics	Patricia Witkin.....	860-652-7200 ext. 12116
Career Technical Education	Elizabeth Cole... ..	860-652-7200 ext. 12002
Director of Equity, Diversity and Inclusion	Tonya M. Claiborne, Ed.D... ..	860-652-7942
Health and Physical Education	Jennifer Spring	860-652-7958
History/Social Sciences	Brendan Callahan	860-652-7967
Language Arts/Library Media (K-5)	Christina O'Brien	860-652-7967
Secondary English/Library Media (6-12)	Tracey DeDonato.....	860-652-7200 ext. 11050
Mathematics	Brenda Gregorski	860-652-7975
Music	Leslie Lopez	860-652-7975
School Counseling	Edward Gregorski.....	860-652-7200 ext. 11800
Science	Christine Tedisky.....	860-652-7200 ext. 12002
Special Education and Pupil Services	Cassandra Murphy	860-652-7971
World Language/Multilanguage Learners	Amanda Robustelli-Price.....	860-652-7954

Glastonbury High School
330 Hubbard Street
Glastonbury, CT 06033
860-652-7200

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Welcome and Please Take Note

Welcome to our school community!

We will be updating this handbook to reflect the use of restorative practices. Consequences for challenging behaviors will vary according to the situation. Those listed in this handbook may not apply in some instances.

Mission

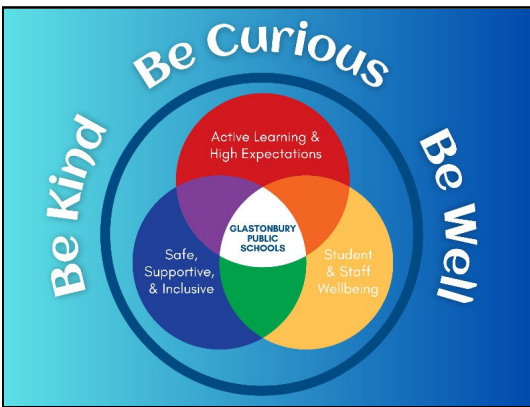
Glastonbury Public Schools empowers all students to be active learners and compassionate individuals who thrive in our global community.

Core Values

Be Kind. *We value and develop respectful, caring relationships within an inclusive school environment. We are committed to ensuring that every student feels that they belong, are understood, and are valued.*

Be Curious. *Curiosity is at the heart of learning. By nurturing students to be curious about others and the world around them, we lay the foundation for students to be active learners who pursue their individual goals, passions, and interests.*

Be Well. *We support our school community by being role models of healthy behavior and good decision-making. Social, emotional, and physical well-being are all important components of educating the whole child.*



Strategic Goals

Goal 1: Promote active learning and high expectations for all students.

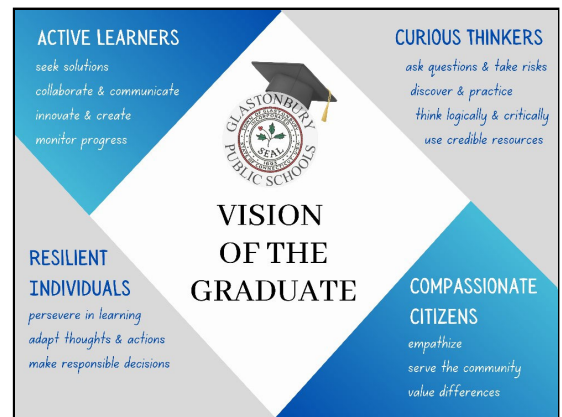
Goal 2: Provide safe, supportive, and inclusive learning environments.

Goal 3: Prioritize the health and well-being of students and staff.

Beliefs About Learning

We believe that:

- All students learn when they feel safe, included, respected, and valued by their community.
- All students need to feel challenged and supported to learn at high levels.
- Successful educators cultivate curiosity and joy in learning.
- Learning takes place in a cycle that includes goal setting, assessment, reflection, and feedback.
- Learning is most effective when there are multiple access points and opportunities for students to be advocates of their own learning.
- Students are engaged and empowered by choice and authentic learning experiences.



Glastonbury Public Schools

Non-Discrimination and Equal Opportunity Policy and Procedures

Nondiscrimination Statement

The Glastonbury Public Schools as a matter of policy provides educational opportunities without regard to race, creed, color, national origin, religion, gender, sexual orientation, gender identity or expression, marital status, veteran status, **civil air patrol status**, disability, or age. In addition, the Glastonbury Board of Education does not permit or condone discrimination based on race, creed, color, national origin, religion, marital status, veteran status, gender, sexual orientation, gender identity or expression, physical disability, **civil air patrol status**, or age in employment matters or assignment in programs or services provided. The Civil Rights compliance officers for the Glastonbury Public Schools have the responsibility to monitor compliance with this policy.

Equity Statement

At Glastonbury Public Schools, we believe in fostering a community where equity is a lived reality. We are committed to creating an educational system that is just and responsive. Through intentional policies and inclusive practices, we will provide opportunities, support, and access for all members of our school community to thrive. We recognize there may be times we fall short and injustices may occur. Our response to those instances is how we will be measured.



Glastonbury Compliance Officers are:

Title VI (Civil Rights Act of 1964) & Title IX (Equal Opportunity)– Dr. Tonya Claiborne, Director of Equity, Diversity and Inclusion, Glastonbury Public Schools, 628 Hebron Avenue, P.O. Box 191, Glastonbury, CT 06033-2361, Telephone: 860-652- 7944, Email: ClaiborneT@Glastonburyus.org.

Section 504 (Rehabilitation Act)– Kimberly Brown, Administrator for Pupil Services, Eastbury School, 1389 Neipsic Road, Glastonbury, CT 06033-2361, Telephone: 860-652-7971, Email: BrownK@Glastonburyus.org.

ADA (Americans with Disabilities Act)– Dr. Tonya Claiborne, Director of Equity, Diversity and Inclusion, Glastonbury Public Schools, 628 Hebron Avenue, P.O. Box 191, Glastonbury, CT 06033-2361, Telephone: 860-652-7944, Email: ClaiborneT@Glastonburyus.org; **Kimberly Brown**, Administrator for Pupil Services, Eastbury School, 1389 Neipsic Road, Glastonbury, CT 06033-2361, Telephone: 860-652-7971, Email: BrownK@Glastonburyus.org.

Safety/OSHA– Dr. Kenneth Roy, Director of Environmental Health and Safety, Glastonbury High School, 330 Hubbard Street, Glastonbury, CT 06033-2361, Telephone: 860-652-7200 ext. 12002, Email: RoyK@Glastonburyus.org.

~~If you wish to discuss the regulations governing these policies, or wish to discuss a concern or file a grievance, please contact the appropriate Civil Rights compliance officer. Forms can be obtained directly from the compliance officers. The purpose of the grievance procedure is to secure, at the lowest possible administrative level, equitable solutions to problems that may arise concerning claims of discrimination. If you have additional questions, please feel free to contact any of the compliance officers. Safety questions and concerns should be directed to the building supervisor and the Safety Director.~~

GRIEVANCE PROCEDURE:

If you wish to discuss the regulations governing these policies, discuss a concern, or file a grievance, please contact the appropriate compliance officer. Forms can be obtained directly from the compliance officers. The grievance procedure aims to secure, at the lowest possible administrative level, equitable solutions to

problems that may arise concerning claims of discrimination. If you have additional questions, please feel free to contact any of the compliance officers. Safety questions and concerns should be directed to the building supervisor and the Safety Director. Please visit the [Non-Discrimination Policy webpage](#) for details on the grievance procedure.

~~Any student, parent/guardian, employee or employment applicant who feels that he/she has been discriminated against on the basis of race, creed, color, age, national origin, religion, gender, sexual orientation, gender identity or expression, disability, or marital status may discuss and/or file a grievance with the appropriate compliance officer (Title VI, Title IX, ADA, and Section 504) of the Glastonbury Public Schools. Reporting should take place, in writing, within forty (40) calendar days of the alleged discrimination.~~

~~A student or parent/guardian of a student who has a question or concern may choose to seek the help of the building administrator or another adult with whom they trust, such as a teacher, counselor, nurse, psychologist. If satisfaction cannot be achieved through this discussion, the adult sought by the student should assist the student in reporting the incident, in writing, to the appropriate compliance officer. The goal is to resolve the problem at the lowest possible administrative level with an equitable solution.~~

~~The compliance officer will commence an effective, thorough, objective and complete investigation of the complaint within ten (10) working days after receipt of the complaint. The compliance officer will consult with all individuals reasonably believed to have relevant information, including the complainant and the alleged violator, 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 investigation process, due process rights will be upheld. No reprisals will be taken or permitted for truthfully asserting a complaint.~~

~~The compliance officer 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 violator, and, as appropriate, to all others directly concerned within fifteen (15) working days after receiving the complaint.~~

~~If the complainant is not satisfied with the decision of the compliance officer, an appeal in writing may be made to the Glastonbury Board of Education within ten (10) days of receipt of the decision.~~

~~The Glastonbury Board of Education, within thirty (30) working days, will investigate the complaint and may conduct a hearing to gather additional information. The Glastonbury Board of Education will give a written response within ten (10) working days following completion of the hearing.~~

Core Values and Beliefs

Glastonbury High School inspires curiosity, cultivates learning,
and empowers students to shape their lives and our world.

Expectations For Student Learning

EXPECTATION SET #1

Glastonbury High School inspires curiosity and action

- Explore and honor individual intellectual interests and engage in inquiry.
- Source reliable information in order to broaden and challenge understandings, perspectives, and

beliefs.

- Pursue life-long learning through discovery, inquiry, and practice.

EXPECTATION SET #2

Glastonbury High School cultivates learning

- Use multiple methods to communicate effectively with diverse audiences.
- Apply logic and critical thinking skills to make sense of authentic problems and persevere in solving them.
- Use instructional technology for innovation and with intentionality.
- Create and perform through innovation and collaboration across lines of difference.

EXPECTATION SET #3

Glastonbury High School empowers students to shape their lives and our world

- Contribute to a safe, supportive, and inclusive learning environment where equity and diversity, and the sense of belonging are intentionally messaged and prioritized.
- Promote social justice and demonstrate citizenship, integrity, respect, and value for others.
- Exhibit academic responsibility through perseverance and ownership of learning.

GHS STAFF ROSTER

Please access our [school website, https://www.glastonburyus.org](https://www.glastonburyus.org) for GHS teacher contact information. All teachers can be emailed directly via the high school staff directory.

SCHOOL HOURS - SCHOOL DAY PATTERN

The school year and student schedules are divided into two semesters. With our block schedule, classes meet A, B, C, and D days. Most classes meet every other day, but physical education, health classes, and science labs meet once during each four-day rotation. Student schedules will indicate which classes meet on “Day A/B/C or D”. In the event of the cancellation of classes (e.g., inclement weather), classes will NOT be put off to the following day. (Example: Should “Day A” classes be cancelled on a Tuesday, a “Day B” class schedule will meet on Wednesday).

DAILY BELL SCHEDULE

REGULAR DAY SCHEDULE			HALF-DAY SCHEDULE		
Warning Bell		7:20 a.m.	Warning Bell		7:20 a.m.
Block 1 A/B/C/D	7:25 a.m. -	8:51 a.m.	Block 1 A/B/C/D	7:25 a.m. -	8:33 a.m.
Homeroom	8:55 a.m. -	9:03 a.m.	Homeroom	8:38 a.m. -	8:46 a.m.
Block 2 A/B/C/D	9:07 a.m. -	10:33 a.m.	Block 2 A/B/C/D	8:51 a.m. -	9:59 a.m.

Block 3 A/B/C/D Lunch waves: Wave 1: Wave 2: Wave 3: Wave 4:	10:37 a.m. - 10:37 a.m. - 11:07 a.m. - 11:37 a.m. - 12:07 p.m. -	12:37 p.m. 11:07 a.m. 11:37 a.m. 12:07 p.m. 12:37 p.m.	Block 3 A/B/C/D <i>**Lunch waves are not held on early dismissal days. Bag lunches are available upon departure.</i>	10:04 a.m.-	11:12 a.m.
Block 4 A/B/C/D	12:40 p.m. -	2:06 p.m.	Block 4 A/B/C/D	11:17a.m. -	12:26 p.m.

TWO HOUR LATE OPENING		
Warning Bell		9:20 a.m.
Block 1 A/B/C/D	9:25 a.m. -	10:11 a.m.
Homeroom	10:15 a.m. -	10:23 a.m.
Block 2 A/B/C/D	10:27 a.m. -	11:13 a.m.
Block 3 A/B/C/D Lunch waves:	11:17 a.m. -	1:17 p.m.
Wave 1:	11:17 a.m.-	11:47 a.m.
Wave 2:	11:47 a.m.-	12:17 p.m.
Wave 3:	12:17 p.m.-	12:47 p.m.
Wave 4:	12:47 p.m.-	1:17 p.m.
Block 4 A/B/C/D	1:20 p.m. -	2:06 p.m.

SCHOOL CLOSINGS, DELAYS AND EARLY DISMISSALS

Glastonbury Public School closings, delayed openings, and early dismissals are announced as follows:

1. ParentSquare messages are sent to registered email addresses and phone numbers for early dismissals. We do not send phone calls for early morning inclement weather closings and delays.
2. Notice on the district home page of the website: www.glastonburyus.org.
3. Television Station announcements on Channels 3, 8, 61, and 30.
4. ~~Radio Station announcements on WTIC (1080 AM & 96.5 FM), WRCH (100.5 FM) and WZMX (93.7 FM).~~

School closings are generally announced by 6:00 am. Early dismissals are announced as soon as possible. A standard school delay time in the morning of 120 minutes (2 hours) will occur for inclement weather. A standard early dismissal time of 90 minutes (1½ hours) will occur for inclement weather.

GHS 2-hour delay start time: 9:25 am.

GHS 90-minute early dismissal end time: 12:26 pm.

HEALTH OFFICE

It is very important to update **the school nurse about** any change in student health status ~~with the school nurse in order to assure appropriate care. Each fall, families of returning students are asked to review and update all personal contact information and physician contact information. Be sure your child is comfortable with the persons you choose as emergency contacts.~~ **Emergency contact Updates** may be emailed to InfoUpdate@glastonburyus.org anytime throughout the year. If a student is placed on medication at home, it is often a benefit to alert the school nurse. Confidentiality is always respected.

Administration of Medications Policy:

Following ~~In accordance with~~ state and Board policy, medications may be administered in school only with written permission from an authorized prescriber (physician, dentist, advanced practice registered nurse, or physician's assistant). This policy includes **all most** prescription and over the counter medications. ~~such as Tylenol, ibuprofen, and cough medication. Medication permission forms are available in the school health office and on our Website. The medications must be in the labeled pharmacy container and delivered by a responsible adult directly to the school nurse. Children may not bring medications to school. If you have any~~

questions regarding these procedures, please feel free to contact the school nurse.

Parents and guardians of 7th-12th grade students may provide permission for GHS and SMS nurses to administer Acetaminophen (Tylenol) or Ibuprofen (Motrin/Advil) to students experiencing headaches, menstrual cramps, or dental pain. If desired, please print the [Acetaminophen/Ibuprofen permission form](#), review, sign, and return it to the SMS and GHS Health Office annually.

For other medications, parents and guardians should ask their healthcare provider to complete the [medication permission form](#). Medications must be in the labeled pharmacy container and delivered by a responsible adult directly to the school nurse. Children may not bring medications to school. Please contact the school nurse with questions about these procedures.

~~Office Visits: Medical care is available to all students during school hours. Students are required to obtain a pass prior to visiting the health office. A pass will not be issued to students who “drop by” the health office between classes. When feeling ill, students must call home from the nurse’s office.~~

~~Screenings and Health Instruction: Vision, hearing, and postural screenings are conducted in kindergarten through grade twelve according to state guidelines. Should any deviations from the accepted norms be discovered, parents and guardians will be informed.~~ Parents and guardians will be informed of any deviations from the accepted norms.

~~Physical Exam and Immunization Requirements: Completed health forms should be submitted to the school health office.~~

- ~~• Prior to entering 11th grade—We accept any physical completed after the end of 8th grade [June 30th] and up to the beginning of 11th grade. Any student who is not in compliance with this state mandate will not receive their schedule over the summer for their junior school year.~~
- ~~• Coming from a school within Connecticut—We accept a copy of the most recent physical examination.~~
- ~~• Coming from a different state or country—We accept a copy of a physical exam dated within 1 year prior to entry into the Glastonbury School district. The exam must be completed by a U.S. physician.~~

Physical exams are required three times during a student's years in the Glastonbury Public School system. Students must meet [state immunization requirements](#) to attend school. Please visit the [Physical Exam and Immunization Requirements](#) webpage for detailed information. Completed health forms should be submitted to the school health office.

~~Immunizations: The State of Connecticut Health Assessment Record form includes a detailed description of all immunization requirements for newly enrolled students at Connecticut Schools.~~

~~Insurance: It is the responsibility of Parents and guardians are responsible to provide health insurance coverage for their children. The Glastonbury Board of Education does not indemnify parents/guardians who do not have insurance coverage for their children. Student accident insurance is offered to all parents at a modest cost. This can be found on the district website under “District Information,” “Central Operations.”~~ Student accident insurance is offered to all parents/guardians at a modest cost. Information is posted on the [Student Insurance webpage](#). The Glastonbury Board of Education approves the offering of student accident insurance, but it does not act as agent, administrator, or arbitrator should a dispute or claim arise.

PARENT TEACHER STUDENT ORGANIZATION (PTSO)

The Glastonbury PTSO is a district-wide network linking parents/guardians and educators to further the education and development of children. PTSO membership includes representatives from each of the nine schools in our district, as well as local magnet schools. Membership is comprised of PTO leadership, parent/guardian representatives, teachers, students, administrative and Board of Education representatives. Meetings are held monthly and are open to the public. ~~Please visit the PTSO website on the district website (under “Parents”) for more information.~~ **Please visit the [PTSO website](#) for more information.**

SCHOOL SECURITY and VISITOR PROCEDURES

The Glastonbury Public School system takes many measures to be sure our schools are secure. We understand that increased security may mean inconvenience and extra planning, and we thank everyone for their cooperation and understanding. Please become familiar with all of our security procedures:

School Entrance: Our school entrances will be locked once the school day begins. Security personnel and custodians will check these several times each school day.

Visiting the School: We carefully monitor community traffic entering our schools during school hours. Pre-arranged visits to school such as PPTs, **teacher** conferences ~~with teachers~~, ~~pre-arranged~~ volunteer visits, ~~attendance~~ at school-wide events, **and** professional meetings, ~~and picking up a sick child~~ are all valid reasons to visit our schools. If you have a planned visit, you must be prepared to show a photo ID to be let into school, sign in, and wear a visitor’s badge. You also need to sign out upon leaving. We do not allow “drop in” visits or unnecessary visits. This would include having lunch **or recess** with a ~~student~~ **child**, unannounced visits to classrooms, or walking a ~~student~~ **child** to a classroom.

At all grade levels, dropping off forgotten items is highly discouraged. Please continue to work with your child to prepare for school the night before with their homework, sneakers, boots, instruments, snacks, etc. packed for the day. If you need to bring in items, they will be **dropped off at the security desk** ~~left at the item drop-off table outside the entrance~~ and later picked up by **or delivered to** your child.

Student Drop-off and Pick-Up Area: ~~Parents or guardians who drop off or pick up their students by car must use driveway “D” and the parking lot next to the gymnasium. Driveway “B” leads to the school’s main entrance and it will be closed to the driving public between the hours of 6:45-7:30 a.m. and 1:30-2:15 p.m. For safety reasons, driveway “B” is reserved for school van and bus use only during these times. Drivers should also take caution to observe posted regulations restricting vehicles from stopping on Hubbard Street and in fire lanes located on school premises.~~ **Please refer to the [“GHS Drop-off & Pick-Up Map”](#) for detailed directions regarding traffic patterns and areas for student drop-off and pick-up.**

Dangerous Instruments/Weapons: In order to ensure a safe school environment, all children must refrain from bringing in objects that could potentially cause harm to another individual. This could include weapons such as knives (including pocketknives), guns or facsimiles, slingshots, pepper spray, etc., or other items that could be considered of a dangerous nature. Dangerous weapons are prohibited. ~~and~~ **All** infractions will be handled firmly by school administration **administrators**. ~~with~~ **Consequences** that could result in suspension or possible expulsion. ~~Appropriate disciplinary action will be taken in accordance with the Board Policy 5114, Student Discipline/Exclusion (section 26.0).~~ **Appropriate disciplinary action will be taken under [Board Policy #5114 Student Discipline/Exclusion](#).**

Safety Drills: We are required to hold several fire and lockdown drills during the year. These drills provide an opportunity to practice emergency procedures in a safe, orderly manner. Students are to remain silent and follow staff directions. Visitors, including parents and guardians, must also follow all safety procedures. At times, town or district personnel will monitor the effectiveness of the drill.

Security Cameras: For the safety of children and of the school grounds, security cameras are in use on the premises.

STUDENT CONTACT and DEMOGRAPHIC INFORMATION

~~It is critical that the school system has accurate contact information for your child. Each fall, families of returning students are asked to review and update all personal contact and demographic information and to acknowledge school policies and procedures. If changes in email addresses or texting numbers occur during the school year, parent/guardians should email the changes to InfoUpdate@glastonburyus.org for instructions on how to make those updates.~~

~~Changes to primary contacts or physical address require contact with the district registrar.~~

The school system must have accurate contact information for your child. Please email InfoUpdate@Glastonburyus.org to update your email and/or phone number. Physical address changes require verification. Email Registrar@Glastonburyus.org for more information.

SCHOOL COMMUNICATION - What a Parent/Guardian Can Expect

~~Regular communication with parents and guardians is one of the keys to student success at Glastonbury Public Schools (GPS). Resources such as ParentSquare, our website, school newsletters, and PowerSchool enhance our ability to communicate effectively~~ **help us communicate.** ~~We strive~~ **Our goal is** to provide quality communications that are consistent, efficient, effective, and both environmentally and budget-friendly. Below is an outline of our school system's many communication methods. We have also included a list of steps parents and guardians can take to stay informed.

District Information

- ~~[School Report](#), a newsletter prepared by the Superintendent and Board of Education, is mailed to all Glastonbury residents quarterly.~~
- ~~The [GPS home page](#) of our website contains district announcements, calendar items, and other resources. School closings and delays are also posted on the home page. From this home page you can access websites for each school and department, Board of Education information, parent resources, and an "[Ask the Superintendent](#)" blog.~~
- **The [district website home page](#) contains district announcements, calendar items, and other resources. School closings and delays are also posted on the home page. From this site, you can access school and department websites, Board of Education information, and parent resources.**
- **[ParentSquare](#)** is used to send home both emergency and routine district-wide information.
- Letters are mailed to families and hard copy communications are distributed occasionally as needed.
- Board of Education meetings are televised on Cox Cable Channel 16. The Town of Glastonbury also **[streams the meetings live and posts videos of past meetings](#).**
- Local and regional media (*The Glastonbury Citizen, Glastonbury Life, Hartford Courant*, and sometimes the local news) cover school system stories of interest.

School Information

- Parent/**Guardian** Nights are scheduled at the beginning of each school year at each school.
- School orientations for parents/~~guardians~~ of students entering the secondary schools are scheduled in the late winter/spring each year.
- ~~School handbooks are posted on each school's website and the link is sent to families annually.~~
- **School newsletters for elementary schools and Gideon Welles School are posted during the first week of each month. Glastonbury High School and Smith Middle School post their newsletter every other month. Newsletters include information on events, meetings, volunteer opportunities, specials, health office, sports, and PTO/Parent Group news.**

- ~~Glastonbury High School emails their newsletter every other month. Those without email access can request hard copies be sent home. Newsletters include information on events, meetings, volunteer opportunities, specials, health office, sports, and PTO/Parent Group news.~~
- [School websites](#) include school contact information, calendars, announcements, school procedures, schedules, school handbooks, and access to websites for the library and PTOs/parent groups.
- [ParentSquare](#) is used to send home both emergency and routine school information. PTOs and parent groups work closely with principals to communicate electronically as well.
- Letters are mailed to parents/guardians and hard-copy communications are distributed occasionally as needed.
- School principals and school offices call families directly when needed.

Classroom Information

- Teachers use [ParentSquare](#) to post and send direct messages to families. Teachers call parents directly when needed.
- Teachers use the online apps SeeSaw (Grades K–5) and Google Classroom (Grades 6–12) for curriculum work. Students can log in to those online resources to access assignments, resources, etc.
- Grades are posted on the [PowerSchool Portal](#). Secondary school students and parents can also access attendance information through the [PowerSchool Portal](#) on the internet. Usernames and passwords are sent to each family.
- Teachers occasionally send class information and updates via email and hard copy ~~flyers~~ **communications**.
- **Elementary teacher conferences are scheduled twice per year.** Secondary school teacher and counselor conferences are scheduled by request.
- [Report cards](#) are distributed throughout the year. Distribution dates can be found on the website.

Families--What you can do to stay informed:

- ✓ **Make sure you are registered with ParentSquare. Download the app and set your notification and language preferences. Email InfoUpdate@Glastonburyus.org with account questions.**
- ✓ **Familiarize yourself with [Visit](#) the district and school websites. Bookmark them for easy access and visit them regularly.**
- ✓ **Set up your account on the PowerSchool Portal to view grades (all schools) and attendance information (GHS, SMS, and GWS only).**
- ✓ **Read school and district newsletters.**
- ✓ **Attend open houses, school orientations, and parent conferences.**
- ✓ **Attend PTO/Parent Group meetings.**
- ✓ **Follow Board of Education activities. Attendance at board meetings is welcome and encouraged. [Board agenda and minutes](#) are posted on the website. Meetings are aired on local television, live-streamed, and posted as videos.**
- ✓ **Never hesitate to reach out with concerns. See this [guide to addressing concerns](#) if you are not sure who to contact.**

SCHOOL LUNCH

School lunch for the 2024-2025 school year costs \$3.50. Milk only costs 50 cents.

FREE or REDUCED MEALS

~~Any student/family who fits the income guidelines is eligible to complete the Free/Reduced Meals application.~~

~~Additional benefits and discounts are provided through the application such as fees for testing, local sports, etc. Please visit the [Food Services](#) website for information on menus, payment options, and the free and reduced-meals program. For more information, please visit the website or call the Food Services Department at 860-652-7949.~~

Breakfast

~~Breakfast at participating schools consists of a selection of items that are offered daily, based on availability. Please visit the [Breakfast Program webpage](#) for details.~~

Lunch

~~Each school day, students may bring lunch from home or purchase lunch at the cafeteria. Children who bring lunch from home may purchase milk or water. The cost of school lunches is set by the Board of Education and posted for parents/guardians.~~

Lunch Prices

Grades 7-12	\$4.00
Milk Only	\$0.50
Water Only	\$0.75

FREE or REDUCED MEALS

~~Any student/family who fits the income guidelines is eligible to complete the Free/Reduced Meals application. Additional benefits and discounts are provided through the application, such as fees for testing, local sports, etc. Please visit the [Food Services](#) website for information on menus, payment options, and the free and reduced meals program. You may also call the Food Services Department at 860-652-7949.~~

GIFTS and FAVORS

~~The Town of Glastonbury Code of Ethics, Section 2-62, [Gifts and Favors](#), states, “No Official, Employee or Consultant or any member of his/her Immediate Family, nor any Agency, Employee organization or group of Employees shall solicit or accept any Valuable Gift, whether in the form of a service, a loan, a material thing or a promise, from any person or entity who or which is interested directly or indirectly in any business transaction or pending matter that is within the purview or such prospective recipient’s official responsibilities ...” A valuable gift is defined as “a gift of more than \$50.00 in value. A Valuable Gift includes, but is not limited to entertainment, food, beverage, travel, and lodging to the extent that the gift value exceeds \$50.00 from any one occasion, and \$100.00 total in any one year from the same person, as well as loans that are not commercially reasonable.”~~

~~[Board Policy #1314 Gifts to School Personnel](#) encourages families to express gratitude and appreciation through a note or school donation (e.g., books to the library, plantings, athletic equipment) instead of personal gifts.~~

~~The Town of Glastonbury Code of Ethics ([Section 2-62, Gifts and Favors](#)) prohibits faculty, staff, or their families from accepting gifts of more than \$50 in value (or \$100 total in any one year from the same person) from families of students. This includes material gifts as well as services, loans, etc. Examples of gifts include entertainment, food, beverage, travel, and lodging.~~

~~Valuable Gifts do not include: political contributions, any gift regardless of value from a family member, certificates, plaques, or other ceremonial awards costing less than \$50.00 and honorary degrees and a meal, ticket, beverages, and lodging costing less than or equal to \$50.00, but only if the total of all such gifts from a particular person does not exceed \$100.00 in any one year.~~

~~In addition, The Board of Education Policy 1314, [Gifts to School Personnel/School](#) indicates that staff is to discourage the solicitation of funds from students as a class or group gift to an individual staff member. Expression of gratitude and appreciation may more appropriately be expressed in a note or a school donation,~~

e.g. books to the library, plantings, and athletic equipment.

TECHNOLOGY USE

Internet and technology access is an integral component of instruction and learning in our school system. Students are expected to interact with technology in a responsible and appropriate manner as spelled out in Board of Education policies 6141.2 and 6141.3. Students violating any of these policies face disciplinary actions ranging from loss of privileges up to and including suspension/expulsion from school.

Glastonbury Public Schools is committed to ensuring students use technology safely and with purpose. We are helping students to become responsible digital citizens. Families and students should review [Board Policy #6141.2 Technology and Instruction](#) and [Board Policy #6141.3 Website and Social Media](#). Our [Purposeful Use of Technology](#) practices promote active learning and prioritize student well-being. Failure to follow these policies can lead to discipline, up to and including losing technology privileges, suspension, or expulsion.

MEDIA CONSENT

Glastonbury Public Schools is proud to promote the success of its students, staff, and programs. Throughout the year, students are highlighted as we share school activities and achievements via photos, videos, audio recordings, school work samples, etc. **Students may be featured in a variety of media without prior notification of parents/guardians**, including but not limited to yearbooks, slideshows, school and community newsletters, displays, newspapers, and websites. Under the supervision of certified teachers, student teachers/interns may also videotape class lessons.

However, We require parent/guardian permission in order to identify children by name in public media. Prior to the start of the school year, through the Student Information Update system, parents and guardians will be able to indicate if they consent to the use of their child's name in public media such as newspapers, websites, etc.

Families can indicate if they consent to the use of their child's name in public media (newspapers, websites, etc.) when registering for school.

GHS VOICES (Safe School Climate Committee)

GHS VOICES (Vision of Inclusivity, Community, and Equity in our School) is our **Safe School Climate Committee** that oversees the development of activities to teach, reinforce and increase visibility of behavioral expectations as well as to improve school spirit. Our **Grace & Grit** logo represents the characteristics GHS students are expected to demonstrate: **RESPECT, PERSONAL RESPONSIBILITY, DETERMINATION and HARD WORK.**



1.0 ACADEMIC INFORMATION

For additional information regarding academic information, please refer to the GHS Program of Studies located on the GHS website

1.1 Class Rank

Class rank ~~will no longer be~~ **is not** calculated or reported by Glastonbury High School to colleges/universities for application purposes.

1.2 ~~Diploma Requirements~~

~~As set by the state legislature and the Glastonbury Board of Education, a student must earn a minimum of 25 credits in the following areas:~~

Humanities: 9 credits (Including Civics and Art)	
English	4 credits
History/Social Science	3 credits*
Fine Arts	1 credit

Elective	1 credit
Science, Technology, Engineering & Mathematics:	9 credits
Math	3 credits
Science	3 credits**
STEM Elective	3 credits***
Wellness:	2 credits
Physical Education	1 credit
Health/Physical Education	1 credit
World Languages:	1 credit
Mastery Experience:	1 credit
Electives:	3 credits

~~*All students must earn ½ credit in Modern World History I and ½ credit in Modern World History II. They must also earn 1 credit in a U.S. History or an American Studies Course and 1 credit in Civics/Current Issues.~~
~~**All students must successfully complete 1 credit in a life science and 1 credit in a physical science.~~
~~***STEM electives could include additional math and science classes.~~

- ~~1. In addition to required courses, all students must meet our learning expectations, as described in the Program of Studies (page 6) booklet.~~
- ~~2. Courses taken at the middle school may not be used to meet the minimum requirements for a diploma or any minimum credit requirement necessary to advance from one grade to the next. Algebra and World Language taken in middle school will be recorded on the student's transcript with the year-end grade, but no high school credit will be granted.~~
- ~~3. Every student is required to carry a minimum program of six credits unless special permission is granted by a principal.~~
- ~~4. Students who wish to complete the requirements of a diploma in less than four years of high school may do so by making special provisions with the principal to meet all the requirements for the diploma as listed above. Arrangements must be made prior to the end of the student's sophomore year.~~

1.3 Grading Scale

The following numerical grades equate to the GHS report card and transcript grading scale:

	A = 93+	A- = 90-92
B+ = 87-89	B = 83-86	B- = 80-82
C+ = 77-79	C = 73-76	C- = 70-72
D+ = 67-69	D = 63-66	D- = 60-62
	F < 60%	

1.4 Honor Roll

The following criteria have been established for determining honor roll and high honor roll status for Glastonbury High School.

1. A 3.00 Grade Point Average (GPA) or better entitles a student to honor roll status provided that no grade received is lower than a “C-“ in any one course, including physical education, and all class work has been completed.
2. A 3.75 Grade Point Average (GPA) or better entitles a student to high honor roll status provided that no grade is lower than a C-, including physical education, and all class work has been completed.
3. High Honor Roll and Honor Roll listings will be published at the end of each quarter.
4. Students who attend the GPS alternate program are not eligible.

1.5 Faculty Scholar/Academic Honors

Graduating seniors with a GPA of 3.75 or better will be listed in the graduation program as Faculty

Scholars. Those **Graduating seniors** with a GPA of 3.0-3.75 will be **listed in the graduation program designated in the program** as receiving Academic Honors. Students who receive a 4.75 GPA or higher **after the third quarter of senior year** will be recognized during graduation and students who receive a 4.6 GPA or higher **will be recognized for the newspaper. All academic honors for graduation described above will be calculated at the closure of the 3rd quarter of a student's senior year.** ~~after the third quarter of senior year will be recognized for the newspaper.~~

1.6 Computing Grade Point Average (GPA)

In order to compute a student's grade point average, each quarter grade is given a numerical value:

A = 4, A- = 3.67, B+ = 3.34, B = 3, B- = 2.67, C+ = 2.34, C = 2, C- = 1.67, D+ = 1.34, D = 1, D- = .67, and F = 0.

Level 1 courses (designated in the course title) are given an additional point for each grade:

A = 5, A- = 4.67, B+ = 4.34, B = 4, B- = 3.67, C+ = 3.34, C = 3, C- = 2.67, D+ = 2.34, D = 2, D- = 1.67, and F = 0

Grade point average is a mathematical averaging process. The formula is:

$$\text{GPA} = \frac{\text{The Value of the Grades}}{\text{The Weight of Grades}}$$

Every quarter grade has a weight of 1.00 and every quarter grade has a value as listed above. The exceptions are Science Lab courses, Physical Education and Health courses meeting two or three days a week, and double period Technology Education courses. In these cases, the course weight (dividing factor) is determined by the credits for the course. Therefore, the course weight is 1.5 for Science Lab courses, .5 for PE and Health. Grade values for these courses are multiplied by the same factor.

Sample Calculations:

Student X

<u>Code</u>	<u>Subject</u>	<u>Grade</u>	<u>Weight</u>	<u>Value</u>
111	English 1 Level 1	A	1.0	5.0
432	Geometry A	B	1.0	3.0
541	Biology	B	1.5	4.5
321	Spanish 3 Level 1	A	1.0	5.0
731	Symphonic Band	A	1.0	4.0
251	Modern World History	B	1.0	3.0
041	Physical Education	B	<u>0.5</u>	<u>1.5</u>
			7.0	26.0

$$\text{GPA} = \frac{\text{Value of Grades}}{\text{Weights}} = \frac{26.0}{7.0} = 3.714$$

Student Y

<u>Code</u>	<u>Subject</u>	<u>Grade</u>	<u>Weight</u>	<u>Value</u>
149	Modern Literature	B	1.0	3.0
748	Construction Tech	B	2.0	6.0
233	U.S. History	B	1.0	3.0
432	Geometry A	C	1.0	2.0
041	Physical Education	A	<u>.5</u>	<u>2.0</u>
			5.5	16.0

$$\text{GPA} = 16.0 / 5.5 = 2.900$$

To calculate career G.P.A., repeat the process above for each set of quarter grades that a student earns. For students who transfer to Glastonbury from another school, where only final grades are available, there is a compensating adjustment in the process of computing G.P.A. Each "final" grade value and associated weight is multiplied by a factor of 4, thus keeping the calculations consistent with computations involving

quarter grades. **Students who take a course on a Pass/Fail basis receive a grade of "P" or "F." The "P" grades do not enter into GPA calculations.**

Transfer Student Process:

1. Transfer students new to GHS will have those courses from the previous school listed on the Glastonbury transcript. Transfer credits will be determined and awarded for those courses that align with our credit system. Grade point average (GPA) will be computed based on the student's course work and grade from previous school(s) and Glastonbury High School.
*Religion Courses that study religious beliefs, behaviors and institution are not transferred in or recognized on a GHS transcript.
2. When a student enrolls at GHS after a quarter has begun, that student's grade earned in the sending school/program will be given to the current GHS teacher if the student is placed in a corresponding class. That grade will be factored in with the student's work in his or her classes at GHS.
3. When a student enters from a school that requires them to participate in an after-school sport, that required participation will be transferred in as .50 credit and denoted on a GHS transcript as a "P". This .50 credit will be counted as a Physical Education credit toward GHS graduation requirements.
4. A transfer student's GHS transcript is noted with the name of the previous school that the student attended.

1.7 — Pass/Fail

~~Students who take a course on a Pass/Fail basis receive a grade of "P" or "F." The "P" grades do not enter into GPA calculations.~~

1.7.1 — Pass/Fail Option

~~This option is for seniors whose reasons for taking a course are based on its content rather than on achievement of a grade and for students who would like to take difficult or exploratory courses without risk to their G.P.A. (provided the course is passed). The following conditions must be met in order to participate:~~

- ~~1. A student must be a senior.~~
- ~~2. No course that is to be used as a "Requirement for a Diploma" may be chosen on a pass/fail option.~~
- ~~3. Seniors may elect one full year or two semester courses (one each semester) on a pass/fail basis.~~
- ~~4. The decision to participate in a selected course on a pass/fail basis must be made prior to **Monday, October 28, 2024** for a first semester or full year course, and before **Monday, March 24, 2025** for a second semester course. Students taking the pass/fail option are not exempted from the final exam. The Principal and the appropriate director may make exceptions to these deadlines in rare instances.~~

1.8 Promotion To The Next Grade

1. To become a sophomore, a student must have earned a minimum of **four** units of credit.
2. To become a junior, a student must have earned a minimum of **eleven** units of credit.
3. To become a senior, a student must be **scheduled to meet** all requirements for graduation.

Students who start the school year in a particular grade will retain that same grade level status throughout the entire school year regardless of the number of additional credits earned during that year. Students are not eligible for any privileges or activities designated to another grade level for the duration of the school year. The one exception is for the student who achieves senior level status in the second semester of an academic school year in order to graduate early during that same school year. Any student in this situation may attend the senior ball and senior picnic.

1.9 Withdrawal From A Course

It is assumed that students carefully planned their course of studies in the preceding spring with the aid of counselors, parents/guardians, and teachers. Once school begins, both student and staff schedules

have been set and program offerings established for the year. If a student finds ~~his/her~~ **their** schedule overloaded, he/she may request to drop a course(s) under the following guidelines:

1.10 Course Drop

1. Students must ~~be carrying~~ **enroll in and maintain** six and a half (6½) credits or more in order to drop a course, and may not drop below six (6) credits.
2. Students must obtain advice and the drop form from their counselors. After obtaining the proper signatures and approval, the student must return the text book(s) to the school counselor before the course is officially dropped.
3. A course may be dropped without penalty*:
 - a. Before Wednesday, November ~~27, 2024~~ **26, 2025** for a full year course.
 - b. Before Wednesday, November ~~27, 2024~~ **26, 2025** for a first semester course.
 - c. Before Monday, April ~~21, 2025~~ **20, 2026** for a second semester course.
4. Students who withdraw from a course after the above-mentioned dates will receive an "F" for all remaining quarters and the final grade.
5. Students will remain in courses until the counselor or an administrator notifies them officially of the drop. **FAILURE TO DO SO WILL RESULT IN DISCIPLINARY ACTION FOR CLASS CUTTING.**

*Although the quarter grade is removed from the student's record, a course not dropped before the close of the marking period will appear on the report card and the grade included in the student's GPA will affect the honor roll status. This grade could be part of the senior's transcript sent to colleges.

1.11 Sixth Credit Drop

1. All students are required to ~~carry~~ **enroll in and maintain** a minimum of six credits per year.
2. It is possible for a student to drop or change a sixth course without penalty if the teacher and administrators feel the student has tried to succeed but the course content is too difficult for that student.
3. Petitions to drop a sixth course may be obtained from the student's school counselor.
4. Students who withdraw from a course that is a 6th credit course will receive a penalty of a "F" for all remaining quarters and the final grade.
5. **Students will remain in courses until the counselor or an administrator of the drop notifies them officially. FAILURE TO DO SO WILL RESULT IN DISCIPLINARY ACTION FOR CLASS CUTTING.**

2.0 ACCIDENTS

2.1 Accidents and Illness

If a student becomes injured or ill during the school day, or is involved in a motor vehicle accident on the way or while at GHS, he/she must report to the ~~nurse's~~ **Health Office**. The nurse can give immediate assistance and has quick access to emergency services. A pass from the nurse is the only acceptable excuse for classes missed due to illness that occurs during the day. In the event that it becomes necessary to dismiss a student from school for medical reasons, a parent/guardian will be informed and asked to pick up the student. **Students may not sign themselves out or unilaterally decide to leave school grounds because of illness.**

2.2 Accident Insurance

Accident insurance is available to all students on a group fee basis. Information regarding specific coverage is published in September. Students participating in interscholastic sports are automatically covered under the school's athletic insurance program and need not purchase student accident coverage. The sports insurance program, however, does not cover any medical expense that is paid or payable under any other insurance policy. Therefore, a family's regular insurance (Anthem Blue Cross/Blue Shield, etc.) will cover the student-athlete initially and the school's insurance will take effect when the individual's insurance does not apply or cover the situation.

3.0 ACTIVITIES

The 2024-2025 ~~2025-2026~~ Activity Calendar lists important dates and activities throughout the school year. The Activity Calendar is available on our website.

3.1 Student Participation

All students are encouraged to participate in some activity in which they have an interest. Participation in extra-curricular activities has been linked to greater academic achievement and better school attendance. If a group of students desires to participate in a worthwhile activity that is not yet offered, they should seek a faculty advisor and receive authorization from the administration to establish the club. **In addition, a student who is suspended from school will become ineligible to participate in any activity for which eligibility is required for the exact number of days they are suspended.**

~~3.2 Student Activities and Advisors, 2024-2025~~

Senior Class (Class of 2025)	Ms. Cleary, Ms. Taverne
Junior Class (Class of 2026)	Ms. Caplette, Mr. Wildman
Sophomore Class (Class of 2027)	Ms. Lang, Ms. Demaio, J.
Freshman Class (Class of 2028)	Ms. Ware, Ms. Mattioli, Ms. Brown
ACT	Ms. Donahue, Ms. Lang
Advisory	Ms. Howard, Ms. Vemuri
Archery Club	Mr. Daniels
Art Club	Ms. Gaivoto
Asian Cultural Club	Ms. Li
Astronomy Club	Mr. Ager
Badminton Club	Mr. Dursin, Mr. Sanderson
Baking from the Heart	Ms. DeBlois
Beekeeper's Club	Mr. Nielson
Best Buddies	Ms. Cleary, Ms. Daigle
Big Siblings	Dr. Neagle, Ms. Gacek
Bowling	Mr. Daniels
Care Club	Ms. Burnham, Ms. Hallowell
Ceramics Club	Ms. Poleman
Chess Club	Mr. Mouradov
Classics Club	Mr. Meyer, Ms. Pascetta
Coding Club	Mr. Mouradov
Computer Club	Mr. Leisten, Mr. Nielson
Computer Science Honor Society	Ms. Hallowell, Ms. Lang
Crickets Club	Mr. Nicastro
Crochet Club	Ms. Gustafson
Cultural Diversity Club	Mr. Wildman, Ms. Clarke-Bligh
Cyber Patriot Club	Ms. Hallowell, Ms. Burnham
Debate Club	Ms. Rockholz, Ms. Rooney
DECA Business Club	Ms. de Koning, Mr. Girouard
Drama Club	Dr. Campbell, Mr. Thorn
Dungeons and Dragons	Ms. Pascetta, Dr. Pearsall
E-Sports	Mr. McDonald
Family, Career & Community Leaders of America	Ms. DeBlois
Fashion and Sewing Club	Ms. Morrone
FFA	Ms. Pantazis, Ms. Tyler, Ms. DeLucia, Ms. Gilbert

First Robotics Club	Ms. Burnham, Mr. Sparks
Forensic Club	Ms. Carbone
French Club	Mr. Galvez, Ms. Kabulis
French Exchange Club	Mr. Minnick, Ms. Perraud
Future Educators of Diversity	TBD
Gent's Choir	Dr. Nash
GHS Morning News	Mr. Thorn, Mr. Grohs
Glastonbury Youth Symphony	Dr. Campbell
GSA (Gay and Straight Alliance)	Mr. Nicaastro
Guardian Studios	Mr. Merisotis
Helping Hands	Ms. de Koning
Host Club	Ms. Lamberson
Human Anatomy Club	Mr. Ager
Interact	Ms. Carbone, Ms. Rodrigues
Jazz Band	Ms. Howard
Key Club	Mr. Kistner, Mr. Morrison, Ms. Taverne
Korean Club	Ms. Rodriguez
Literary Magazine	Mr. Sanderson, Ms. DeMaio
Madrigals	Dr. Nash
Marine & Environmental Club	Ms. Rodrigues
Math Team	Mr. Mouradov
Medical Leaders of Tomorrow	Ms. Almeida
Model Congress	Ms. Caplette
Model UN	Ms. de Koning, Mr. Leisten
Mu Alpha Theta Math Honor Society	Mr. Leisten, Mr. Nielson
Music National Honor Society	Ms. Howard
National Art Honor Society	Ms. Poleman
National Business Honor Society	Ms. Brandt-White
National Honor Society	Mr. Forte, Ms. Whelan
Newspaper	Mr. Thorn
Peer Educators	Ms. Rubelmann, Ms. Johnson, YFS
Peer Tutoring	Ms. Miller
Powder Puff	Ms. Gacek, Ms. Rooney
Quill & Scroll English National Honor Society	Ms. Vemuri
Rho Kappa National Honor Society	Ms. Sotomayor
Road Guardians (Be the Key)	Mr. Wildman
Rocketry Club	TBD
Russian Club	Ms. Gotta
School Store	Ms. Brandt-White
Science Bowl	Mr. Lubben
Science National Honor Society	Ms. Pintavalle
Science Olympiad	Mr. Ager
Ski & Snowboard Club	Mr. Grohs, Mr. Hutton
Spanish Club	Ms. Guedes, Ms. Zvonarek
Spanish Exchange Club	Mr. Wildman
Student Council	Ms. Scarola, Ms. Clarke-Bligh
TeamSTEAM	Ms. Rockholz
UNICEF Club	Ms. Nietupski
Unified Basketball	Ms. Egan, Ms. Savage
Unified Theater	Ms. Donahue

US Chemistry Olympiad	Ms. Mullen, Ms. Rockholz
VOICES (Safe School Climate Committee)	Mr. Wildman, Ms. Li
Weightlifting Club	Mr. Fahey, Ms. Whalen
World Language Honor Society	Ms. Chang, Ms. Li
Yearbook	Mr. Grohs, Ms. Waz

3.3 Eligibility for Extra-Curricular Activities

Students who participate in extra-curricular activities for which eligibility requirements have been set by sponsoring groups, such as the Connecticut Interscholastic Athletic Conference, will honor such eligibility requirements. Under CIAC rules, a student must pass four academic subjects in the previous marking period to be eligible to participate in interscholastic athletics. In addition, a student who is suspended from school will become ineligible to participate in any activity for which eligibility is required for the exact number of days they are suspended.

Please refer to the [Glastonbury High School Athletic Department Student-Athlete/Parent Handbook](#) for information regarding procedures, requirements, and policies related to student participation in the interscholastic athletic program at Glastonbury High School. A faculty advisor, a coach, or a high school administrator may deny a student the privilege of participating in any extra-curricular activity when such action is in the best interest of the school and/or the student affected. This regulation does not prohibit the constitutions of student organizations from including eligibility requirements for their members in addition to those stated in the first paragraph of this regulation.

3.4 Activity Bus

Glastonbury High School students participating in the after school extra-curricular program have access to activity buses which travel to all sections of the community. The departure time for buses is 4:00 p.m. There are no activity buses on Thursdays, school days before a holiday weekend, half-day sessions, the last day of school before a vacation and exam days. **Students may not remain after school and take the activity bus unless they are taking part as a member in a supervised school sponsored extracurricular activity or receiving academic assistance from a teacher.** Otherwise, students are expected to leave the school building promptly at the end of the school day. Students that loiter on school grounds will be subject to disciplinary action.

There are no activity buses on Thursdays and specific dates as indicated below.

THERE WILL BE NO ACTIVITY BUSES ON THE FOLLOWING DAYS FOR 2024-2025:

August 30	April 11
October 11	May 23
November 27	*June 5, 6, 9, 10
December 20	All Thursdays
*January 16, 17, 21, 22	*Exam Days, unless changed
February 14	
August 29	April 2
October 10	April 10
October 17	May 22
November 26	*June 8, 9, 10, 11
December 23	All Thursdays
*January 15, 16, 20, 21	*Exam Days, unless changed
February 13	

3.5 Dance Regulations

Student dances are held periodically throughout the year. Students are required to exhibit good judgment on and off the dance floor. Inappropriate or suggestive behavior will not be permitted. If, in the opinion

of a supervising adult, a student's dancing or other behavior is judged to be suggestive and/or inappropriate, the student will be removed from the dance, parents/guardians will be contacted, and the loss of the privilege to attend future dances may be imposed.

The following regulations will also be enforced:

1. Tickets may only be purchased by Glastonbury High School students in school before the dance.
2. No one will be admitted after 8:30 p.m. unless a principal has granted permission prior to the dance.
3. Students will be asked to leave their outside garments **and bags** in a designated central location before entering the dance.
4. No congregating in the lobby area will be allowed.
5. Attendance will be limited to 600 people.
6. Once students leave the dance, they may not re-enter and must leave the school grounds at once.
7. It is the student's responsibility to arrange transportation prior to the dance and to leave school grounds promptly at its conclusion.
8. The same rules of student conduct that apply during the school day will be in effect. The same consequences for misbehavior will also be in effect.
9. Students engaging in group dancing which may cause physical injury (e.g. "moshing") will be removed from school property immediately.
10. Alcohol detection tests may be administered at dances in accordance with ~~Board of Education policy (see section 52.0).~~ [Board of Education policy 5131.6.](#)
11. Students who wish to bring a guest from another high school to the junior prom or senior ball must pick up a **Guest Permission Form** in the main office and return the completed form for administrative approval prior to purchasing a guest ticket.

3.6 SENIOR ACTIVITIES

3.7 Senior Ball and Junior Prom Transportation

Students who contract private bus transportation (coach or Type II vehicles) to the prom or ball must also arrange for a parent/guardian to ride the bus and ensure conduct is in keeping with school expectations and policies. A form listing the student riders as well as the parent/guardian chaperone must be submitted in advance of the event to the Principal.

3.7.1 Senior Picnic, Senior Ball

Information covering the senior picnic and senior ball will be shared with the senior class beginning in late April. Any senior who has an unexcused absence from school after April vacation or who is suspended from school for behavioral reasons may not be permitted to attend the senior picnic or senior ball, pending an administrative decision.

3.7.2 Graduation Ceremony

Graduation is an event provided by the school to celebrate the seniors' successful completion of the school's graduation requirements. Information and procedures regarding the ceremony will be distributed to the class in May.

Any senior who engages in end of the year behavior that disrupts the educational process, such as the throwing or possession of water balloons, spraying water or silly string, or other behavior that poses a safety threat, or causes property damage, will be subject to disciplinary action up to suspension from school, exclusion from the graduation rehearsal and ceremony, and possible police notification.

3.8 STUDENT CAPTAINS, LEADERS, AND OFFICERS

All student officers of classes or clubs and captains of sports teams will act in a responsible manner at

all times whether school is in session or not. Any officer or captain whom the principal ~~an administrator~~ believes has not acted responsibly may be removed from his/her ~~their~~ position.

3.8.1 Student Council Officers ~~2024-2025: 2025-2026~~

President.....	Emily Pennington
Vice President.....	Emalsha Hettiarachchi
Secretary.....	Elysia Dy
Senior Public Relations Coordinator.....	Rishi Boggavarapu
Junior Co-PR Chairs.....	Maansi Kedlaya & Jakshi Nandam
Membership Director.....	Aanshi Thumar
Club Council Liaison.....	Sochima Anaedo
Materials Manager.....	Maha Masrur
President.....	Maansi Kedlaya
Vice-President.....	Vrunda Patel
Secretary.....	Aanshi Thumar
Senior Public Relations Coordinator.....	Elysia Dy
Junior/Sophomore Co-PR Chairs..... Shriya Chennavajhula & Maggie Sullivan
Membership Director.....	Taylor Balthazar
Club Council Liaison.....	Jay Biswas
Materials Coordinator.....	Sochima Anaedo
Website Coordinator.....	Chenzi Chen

3.8.2 ~~Class Officers and Student Council Representatives~~

Class of 2025

President
Vice President
Secretary
Treasurer

Officers

Jagannath Lakshmipathy
Emma Beagle
Emma Haskins
Shruti Sendhilkumar

Representatives

Claire Ha-
Alexa Wolf

Class of 2026

President
Vice President
Secretary
Treasurer

Officers

Sochima Anaedo
Elysia Dy
Amanda Yi
Iyeon Kim

Representatives

TBD

Class of 2027

President
Vice President
Secretary
Treasurer

Officers

Jay Biswas
Aanshi Thumar
Reva Narayanan
Chenzi Chen

Representatives

Chimananda Anaedo
Kaelyn Baran

Class of 2028

President
Vice President
Secretary
Treasurer

Officers

TBD
TBD
TBD
TBD

Representatives

TBD

4.0 AGE OF MAJORITY

In all school matters requiring the approval or presence of a parent or guardian, the eighteen-year-old student will be allowed to represent ~~him/herself~~ **themselves** and sign all appropriate forms under ~~his/her~~ **their** responsibility. However, the school reserves the right to contact parents/guardians regarding student issues. Included in this are: school attendance, withdrawals from school, approvals for driving permits, permission for psychological or academic testing, early dismissals, changes in courses, representation at PPTs, appeals, hearings, and access to or release of records.

The student who is eighteen or older is subject to the same school rules as any other student. When signing any form in place of a parent/guardian, the eighteen-year-old takes on the same parental responsibilities. In addition, when signing out, signing in late, or explaining an absence, ~~he/she~~ **they** must show a justifiable reason, such as a doctor's appointment card or doctor's note.

5.0 APPEALS – ACADEMIC AND DISCIPLINARY

Students who feel that they have been treated unfairly by a staff member on any important matter have a right to a reasonable review of the circumstances by another staff member. Students should bear in mind that at school, as in any other endeavors involving human relations, decisions have to be made that do not always meet with the approval of some of those affected.

At Glastonbury High School, appeals are intended to serve as part of the learning process. Whenever a student believes an appeal is not justified, that student should attempt to speak directly to the individual with whom the problem exists. If the student believes that problem still exists after this conference, the student may appeal the case to others. If the issue is an **academic matter** (grade, course requirement, cheating/plagiarism, course placement, etc.), the student should appeal to the **department director**. On matters concerning **attendance** or **discipline**, the student should appeal to the appropriate **assistant principal** or to the principal. While in most cases this chain of appeal will be sufficient to solve the problem, the case can still be appealed to the staff member's immediate supervisor.

6.0 ATTENDANCE/ABSENCES/TARDINESS

Parents are asked to call the school at 860-652-7200 by 7:30 a.m. to notify us of their child's absence and the reason for the absence.

Attendance Matters

Our school is better when your children are here. Regular attendance is a key to student success. Absences, tardiness, and early dismissals disrupt learning. If your child is facing medical issues or other challenges, please reach out to the school nurse for support and assistance. Please refer to our [Attendance webpage](#) and [Board Policy #5113 Student Attendance](#) for attendance policy details (e.g., tardiness, mental health days, truancy, etc.).

Connecticut General Statute 10-184 requires all parents/guardians of children between the ages of seven and sixteen to cause their children to attend school regularly. A student should not be absent from school without a parent's/guardians' consent and it is expected that parents/guardians will allow their children to be absent only for health or other extenuating circumstances.

Consistency in student attendance is an integral part of the education process. Absences, tardiness and/or early dismissals can have an adverse effect upon student performance. Parents/guardians in need of assistance or support because their child is experiencing medical problems or having any type of difficulty are encouraged to contact the school nurse.

Attendance Policy: According to [Board Policy 5113](#): A student's absence from school shall be considered "excused" if written documentation of the reason for such absence has been submitted within

ten (10) school days of the student's return to school and meets the following criteria:

a) For absences one through nine, a student's absences from school are considered "excused" when the student's parent/guardian approves such absence and submits appropriate documentation to school officials.

b) For the tenth absence and all absences thereafter, a student's absences from school are considered excused for the following reasons:

1. Student illness (must be verified by a licensed medical professional to be deemed excused, regardless of the length of the absence);
2. Student's observance of a religious holiday;
3. Death in the student's family or other emergency beyond the control of the student's family;
4. Mandated court appearances (documentation required);
5. The lack of transportation that is normally provided by a district other than the one the student attends (no parental documentation required);
6. Extraordinary educational opportunities pre-approved by District administration and to be in accordance with Connecticut State Department of Education guidance.

Mental Health Days: Students enrolled in grades K-12 are permitted two mental health days during the school year. These days provide students time to attend to their emotional and psychological well-being in lieu of attending school. **The absence shall be identified as a "mental health wellness day."** In order for a mental health day to be excused, parental/guardian consent must ~~be obtained.~~ **call their student out. Students, even if over the age of 18 years, may not call themselves out for a mental health day. The absence shall be identified as a "mental health wellness day."** A student cannot take two consecutive mental health wellness days.

The Connecticut State Board of Education has adopted definitions of excused and unexcused absences and guidelines for implementing the statutory policies and procedures regarding truancy. The policy defines a two-level system of criteria for excusing absences. The first nine absences in a school year may be excused with a note from the parent or guardian. The tenth and each subsequent absence require a more specific set of reasons and documentation to qualify the absence as excused. For student illness, verification of the absence will need to be provided by a medical professional.

Truancy: A student will be identified as truant in grades kindergarten through eight when he or she has four unexcused absences in any one month or ten unexcused absences from school in any school year. A student will be identified as a "habitual truant" when he or she has twenty unexcused absences in a school year. The Board of Education outlines policies and procedures for schools to follow in the event a child is identified as either truant or habitually truant.

~~**Make-Up Work:** If your child is out of school for some time, but is able to do school work, we will provide activities to be completed at home. Teachers need some advance notice in order to collect materials, and it is important to realize that these activities can, in no way, duplicate the learning experiences your child would be involved in while in school.~~

Tardiness: Students are expected to arrive to school and class on time. Tardiness to class or school is a disruption to the learning environment. Students arriving after the school start time are considered tardy and are expected to present a signed parental/guardian note explaining the lateness. If an excused tardy exceeds 20 minutes of class, they will be considered absent from that class. Acceptable reasons for tardiness include medical, religious, or legal commitments. All other tardies will be considered unexcused and may result in a class cut (see section 6.2.1).

6.1 ABSENCES

6.1.1 Notification of Absence by Parent/Guardian

When parents/guardians have not contacted the school, the school will attempt to contact the parents/guardians of all children who are absent from school on a given day. In doing so, the school is responsible for verifying whether an absence is “excused” or “unexcused.” Parents/guardians or others with legal responsibility for the child may appeal that decision to the superintendent/designee. We appreciate parent/guardian cooperation in making the morning calls. These calls are extremely useful if a student needs to appeal loss of credit because of excessive absences.

6.1.2 Absences Due To Family Travel/Vacation

Parents/guardians are discouraged from taking students on vacation when school is in session. Such absences are disruptive to schooling and should be avoided if at all possible. Making up the work missed is not the same as participating in the classes where instruction is given. If such an absence is unavoidable, the student is responsible to ascertain what work has been missed upon ~~his/her~~ **their** return and ensure that the work be completed within a reasonable time. In some cases, teachers *may* be able to give some assignments in advance of an absence of this kind, and if this is done, it is fully expected that these assignments will be completed when the student returns. If circumstances demand that students accompany their parents/guardians during the school year, the following provisions apply:

1. A student who is to miss time due to travel must obtain an **Extended Absence** form in the main office to be signed by the parents/guardians, ~~a principal~~ **an administrator**, the student, and the teachers before the planned trip. At that time, suitable arrangements will be made concerning the work to be made up. The completed form is to be returned to the main office.
2. Disciplinary action will not be taken, but the number of days missed will be counted in the total number of days absent in determining course credit.

6.1.3 Absences Due To Field Trips

Field trips and school-sanctioned activities will not count as absences from school. However, students are responsible for all work missed. Students attending these activities must:

1. Obtain a **Field Trip Assignment** form from the teacher giving the field trip.
2. Obtain signatures on this form from all teachers whose classes will be missed and from a parent or guardian. Failure to obtain these signatures or refusal of the teacher or parent/guardian to sign will lead to denial of permission to be absent from class. Students may not attend field trips that will take them out of any class more than once per week (unless a field trip continues beyond one day).
3. Receive the assignments from or make academic arrangements with the teacher(s) whose class(es) will be missed **before** the day of the trip. If, by attending a field trip, a student misses other classes, the student has the option of remaining at the school. In such cases, the student is assigned to the library for the period when the field trip course meets. An alternative assignment will be made by the teacher in lieu of the field trip.
4. Notify their teachers in advance of the date of a field trip when they will be missing class.

6.1.4 Absences Unexcused

Unexcused absence is the unauthorized absence of a student from school. Any student determined to have an unexcused absence will receive cuts in all classes and zeroes on work missed. Students will also be subject to the following consequences: 1st offense - two (2) Saturday detentions; 2nd offense - three (3) Saturday detentions; 3rd offense - minimum of a three (3) days suspension.

6.1.5 Absences Due to Visiting Colleges

Students who wish to visit colleges for interviews are urged to make their appointments during the times when Glastonbury High School is not in session. If the college cannot grant an interview during such periods and the student must be absent from school, the student should:

1. Bring a note from home to the office explaining the absence.
2. If an extended absence is approved, the student should take a "Request for Absence" sheet to each teacher. Absences will count as they relate to the Attendance Policy.

6.1.6 Absences and Make-Up Work

Students absent from school or from individual classes for excusable reasons are expected to make up all work and tests missed in order to receive full credit. If a student fails to make up the work within a reasonable period following the student's absence, academic penalties will be assessed at a rate prescribed by the teacher. Students should refer to their Google Classrooms for missed assignments.

On occasion, students or their parents/guardians will ask for assignments that cover several school days. These requests will be necessary because of illness, suspension, or other reasons deemed acceptable by the administration. Therefore, homework requests (class assignments) will be processed for any student who is absent from school due to illness or other administratively approved reason for a period of three (3) or more days. Requests received at the school office prior to 12:00 noon on the second day of the student's absence will be processed and ready for pick up after 2:15 p.m. on the following day. Requests to teachers will come from the high school main office or the student's school counselor.

6.2 ATTENDANCE POLICY

The academic program at Glastonbury High School has been established in an atmosphere where student freedom and responsibility are an integral part of the decision-making process. The school maintains that attendance to assigned classes is essential and, therefore, has established an attendance requirement for all courses offered. The attendance requirements are based on three beliefs:

1. That time lost is essentially irretrievable in terms of opportunity for instructional exchange.
 2. That excessive absences are a drain on the resources of the teacher, resources that can and should be diverted to programs and activities for the educational benefit of all students.
 3. That a student has an obligation to give as well as receive in the context of the classroom setting.
- Excessive absences from any class can result in a loss of credit. See section 6.2.3.

6.2.1 Class Cuts

The following provisions will govern attendance:

1. While students are on campus, they must attend all of their classes.
2. For any absence determined a **cut**, the student will be given an "F" for all quizzes, tests, and other work missed in that class period (unexcused tardies to school resulting in missed classes do not receive an academic penalty). Students who leave prior to the end of class without the teacher's permission will be considered cutting class and subject to the same penalties as stated below:
 - a. Upon the student's first reported cut of any class, the teacher will determine the appropriate course of action to take with the student. Notification of the cut and the action taken will be made to the student's parent or guardian.
 - b. Upon the second reported cut of the same class, the teacher will assign two school detentions to the student and parent/guardian notification will be made.
 - c. Upon the third reported cut of the same class, the student's assistant principal will assign a Saturday detention.
 - d. Upon the fourth reported cut of the same class, the student will be assigned two (2) Saturday detentions.
 - e. Upon the fifth cut of the same class, the student will be suspended from school for three (3) days. At the administrator's discretion the student may be offered a community service component. Students must be accompanied by a parent/guardian for a reentry meeting with their administrator upon returning to school.
 - f. Upon subsequent cuts, the student will be considered by the administrator for further suspensions and/or withdrawal from the class with a penalty grade of "F" and placed in a restricted study hall.

The administration reserves the right to intervene at any stage in the process to call a parent/guardian conference, case conference, PPT, or to involve other appropriate personnel, such as a school counselor, teachers, or the school psychologists.

3. Students who are on school grounds at any time during the day, but have not attended homeroom or

signed in tardy, are considered to have been present all day. Classes missed under such circumstances will be considered class cuts.

6.2.2 Class Cancellation

If a teacher is not present for the start of class after five minutes, one student should report either to the department office or the main office to learn whether the class will be meeting. Students should not assume that the class has been canceled without official word from a staff member in the department or the main office. Students who choose to leave before this happens will be considered as having cut class.

6.2.3 Course Credit/ Appealing Loss of Credit

In order to receive credit for a course, students must earn a passing grade and fulfill the attendance requirements as stated below:

1. Student attendance in class is crucial to the educational process. When a student is absent from a class **6 times for a semester course or 11 times for a full year course**, they will lose credit for that course. Credit is lost from physical education/health classes upon 6 absences, since they meet once every four days all year. Classes missed because of any school-sanctioned activity do not count in the total of 6 or 11 absences. The attendance policy goes into effect starting the first day of school for students scheduled for classes at Glastonbury High School. Absences accrued prior to a student's starting school count in regard to the policy.
2. A student losing credit for excessive absences may appeal to have credit reinstated through the School Attendance Appeals Committee. This committee shall consist of an administrator, the student's school counselor, and three staff members. The student must appear at the appeal and may have a parent/guardian present as well. The committee can restore credit on the basis of extenuating circumstances. The committee will decide the appeal and notify the parent/guardian of its decision within five days of the hearing. In cases of long-term illness, a letter can be sent to an administrator who will make a recommendation to the Appeals Committee.
3. Denial of course credit because of excessive absence will not affect grades that will be awarded as earned. In such cases, course grades will appear on both the report card and the final transcript, but no credit toward graduation awarded.
4. Notification shall be made quarterly via report cards to parents/guardians regarding the attendance record of their child. Parents/guardians can also access attendance information at any time via the school's web portal.

6.2.4 Homeroom Attendance

All students are to report to their homeroom after the first block each morning. Students who are late to homeroom will be marked tardy. **Students who are present in school and fail to report to homeroom will be subject to a Saturday detention for each occurrence.** Three (3) unauthorized

tardies to homeroom will result in a school detention. Each tardy thereafter will result in one (1) detention.

6.2.5 Tardiness to School

Students at GHS are expected to be in their first class by the 7:25 a.m. bell. A warning bell rings at 7:20 a.m. to remind students to proceed immediately to class. Any student who arrives after 7:25 am will be considered tardy and must sign-in at the front desk. Failure to sign in will result in Saturday detention.

Tardiness to school will not result in any academic penalty that will negatively affect grades. Missed tests and quizzes can be made up. If a student misses one or more class periods due to tardiness, those missed classes will be considered class cuts and will receive disciplinary action (see [Class Cuts 6.2.1](#)).

Students will receive a Saturday detention upon their tenth (10) unexcused tardy to school, and two (2) Saturday detentions upon their twentieth (20) unexcused tardy to school. Every 10th subsequent unexcused tardy will result in one of the following at the administrator's discretion: loss of parking privileges, additional Saturday detentions, a three (3) day suspension, or a community service

component. Members of the Class of 2028 2029 may be referred by an administrator to participate in a school sponsored time management program.

The only acceptable excuses for tardiness are a note from a doctor or court appearance verification delivered at the time the student enters school. All other tardiness will be considered unexcused. Verification for an excused tardy must be made the day of the lateness or the day following. No excuses will be accepted after that.

6.2.6 Tardiness to Class

Students who are detained or required to be out of the class for all or part of a class period must obtain a pass or note from the staff member detaining them so they are not marked absent from class. Failure to obtain such verification for a tardiness shall be regarded as an unexcused tardy. Three (3) unauthorized tardies to one class will result in a school detention. Each tardy thereafter will result in one (1) detention. Unexcused tardiness of more than ten (10) minutes to any class will be considered a cut from class.

7.0 AUTHORIZED AREAS

Students in grades 10, 11 & 12 may choose among the following areas during periods when they are not assigned a class:

1. Library. During free blocks. Students must report directly to the library and remain in the library until the end of the block.

2. Cafeteria. An administrator or teacher on duty in the cafeteria may issue students a pass from the cafeteria to any of the following areas (during Blocks 1, 2, and 4):

- Math Center
- Reading & Writing Center
- World Language Multimedia Center
- Student Support Center
- School Counseling Office or College and Career Center
- Department work rooms

Students seeking admission from the cafeteria to any other areas during lunch time must present to the administrator a valid, signed pass from the teacher pre-approving their dismissal to a particular location.

3. The patio area with benches outside the auditorium entrance. Student behavior on the patio is monitored. Students may not participate in boisterous behavior, gambling, horseplay, throwing frisbees, ball playing, hacky sack, or any other conduct that would be deemed unacceptable by staff members.

4. Students in grade 9 will be assigned to a study hall for any periods they do not have class (~~see also section 51.0~~). (see also [section 46.0](#))

MOVEMENT THROUGH THE CORRIDORS DURING CLASS TIME IS PROHIBITED EXCEPT WITH A PASS FROM A STAFF MEMBER.

STUDENTS MAY NOT LEAVE THE SCHOOL GROUNDS DURING THE SCHOOL DAY EXCEPT WITH AN EARLY DISMISSAL AUTHORIZED BY THE MAIN OFFICE.

7.1 Unauthorized Areas

Any areas not on the above list, including the gym area, parking lot, stairwells, or classrooms to which the student is not assigned, are considered unauthorized areas. During free blocks, students found in an unauthorized area without a pass will be issued two (2) detentions for the first offense. Subsequent offenses will result in disciplinary action up to and including suspension from school.

8.0 BALL PLAYING, FRISBEES, HACKY SACKS, ETC.

Because of limited monitored areas outside, it is not possible for students to play ball, throw a Frisbee, or play hacky sack without interfering with other students. Therefore, these activities are not permitted other than in assigned physical education classes or during after school sports.

9.0 BEHAVIOR DURING ATHLETIC CONTESTS

Our goal is to support our athletes in a spirited way that demonstrates good sportsmanship.

1. No signs, banners or placards demeaning the opposition are allowed at any contests.
2. No noisemakers such as bugles, horns, whistles or drums are allowed at any contests.
3. No obscene or derogatory cheers or gestures will be tolerated at any contests.
4. No booing of officials or members of the visiting school will be tolerated.
5. Spectators displaying irresponsible behavior through voice or actions will be directed to leave the contest by the supervisors or police if needed.

Students disregarding the rules will be removed from the premises and considered for suspension from school and attendance at future athletic events. Regardless of the time or place of school events, all behavioral expectations and penalties for non-compliance are in effect.

10.0 BOOKS AND EQUIPMENT

All textbooks, the school building, the grounds, all laboratories, and other equipment are the property of the Glastonbury Board of Education. Such facilities and equipment are to be shared by many people in the community. Students have a responsibility as citizens to maintain their building and equipment in outstanding fashion. ~~This includes simple habits such as covering school textbooks.~~

Students who are irresponsible, careless, or destructive of property will be charged the cost of replacement or repair and have their case handled either through the school's disciplinary policies or referral to the police for disposition.

~~11.0 BULLYING PREVENTION and INTERVENTION POLICY~~

~~The Glastonbury Board of Education is committed to creating and maintaining safe, supportive, and inclusive learning environments that are physically, emotionally and intellectually safe and thus free from bullying, teen dating violence, harassment and discrimination. In accordance with state law and the Board's Safe School Climate Plan, the Board expressly prohibits any form of bullying behavior 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 a local or regional board of education; or through the use of an electronic device or an electronic mobile device owned, leased or used by the Board.~~

~~The Board also prohibits any form of bullying behavior outside of the school setting if such bullying (i) creates a hostile environment at school for the student against whom such bullying was directed, (ii) infringes on the rights of the student against whom such bullying was directed at school, or (iii) substantially disrupts the education process or the orderly operation of a school. Discrimination and/or retaliation against an individual who reports or assists in the investigation of an act of bullying is likewise prohibited.~~

~~Students who engage in bullying behavior or teen dating violence shall be subject to school discipline, up to and including expulsion, in accordance with the Board's policies on student discipline, suspension and expulsion, and consistent with state and federal law.~~

~~For the purposes of this policy, "Bullying" means unwanted and aggressive behavior among children in grades kindergarten to twelve, inclusive, that involves a real or perceived power imbalance.~~

~~Bullying shall include, but need not be limited to, a written, oral 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, 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.~~

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

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

The school system implements Restorative Practices and programs that address challenging behaviors, including the issue of bullying. Consequences for challenging behaviors will vary according to the situation. Those listed in this handbook may not apply in some instances.

Please refer to the [Board of Education Policy Regulation #5131.9](#) and our school website for the [Glastonbury Public School Safe School Climate Plan](#) including definitions, responsibilities, and procedures for reporting and investigating complaints of bullying.

11.0 SCHOOL CLIMATE

Our school supports and promotes a school climate where all students thrive academically and socially, have a strong and meaningful voice, and prepare for lifelong success. In the fall of 2025, the Board of Education will approve a new **School Climate Policy and Regulation**. It will be linked in this handbook upon Board approval. In addition, our school’s School Climate Plan will be linked on our school website.

Restorative Practices

Glastonbury Public Schools uses restorative practices to build relationships and community. **The majority of restorative practices are proactive**, aiming to foster strong, supportive relationships before conflict arises. Restorative practices focus on understanding and solving problems with open communication, accountability, and mutual respect. When conflicts or problems do occur, restorative practices create opportunities for everyone involved to work together to resolve the issue. For example, this might involve:

- **Circles:** Groups of students and teachers come together about how they’re feeling or to solve problems.
- **Conferences:** A structured conversation where teachers, and sometimes parents/guardians discuss and agree on how to move forward.
- **Agreements:** Students take responsibility for their actions and make commitments to repair any harm caused.



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When a student is not following the expected school behaviors, a behavior referral may be made to support the student. In addition, consequences may be given as appropriate. See [Board Policy #5114 Student Discipline/Exclusion](#) for more information.

Reporting Challenging Behavior or Bullying

When issues arise, we encourage students and families to reach out to the classroom teacher first. All school employees are required to report any alleged challenging behavior or bullying incident. Students and parents or guardians of students enrolled in school may also report such incidents using the **Challenging Behavior Reporting Form**, available electronically or in hard copy. Reports should include details such as the date, location, a description of the incident, and any known witnesses. Please refer to the School Climate Policy and Regulations for details.

12.0 BUS BEHAVIOR

Students are expected to adhere to the same positive behavioral standards on school buses as are required of them in school. Disruptive or inappropriate behavior on a school bus will result in disciplinary action up to and including suspension and removal of bus transportation privileges.

13.0 CAFETERIA

The cafeteria serves the dual purpose of being the only student eating area and the center where students gather to relax. In order to maintain these functions, it is necessary for students to conduct themselves with a high level of maturity and responsibility. Students may not attend the cafeteria for more than one lunch wave during the school day as indicated on their schedules.

13.1 Cafeteria Rules of Conduct

The following code of conduct will be observed in the cafeteria:

1. All students in the cafeteria must be seated at a table. To avoid injury, students may not sit on tabletops and may not share chairs (one person per chair).
2. No food or drink may be taken from the cafeteria. Students carrying their own lunches must consume them in the cafeteria. Wrapped food items and bottled drinks may be taken from the cafeteria with the prior written permission of a teacher and only in those cases when a student does not have a lunch or snack period on ~~his/her~~ **their** schedule.
3. Students will pick up and properly dispose of their own refuse. When a number of students are seated at a table where trash has been left, all will be responsible for picking up and properly disposing of what is left.
4. During the non-lunch periods, the a la carte lunch lines will be closed 10 minutes before the end of the period and will remain closed the next period until the teacher on duty certifies that the area has been properly picked up by students using the area. If litter or picking up becomes a problem, the a la carte line will be closed for that period or until the problem has been resolved.
5. Students are not permitted to bring playing cards on school grounds, including the cafeteria.
6. Disruptive behavior in the cafeteria is not permitted and will result in a loss of cafeteria privileges.
7. While in the cafeteria, it is expected that everyone will contribute to a socially acceptable atmosphere by engaging in conversations that are held in a normal tone of voice.

~~13.2 Free or Reduced Breakfast/Lunch~~

~~Information and applications are distributed at the beginning of each school year and are available in the school office or on the district's web portal under "District", "Food Services." For more information, please visit the website or call the Food Services Department at 860-652-7949.~~

13.3 Penalties for Cafeteria Misconduct:

The following offenses and their penalties will be the same for all students who break the rules:

1. Bringing food outside the cafeteria - one (1) detention.
2. Leaving food or trash on cafeteria table – 1st offense: one (1) detention, 2nd offense: loss of cafeteria use.
3. Throwing food - first offense: minimum of one (1) week removed from cafeteria and disciplinary action up to and including suspension from school; subsequent offenses: loss of cafe privileges and disciplinary action up to and including suspension from school.
4. Theft of food (including unauthorized use of another student's pin number) - payment for the food, disciplinary action appropriate for the infraction up to and including suspension and possible police notification.
- ~~5. Students that lose their cafeteria privileges will be removed to an assigned area. They will be responsible for bringing their own bag lunch and drink from home.~~

~~14.0 COLLEGE AND CAREER CENTER~~

~~Glastonbury High School provides a College and Career Center that is located in room E106. There is a wealth of information regarding job opportunities, educational requirements, and skills necessary for entry into a given field. A useful tool maintained in the center is a computer system for extensive career and college search. Students are taught how to operate this system. The students may visit the College and Career Center during unassigned time. After school hours, use is available to parents and students.~~

by appointment. Calls should be made to the School Counseling Office, 652-7200, ext. 11800.

15.0 CHEATING/PLAGIARISM/FORGERY

15.1 Academic Dishonesty

Honesty is a value that applies to one's schoolwork as well as one's personal relationships. Cheating, whether it consists of copying someone's homework or test, using crib notes, or permitting a fellow student to use one's material is a serious academic offense that will result in loss of grades. Plagiarism is described as presenting the work of another person as one's own. This includes such offenses as word-for-word copying of phrases or sentences and presenting ideas or opinions without giving credit to the source. For further clarification of plagiarism, refer to the GHS Research Paper Guidelines. The penalties for plagiarism are the same as those for cheating.

It is essential that students employ Generative Artificial Intelligence (Gen AI) in an ethical and responsible manner. The district has developed [Gen AI Guidelines](#) to help students think critically, remain honest, and employ AI as a learning tool rather than a shortcut.

Upon the first offense, students who cheat on a test, quiz, or assigned paper will receive a grade of zero. The teacher will call the parents/guardians and document this contact by completing a disciplinary notice. Any subsequent cheating may result in disciplinary action up to and including suspension.

Stealing exams or papers, whether from students or staff, and falsifying notes, applications, and passes are serious infractions and will result in disciplinary action.

Any student who has cheated or plagiarized on a test, quiz, or paper will be removed from the National Honor Society if they are a member or will be ineligible for induction for eighteen calendar months if they are not a member of the National Honor Society.

15.2 Forgery/Impersonation

A student may not attempt to present themselves as a parent/guardian by forging an early dismissal or excuse note, or impersonating a parent/guardian on the attendance line or other call to the school. Should this occur, parents/guardians will be notified and the student will receive two Saturday detentions and zeros in all missed classes.

16.0 COLLEGE BOARD TESTING

In conjunction with the College Entrance Examination Board, Glastonbury High School conducts testing during the school year. This year's schedule is as follows:

<u>Test</u>	<u>Test Date</u>
PSAT/NMSQT	October 26, 2024
SAT	November 2, 2024
SAT	December 7, 2024
SAT	May 3, 2025
SAT	June 7, 2025

Additional tests are given in October, January and March at other locations. Students interested in any of these tests should make inquiries at the School Counseling Office where applications are available. Whether taking the test at Glastonbury High School or at another location, it is the student's responsibility to mail the completed application one month prior to the examination date.

17.0 DETENTION

The high school administration maintains a detention hall after school from 2:15 p.m. to 3:40 p.m. in Room B104. Detention is not held on Thursdays or on days there are not activity buses (see section 3.4 3.3 for dates). A detention assignment is an extension of the regular school day; therefore, **these appointments take precedence over all other activities including work, athletic practices/games,**

extracurricular activities, and personal appointments. No games of any kind, ~~including electronic programmable calculators,~~ are allowed in detention halls. Cell phones, iPods, and other electronic devices are also prohibited in detention. The use of iPads is permitted only for the completion of academic work with teacher permission.

17.1 Cutting Detention

Students who fail to report for assigned detention are subject to additional detentions, Saturday detention or suspension.

17.2 Saturday Detention

Glastonbury High School is committed to minimizing the loss of instructional time when assigning disciplinary sanctions. Students will be issued Saturday detention from 8:00 am to 12:00 pm rather than suspension for certain offenses. Students will normally be assigned to this detention in lieu of suspension and must remain in the detention for the entire time. Any student that leaves the detention hall without permission or whom the supervising teacher dismisses is subject to suspension. Students who have accumulated four (4) Saturday detentions will be suspended as a consequence for additional offenses.

The school system does not provide transportation for Saturday detention. It is the responsibility of parents/guardians and/or students to provide their own transportation to and from school on that day. Students who report after 8:00 a.m. will not be admitted. It is the student’s responsibility to arrive on time and to bring enough academic work for the entire period. Students may not use any electronic devices including computers, cell phones, music players and headphones. The use of iPads is permitted only for the completion of academic work with teacher permission. Students are not permitted to bring or eat food. Students who fail to follow the rules will be dismissed and referred to their administrator.

If a student misses Saturday detention due to illness, a parent or guardian must call the school on Monday morning and provide verification of the illness. In the event that a student misses Saturday detention for reasons other than illness, the situation will be reviewed by an administrator to determine its legitimacy for possible rescheduling. Students who arrive late, cut, or who are asked to leave Saturday detention may be suspended for two (2) days. Participation in athletics or co-curricular activities does not excuse a student from serving a Saturday detention.

18.0 DIRECTORY OF SERVICES

If This Is Your Problem: You Can Get Help From:

- 1. Difficulties in class work... Your subject teacher (Consult before class or at the end of the period. Use your unassigned time period for help.)
- 2. Everyday routine..... Your Homeroom Teacher
- 3. Problems related to your course, subjects, or diploma..... Your School Counselor
- 4. Choice of college or preparation for college..... Your School Counselor
- 5. Scholarships..... Your School Counselor
- 6. Information about occupations Your School Counselor and College and Career Center
- 7. Personal Difficulties Your School Counselor
- 8. Tutoring in one of your subjects Your Subject Teacher or School Counselor
- 9. Health problems & student insurance The School Nurse
- 10. Part-time or full-time job after graduation from high school..... Your School Counselor and/or the College & Career Center
- 11. Information about the armed forces The School Counseling Office
- 12. A lost schedule The School Counseling Office
- 13. iPad help... The iPad Help Center
- 14. Settling for a lost book... The Main Office
- 15. Finding a Lost Article The Main Office
- 16. Early dismissals..... The Main Office

- 17. Information about illegal activity..... School Resource Officer or a School Administrator
- 18. Bullying/Harassment issues School Resource Officer or a School Administrator
- 19. Reporting a theft.....School Security Supervisor
- 20. Damage to a vehicle School Security Supervisor

19.0 DRESS CODE

The goal of establishing a dress code is to provide an opportunity for students to celebrate and express their identities while upholding a safe, comfortable, inclusive environment that is conducive to learning.

Students *must* wear:

1. **A top** with opaque fabric covering front (down to the navel), back, and sides under the arms, as well as undergarments.
2. **A bottom** with opaque fabric covering genitals, buttocks, and undergarments.
3. **Shoes** that are suitable for scheduled classroom activities or school sponsored activities.

Students *may* wear:

1. Head coverings (including hats) that do not cover the face.
2. Ripped jeans, as long as undergarments and buttocks are covered.
3. Tank tops (including spaghetti straps, halter tops, and off the shoulder tops).
4. Coats and outerwear.

Students *may not* wear:

1. Clothing that displays through words, pictures or graphics, including:
 - a. obscenities
 - b. references to weapons, alcohol, drugs, and tobacco products or their facsimiles
 - c. sexual innuendo
 - d. gang affiliation
 - e. messages that denigrate or show hostility or aversion towards others
2. Tube tops and undergarments intended as tops (ie. sports bras).
3. Roller skates or “wheelies”.
4. Clothing and accessories that constitute a potential danger to one’s self and/or others.
5. Clothing that masks a student’s identity (including sunglasses) inside the school building (except for documented medical reasons).
6. Costumes (unless previously approved by the school administration).

Students not in compliance with these requirements will be sent to the main office and will be asked to change, cover, or remove the inappropriate attire. They may also be subject to the following penalties: **1st offense:** Administrative warning & clothing change; **2nd offense:** two after school detentions & clothing change; **3rd offense:** Saturday detention, clothing change & parent/guardian meeting; Subsequent offenses: disciplinary action, up to and including suspension.

20.0 EARLY DISMISSALS

A written request for early dismissal signed by the student's parent/guardian and stating the date, time and unavoidable reason for the early dismissal, must be submitted to the main office by the end of homeroom on the day of the dismissal. The office will verify the early dismissal with a phone call to parents/guardians. When early dismissed, students that miss 20 minutes of class or more will be considered absent from that class. The classes missed will be counted in the total absences under the attendance policy. It is assumed that parents/guardians will request early dismissal of pupils for important reasons only. Included in these reasons are medical and legal appointments and other activities that cannot be scheduled at non-school time.

Student members of the Glastonbury Fire Department or other emergency services are not permitted to

leave school in response to a fire or other emergency. The only exception is on an individual basis with the approval of the fire marshal and the principal.

20.1 Early Dismissal for 18-Year-Olds

Students eighteen years of age or older may write their own requests for early dismissal if they show proof of their destination (e.g. appointment card from a doctor). However, the school reserves the right to contact parents/guardians.

20.2 Early Dismissal and Late Arrival Program

The Early Dismissal and Late Arrival Program provides students with an opportunity to develop greater individual responsibility and self-direction. Any **junior or senior** who is not scheduled for a class at the beginning of the day and/or the last period(s) of the day may apply for a permanent early dismissal/late arrival pass to arrive late (students must attend homeroom) or leave school premises at the end of their classes. Students may not return to school or school grounds other than for a school-sponsored activity or with prior permission from an administrator. Any student who does not abide by the provisions listed on the early dismissal application, to be signed by a parent/guardian, will be subject to disciplinary action. Applications are available in the main office.

21.0 ELECTRONIC DEVICES

The purpose of this policy is to help maintain a safe and respectful learning environment while providing students with opportunities for reasonable access to cell phones and other electronic devices. It also recognizes the use of electronic devices for educational purposes with administrative permission or with teacher approval within the classroom. **The possession and use of electronic devices at Glastonbury High School is a privilege and a responsibility, not a right. Inappropriate use will result in the loss of privileges.**

Students are solely responsible for any electronic devices brought to school. Please use common sense in the storage and possession of your device. GHS is not responsible for any damaged, lost, or stolen devices.

21.1 Cell Phones, iPods, And Other Music Players

Cell phones (for texting only), iPods, and other music players may be used in the cafeteria, library, patio area, and hallways during passing time as long as such use does not disrupt the educational environment.

Students are permitted to use cell phones for calls outside of the school building before and after the school day. If a student needs to make a call during the school day, a phone is available for student use at the front desk in the Main Office.

Cell phones, iPods, other music players, and their accessories (earbuds, earphones, etc.) may not be visible, activated, or in use in any other area of the building (classrooms, labs, locker rooms, bathrooms, hallways during class time) unless authorized by a teacher or administrator for an educational purpose.

Any student in possession of a cell phone, etc. that is visible, activated, or in use at an unauthorized time or in an unauthorized area will be subject to disciplinary action.

Inappropriate use of electronics that disrupts the educational environment, involves threatening, harassment/bullying, sexting, academic dishonesty or any violation of GHS policy will, in addition to other school and law enforcement action, will result in the immediate loss of privileges including confiscation of phone by GHS administration.

21.2 Consequences For Violations of The Electronics Policy

- 1st offense- Administrative warning
- 2nd offense- Saturday detention
- 3rd offense- Saturday detention and loss of privileges including confiscation of device by GHS administration pending a parent/guardian meeting.
- Subsequent offenses- Disciplinary action up to and including suspension.

21.3 iPads

All students are provided tablets to be used for educational and instructional purposes while they are attending GHS. Students will be allowed to take these tablets home in the evening and use them where appropriate during the school day. Students issued tablets must abide by all provisions of [Board of Education policy 6141.2.](#), including the following:

- The tablet is school property and all users must abide by [Board policy 6141.2.](#)
- Periodically, students may be required to return their tablets for periodic maintenance and compliance of BOE and school policies. This is an opportunity for the district to ensure that the devices are functioning correctly and are being appropriately maintained. All efforts will be made to ensure that this will not interfere with the student's use of the tablet for learning.
- When students graduate, withdraw, are expelled, are outplaced or otherwise end their enrollment in the district school for any other reason must return their individual school-provided tablet. If the tablet is lost, stolen and/or damaged, the student is responsible for the replacement cost of the tablet.
- The student will be responsible for any damage to the tablet, and must return it and accessories to the school in satisfactory condition. The student may be charged a fee for any needed repairs not to exceed the replacement cost of the tablet. Parents/guardians may wish to purchase supplemental insurance policy to mitigate loss, theft or accidental damage.
- For purposes of security and network manageability, students must ensure that they do not adjust settings in such a way as to interfere with Wi-Fi network use at school.

Tablet Care

- Students are responsible for the general care of the tablet that they have been issued by the school.
- Tablets that are broken or fail to work properly must be taken to the school technology office for an evaluation of the equipment.
- Tablets must never be left in an unlocked locker, unlocked car or any unsupervised area.
- Students are responsible for keeping their tablet's battery charged for school each day.

Note: iPad users should be aware that, unless specifically protected by Connecticut's Freedom of Information statute, all information is in the public domain. Users should not have expectations of personal privacy when utilizing any of the systems.

22.0 CAMERA/VIDEO/AUDIO RECORDING

The use of any type of camera, video or audio recording devices is strictly prohibited unless specific permission has been granted by a teacher or administrator. Unauthorized use will result in disciplinary action up to and including suspension or expulsion.

23.0 EVACUATION DRILLS/SAFETY PROCEDURES

23.1 Evacuation Drills

Evacuation drills are held eight times a year. When the alarm sounds, students are to move quickly and quietly, leaving everything in the room ~~except for pocketbooks~~ and proceed out the exit as posted in the room. All windows are to be closed, lights turned off, and doors shut. Exit routes are posted in every classroom. If an exit is blocked, students must follow the directions of the teacher for an alternative route. Students will return to the building after a signal is given from administration.

23.2 Lockdown Drills

Lockdown drills are held three times a year. When the main office announces a lockdown (“Locks, Lights, Out of Sight”), students and staff are to remain in their classroom until notified by the administration, GHS security, or Glastonbury Police. Students must move to an area within the classroom that is out of sight from doors and windows, lights are turned off, teachers ensure that doors are locked and silence is maintained by all. Students and staff outside the building will report to the “staging area” as announced by the administration.

23.3 Lockouts

Lockouts require that any students outside will return to the building immediately and the outside of the building is secured. Should GHS become a **shelter** for any reason, students and staff are required to follow directions issued by administration.

Students must remain with their supervising teachers for the duration of any evacuation, lockdown, lockout, or shelter situation. Attendance will be taken for all students, employees, and visitors. Visitors, including parents and guardians, must also follow all safety procedures. At times, town or district personnel will monitor the effectiveness of the drill.

23.4 Safety Glasses and Clothing

Prescribed goggles shall be provided for and worn by all students enrolled in certain science, technology education, and agriscience and technology classes. In other courses where eye safety is a factor, eye protection devices will be available. In specifically designated science laboratories or activities, open toe shoes/sandals and loose-fitting clothing or jewelry are not permitted. Students who fail to follow these procedures will not be allowed to participate in these learning activities and may be subject to disciplinary action.

23.5 Security Cameras

For the safety of students, staff and the school grounds, security cameras are in use on the premises. School administrators and security personnel have access to this recorded information.

24.0 EVADING RESPONSIBILITY

A student must have administrative permission in order to leave school grounds during the course of an open disciplinary investigation. Failure to do so may result in disciplinary action up to and including suspension and expulsion.

25.0 EXAMS

The year has been divided into two semesters with days built in for final examinations at the end of the first semester and the end of the year. Semester and final examinations are an integral and important part of our academic program. Therefore, semester and final examinations will be administered to all students in all courses except physical education. Students should realize the importance and seriousness of the examinations. All students are required to take semester and final examinations in their courses with one exception. In June only, seniors with an A or A- average in a course, with no class cuts, may be excused from the final examination at the teacher’s discretion. In January, no student may be excused from a semester exam.

Students must take exams during their regularly scheduled exam time in January and June. Students may not take exams early in June. The school calendar established at the beginning of the school year is tentative. In making plans, parents/guardians and students should bear in mind that, due to inclement weather or other situations that require school to be closed, days are often added to the calendar in June. All students are required to take their exams at the scheduled time following the last class meeting. If a final exam is missed in June, students must make arrangements to take their exams during the summer.

26.0 EXCLUSION FROM SCHOOL FOR DISCIPLINARY PURPOSES:

SUSPENSION/EXPULSION (from Board of Education Policy 5114)

Disciplinary action taken by administration may result in exclusion from school (suspension/expulsion). Please refer to [Board policy 5114](#) for information regarding student discipline that results in exclusion.

1. ~~**Actions That May Lead to Suspension or Expulsion**~~ The following breaches of conduct on school property, school transportation, or at any school or Board sponsored activity constitute conduct that may lead to suspension or expulsion:
 - A. ~~Willfully striking or assaulting a student, members of the school staff or others.~~
 - B. ~~Theft or other acts of dishonesty.~~
 - C. ~~The use of obscene or profane language or gestures, the possession and/or display of obscenity or pornographic images or the unauthorized or inappropriate possession and/or display of images, pictures or photographs depicting nudity.~~
 - D. ~~Refusal to obey a member of the school staff, law enforcement authorities, or school volunteers or disruptive classroom behavior.~~
 - E. ~~Violation of smoking, dress, transportation regulations, or other regulations and/or policies governing student conduct.~~
 - F. ~~Refusal by a student to identify himself/herself to a staff member when asked, misidentification of oneself to such person(s), lying to school officials or otherwise engaging in dishonest behavior.~~
 - G. ~~Inappropriate displays of public affection of a sexual nature and/or sexual activity on school grounds or at a school sponsored activity.~~
 - H. ~~A walk-out from or sit-in within a classroom or school building or school grounds.~~
 - I. ~~Blackmailing, threatening, bullying, intimidation or coercion of school staff or students. "Bullying" shall mean any overt act(s) by a person(s) directed against another person(s) with the intent to ridicule, humiliate, threaten or intimidate the individual(s) while on school grounds or at a school-sponsored activity, which acts are repeated against the same individual(s)." (Board Policy 5131.9)~~
 - J. ~~The use of threatening language or gestures attempting to intimidate others.~~
 - K. ~~Engaging in conduct or wearing clothing showing membership or affiliation with a gang (Board Policy 5131.8).~~
 - L. ~~Possession of any weapon, including but not limited to deadly weapon, martial arts weapon, electronic defense weapon, pistol, knife, blackjack, bludgeon, box cutter, metal knuckles, pellet gun, air pistol, explosive device, firearm, parts of weapons, or facsimile, whether loaded or unloaded, whether functional or not, or any other dangerous object. The possession and/or use of any object or device that has been converted or modified for use as a weapon.~~
 - M. ~~Possession of any ammunition for any weapon described above in paragraph L.~~
 - N. ~~Engaging in ritualistic activities that may disrupt the educational process including but not limited to witchcraft and occult activities.~~
 - O. ~~Hazing, or any act that injures, degrades or disgraces a student or staff member. (cf. 5131.91)~~
 - P. ~~Bullying, defined as the repeated use by one or more students of a written, verbal or electronic communication, such as cyberbullying, directed at or referring to another student attending school in the same school district, or a physical act or gesture by one or more students repeatedly directed at one or more students attending school in the same school district, that:
 - a) ~~causes physical or emotional harm to such student or damage to such student's property;~~
 - b) ~~places such student in reasonable fear of harm to himself or herself, or of damage to his or her property~~
 - c) ~~creates a hostile environment at school for such student;~~
 - d) ~~infringes on the rights of such student at school; or~~
 - e) ~~substantially disrupts the education process or the orderly operation of a school.~~~~

~~Bullying shall include, but not be limited to, a written, 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, 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.

- ~~Q. Cyberbullying, defined as 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.~~
- ~~R. Acting in any manner that creates a health and/or safety hazard for staff members, students, or the public, regardless of whether the conduct is intended as a joke.~~
- ~~S. Engaging in a plan to stage or create a violent situation for the purposes of recording it by electronic means; or recording by electronic means acts of violence for purposes of later publication.~~
- ~~T. Engaging in a plan to stage sexual activity for the purposes of recording it by electronic means; or recording by electronic means sexual acts for purposes of later publication.~~
- ~~U. Using computer systems, including email, instant messaging, text messaging, blogging or the use of social networking websites, or other forms of electronic communications, to engage in any conduct prohibited by this policy.~~
- ~~V. 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 and/or a danger to persons or property.~~
- ~~W. Use of a privately owned electronic or technological device in violation of school rules, including the unauthorized recording (photographic or audio) of another individual without permission of the individual or a school staff member.~~
- ~~X. Unauthorized entrance into any school facility or portion of a school facility or aiding or abetting an unauthorized entrance.~~
- ~~Y. Explosive/Fire— Possession or ignition of any fireworks combustible or other explosive materials, possession of flammable material with intention of igniting or causing a fire, or ignition of any material causing a fire, including matches and lighters.~~
- ~~Z. Unauthorized possession, distribution, sale, use, consumption or aiding in the procurement of tobacco, drugs, narcotics, or alcoholic beverages (or any facsimile of tobacco, drugs, narcotics or alcoholic beverages, or items represented to be tobacco, drugs or alcoholic beverages), including being under the influence of any such substances. For the purpose of this Paragraph 15, the term “drugs” shall include, but shall not be limited to, any medicinal preparation (prescription and non-prescription) and any controlled substance whose possession, sale, distribution, use or consumption is illegal under state and/or federal law. Unauthorized use or possession of such substances shall mean use or possession without a valid prescription.~~
- ~~AA. Possession of paraphernalia used or designed to be used in the consumption, sale, transfer or distribution of tobacco, drugs, narcotics, or alcoholic beverages. Tobacco paraphernalia includes, but is not limited to, cigarettes, cigars, blunts, bidis, pipes, chewing tobacco and all other forms of smokeless tobacco, rolling papers and any other items containing or reasonably resembling tobacco products, such as electronic cigarettes and electronic cigarette supplies. Drug paraphernalia includes, but is not limited to, any equipment, products and materials of any kind which are used, intended for use or designed for use in growing, harvesting, manufacturing, producing, preparing, packaging, storing, containing or concealing, or injecting, ingesting, inhaling or otherwise introducing controlled drugs or controlled substances into the human body, including but not limited to items such as "bongs," pipes, "roach clips," vials, tobacco rolling papers, and any object or container used, intended or designed for use in storing, concealing, possessing, distributing or selling controlled drugs or controlled substances. Alcoholic beverages includes, but is not limited to, stills, shot glasses, kegs, and alcohol containers.~~
- ~~BB. Sale, distribution, or consumption of substances contained in household items; including, but not limited to glue, paint, accelerants/propellants for aerosol canisters, and/or items such as the aerators~~

- for whipped cream; if sold, distributed or consumed for the purpose of inducing a stimulant, depressant, hallucinogenic or mind-altering effect.
- CC. The willful destruction of real, personal or school property, such as cutting, defacing or otherwise damaging property in any way.
- DD. Accumulation of offenses. Such as school and class tardiness, class or study hall cutting or failure to attend detention.
- EE. Deliberate trespassing on school grounds while on out of school suspension or expulsion.
- FF. Making “Bomb Threats”, false or real, to the public schools or to the police.
- GG. Repeated and/or intentional defiance.
- HH. Throwing snowballs, rocks, sticks and/or other objects which cause harm to persons or property.
- II. Violation of transportation regulations and repeated and/or intentional defiance of student transportation rules on school grounds or at any school-sponsored activity.
- JJ. 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.
- KK. Leaving or attempting to leave school grounds, school transportation or a school-sponsored activity without authorization.
- LL. Use of or copying of the academic work of another individual and presenting it as the student’s own work without proper attribution or any other form of academic dishonesty, cheating or plagiarism.
- MM. Any act of harassment, not limited to harassment based on an individual’s gender, sexual orientation, gender identity and expression, race, color, religion, disability, national origin or ancestry. Harassment is defined as unwanted and unwelcome behavior that interferes with a student’s right to learn. (Board of Education Sexual Harassment Policy #5141.6 and Acceptable Use Policy #6141.2)
- NN. Possession and/or use of radio, walkman, CD player, Blackberry, personal data assistant computer game, beeper, paging device, cellular phone, smartphone, laser pointer, walkie talkie, mobile or handheld device, or similar electronic device in school or at a school-sponsored activity without the permission of the principal/designee.
- OO. Unauthorized use or misuse on and off campus of any school computer, computer system, computer software, website, Internet connection or similar school property or system, or the use of such property or system for unauthorized or non-school related purposes.
- PP. “Off Campus” occurrence, where there is a reasonable likelihood that return of the student would seriously disruptive to the educational process and school operations. In making a determination of whether an off-campus occurrence is seriously disruptive, the Board may consider among other factors: whether the off-campus occurrence was in close proximity to the public school; involved other students from the school or gang involvement; involved violent conduct, threats of violence or use of weapons or facsimile and whether injuries occurred; and/or involved the use of alcohol or drugs. Seriously disruptive of the educational process, as applied to off-campus conduct, means any conduct that markedly interrupts or severely impedes the day to day operation of a school.
- QQ. 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.

2. Procedures Governing Removal from Class:

A student may be removed from a 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 (6) times in one school year nor more than twice in one week unless the student is referred to the building principal/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. The parents or guardian of any minor student removed from class shall be given notice of such disciplinary action within twenty-four (24) hours of the time of such removal from class.

3. Procedures Governing In-School Suspension:

- A. ~~The principal/designee may impose in-school suspension in cases where a student's conduct endangers persons or property, violates school policy or seriously disrupts the educational process or in other appropriate circumstances as determined by the principal/designee.~~
- B. ~~In-school suspension may not be imposed on a student without an informal hearing by the building principal/designee.~~
- C. ~~In-school suspension may be served in the school that the student regularly attends or in any other school building within the jurisdiction of the board.~~
- D. ~~No student shall be placed on in-school suspension more than fifteen (15) times or for a total of fifty (50) days in one school year, whichever results in fewer days of exclusion.~~
- E. ~~The parents or guardian of any minor student placed on in-school suspension shall be given notice of such suspension within twenty-four (24) hours of the in-school suspension.~~

4. Procedures Governing Suspensions—The following steps will be observed in the suspension of any students from Glastonbury High School:

- A. ~~The principal/designee of a school, or the administrative staff of the school, shall have the right to suspend any student for breach of conduct as noted in Section 1 of this policy for not more than ten (10) consecutive school days. In such cases, the following procedures shall be followed.~~
 - 1) ~~Unless an emergency situation exists, no student shall be suspended prior to having an informal hearing before the principal/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 exclusion as possible.~~
 - 2) ~~If suspended, such suspension shall be an in-school suspension unless, during the informal hearing, the principal or designee determines that the student: (a) poses such a danger to persons or property or such a disruption of the educational process that they should be excluded from school during the period of suspension; or (b) the administration determines that an out-of-school suspension is appropriate based on evidence of (i) the student's previous disciplinary problems that have led to suspensions or expulsion of such student, and (ii) previous efforts by the administration to address the student's disciplinary problems through means other than out-of-school suspension or expulsion, including positive behavioral support strategies.~~
 - 3) ~~Evidence of past disciplinary problems which have led to removal from a classroom, suspension, or expulsion of a student who is the subject of an informal hearing may be received by the principal/designee, but only considered in the determination of the length of suspension.~~
 - 4) ~~By telephone, the principal/designee shall make reasonable attempts immediately to notify the parents/guardian of a minor student following the suspension and state the cause(s) leading to the suspension.~~
 - 5) ~~Whether or not telephone contact is made with the parent/guardian of such minor student, the principal/designee shall forward a letter to such parent/guardian to the last address reported on school records (or to a newer address if known by the principal/designee), within one school day of the suspension action where practicable, and offering the parent/guardian and opportunity for a conference to discuss same.~~
 - 6) ~~In all cases, the parent or guardian of any minor student who has been suspended shall be given notice of such suspension within twenty-four (24) hours of the suspension.~~
 - 7) ~~Not later than twenty-four (24) hours after the start of the suspension, notice of the original suspension and reason for the suspension shall be transmitted by the principal/designee to the superintendent/designee.~~
 - 8) ~~The student shall be allowed to complete any class work, including examinations, without penalty, which was missed while under suspension. The school administration may, in its discretion, shorten or waive the suspension period for a student who has not previously been suspended or expelled, if the student completes an administration specified program and meets any other conditions required by the administration. Such administration specified program shall~~

~~not require the student and/or the student's parents/guardians to pay for participation in the program.~~

- ~~9) Notice of the suspension shall be recorded in the student's cumulative educational record. Such notice shall be expunged from the cumulative record if the pupil graduates from high school. In cases where the student's period of suspension is shortened or waived, the administration may choose to expunge the suspension notice from the cumulative record at the time the student completes the administration-specified program and meets any other conditions required by the administration.~~
- ~~10) If the student has not previously been suspended or expelled, and the administration chooses to expunge the suspension notice from the student's cumulative record prior to graduation, the administration may refer to the existence of the expunged disciplinary notice, notwithstanding the fact that such notice may have been expunged from the student's cumulative file, for the limited purpose of determining whether any subsequent suspensions or expulsions by the student would constitute the student's first such offense.~~
- ~~11) The decision of the principal or designee with regard to disciplinary actions up to and including suspensions shall be final.~~
- ~~12) During any period of suspension served out of school, the student shall not be permitted to be on school property and shall not be permitted to attend or participate in any school-sponsored activities, unless the principal specifically authorizes the student to enter school property for a specified purpose or to participate in a particular school-sponsored activity.~~

~~B. 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, prior to suspension, be granted a formal hearing before the Board of Education. The principal/designee shall report the student to the superintendent/designee and request a formal Board hearing.~~

5. Procedures Governing Expulsion—The following steps will be observed in the expulsion of any students from Glastonbury High School:

- ~~1. A principal may consider recommendation of expulsion of a student in a case where he/she has cause to believe the student has engaged in conduct on school grounds or at a school-sponsored activity which endangers persons or property, is seriously disruptive of the educational process, or is violative of a publicized Board policy, or conduct off school grounds which is seriously disruptive of the educational process and in violation of a publicized Board policy.~~
- ~~2. Mandatory Expulsion: The principal must recommend expulsion proceedings in all cases against any student whom the administration reasonably believes:
 - ~~a) Was in possession on school property or at a school sponsored activity of a deadly weapon, dangerous instrument, martial arts weapon, or firearm as defined in 18 UCS § 921 as amended from time to time; or~~
 - ~~b) Was, while off school grounds, in possession of a firearm as defined in 18 UCS § 921, in violation of Connecticut General Statutes 29-35, or possessed and used a firearm as defined in 18 UCS § 921, a deadly weapon, a dangerous instrument or a martial arts weapon in the commission of a crime; under chapter 952 of the Connecticut General Statutes; or~~
 - ~~c) Was engaged on or off school grounds in offering for sale, or distribution a controlled substance (as defined in Connecticut General Statutes 21a-240(9), whose manufacturing, distribution, sale, prescription, dispensing, transporting, or possessing with intent to sell or dispense, offering or administering is subject to criminal penalties under Connecticut General Statutes 21a-277 and 21a-278. Distribution may mean an exchange without money transferring from one to another.~~~~

As used in this section, a firearm as defined in 18 UCS § 921 means (a) any weapon that will, is designed to, or may be readily converted to expel a projectile by the action of an explosive, (b) the frame or receiver or any such weapon, (c) a firearm muffler or silencer, or (d) any destructive device (any explosive, incendiary, poisonous gas, bomb, rocket, missile, mine, grenade or similar device), or (e) any weapon other than a shotgun or shotgun shell particularly suited for sporting purposes (that will or may be converted to expel a projectile by explosive or other propellant having a barrel with a bore of more than ½ inch in diameter). The term “destructive device” also includes any combination of parts either designed or intended for use in converting any device into any destructive device or any device from which a destructive device may be readily assembled. A “destructive device” does not include: an antique firearm; a rifle intended to be used by the owner solely for sporting, recreational, or cultural purposes; or any device which is neither designed nor redesigned for use as a weapon. “Deadly Weapon” means any weapon, whether loaded or unloaded, from which a shot may be discharged, or a switchblade knife, gravity knife, billy, blackjack, bludgeon or metal knuckles. A weapon such as a pellet gun and/or air soft pistol may constitute a deadly weapon if such weapon is designed for violence and is capable of inflicting death or serious bodily harm. In making such determination, the following factors should be considered: design of weapon; how weapon is typically used (e.g. hunting); type of projectile; force and velocity of discharge; method of discharge (i.e. spring v. CO2 cartridge) and potential for serious bodily harm or death. “Dangerous Instrument” means any instrument, article or substance which, under the circumstances in which it is used or attempted or threatened to be used, is capable of causing death or serious physical injury, and includes a “vehicle”. “Martial Arts Weapon” means a nunchaku, kama, kasari fundo, octagon sai, tonfa or Chinese star.

3. Upon receipt of an expulsion recommendation, the superintendent/designee may conduct an inquiry concerning the expulsion recommendation.

If the superintendent/designee determines that a student should or must be expelled, the superintendent/designee shall forward his/her recommendation to the Board of Education for action.

In keeping with Conn. Gen. Stat. § 10-233d and the Gun-Free Schools Act, it shall be the policy of the Board to expel a student for one (1) full calendar year for: the conduct described in Section VI(B). For any mandatory expulsion offense, the Board may modify the term of expulsion on a case-by-case basis.

Procedures concerning students who have previously been identified as having one or more disabilities under the IDEA (Individuals with Disabilities Education Act) and/or Section 504 of the Rehabilitation Act will adhere to state and federal regulations under the IDEA and/or Section 504.

27.0 EXCLUSION FROM SCHOOL FOR DISCIPLINARY PURPOSES

Disciplinary action taken by administration may result in exclusion from school (suspension/expulsion). Please refer to [Board policy 5114](#) for information regarding student discipline that results in exclusion.

28.0 FUNDRAISING

Collections, philanthropic fundraising, etc., of all kinds are prohibited by individuals or organizations from the Glastonbury Public Schools unless approved by the Board of Education. Exceptions, granted by the principal, are sales and collections in connection with the extra-curricular program, Parent Organization and student activity organizations.

29.0 GAMBLING/GAME PLAYING

No gambling of any kind is permitted on school grounds. Students may not bring gambling paraphernalia to school. Any student determined by an administrator to have participated in a gambling activity or found in possession of gambling paraphernalia will be subject to the following disciplinary

action. 1st offense – administrative warning; subsequent offenses – disciplinary action up to and including suspension.

30.0 SCHOOL COUNSELING SERVICES

School Counseling services are available for all people with concerns, whether they are students, parents/guardians, or staff. The main purpose for students is to provide a systematic, professional process to help individuals increase their understanding of themselves and their potential so they may relate more realistically to the requirements and the opportunities of their world. The students are assigned in their freshmen year to specific counselors who will work with them until graduation. School Counseling services, however, need not end with graduation or withdrawal from school; services may continue indefinitely.

Counseling is a cooperative process. Sometimes it involves personal contact with only two people – the counselor and the counselee. At other times it may involve many people – the student, the counselor, administrator, teachers, parents/guardians, a school nurse, and resource personnel from the community or Greater Hartford agencies. Students and parents/guardians are encouraged to become acquainted with counselors and to use their services.

31.0 GYMNASIUM

Students who are attending their regular physical education classes should report to the gym area by the late bell. Students who do not have a class or a pass to be in that area cannot go to the gym. The gym is not to be regarded as an unassigned time option without special permission from a physical education teacher. Students in the area without a pass after the late bell will be regarded as being in an unauthorized area and subject to disciplinary action (see section 7.1). Loitering will not be permitted in the gymnasium, pool area, locker rooms, and lobby.

32.0 HARASSMENT

Harassment is defined as unwanted and unwelcome behavior that interferes with a student's right to learn. Harassment is verbal or physical conduct that denigrates or shows hostile aversion toward an individual because of that person's (or that person's friend's, family's, or associate's) race, skin color, religion, gender, sexual orientation, gender identity and expression, national origin, disability, intelligence, size or weight, clothing, home, physical dexterity, or skill. Harassing conduct includes actions such as epithets, slurs, negative stereotyping, negative innuendo/rumors, threatening to cause physical or emotional harm, intimidating acts, dirty looks, snide remarks, belittling, jokes, pranks, written or graphic material that denigrates or shows hostility and is displayed on walls or circulated. Harassment is a serious violation of [Glastonbury Board of Education Policy 5114, Student Discipline/Exclusion](#) and will not be tolerated.

32.1 Sexual Harassment

Sexual harassment is unwanted and unwelcome behavior of a sexual nature that interferes with a staff member or student's right to learn, study, work, achieve, or participate in school activities in a comfortable and supportive atmosphere. Students and staff have the responsibility not to engage in sexual behaviors that are unwelcome or offensive to others. Under federal and state law and policies, sexual harassment is illegal and is prohibited in school settings in accordance with [Board of Education Policy 4118.12](#).

Should sexual harassment be alleged, it is the policy of the Glastonbury Board of Education that it shall be thoroughly investigated, that there shall be no retaliation against the victim of the harassment, and that the problem/concern shall be appropriately addressed.

Under federal law and the Connecticut General Statutes Sec. 46a-60(a)(8), sexual harassment is defined as "any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature" made by someone from or in the work or educational setting. Sexual harassment occurs when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual;
3. Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment, or
4. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.
5. Such conduct is responsible for limiting a student's ability to participate in or benefit from the education program, or to create a hostile or abusive educational environment.

Types of unacceptable sexual conduct include:

1. Suggestive or obscene written or electronic messages, invitations, derogatory comments, slurs, jokes, epithets, assault, unwanted physical contact, touching, pinching, coerced sexual intercourse, impeding or blocking movement, leering gestures, suggestive or insulting sounds, display of sexually suggestive objects, pictures or cartoons.
2. Unwelcome attention and/or advances of a sexual nature, including verbal comments, sexual invitations, leering, and physical touching.
3. Coercive sexual behavior used to control, influence, or affect the career, salary and/or work environment of another employee, such as threats of reprisal; implying or withholding support for an appointment, promotion, transfer, or change of assignment; suggesting a poor performance report will be prepared; or suggesting probation will be failed.
4. Coercive sexual behavior used to control, influence, or affect the educational opportunities, grades, and/or learning environment of a student, including promises or threats regarding grades, course admission, performance evaluations, or recommendations; enhancement or limitation of student benefits or services (e.g., scholarships, financial aid, work study job).
5. The deliberate or careless creation of an atmosphere of sexual harassment or intimidation, or a hostile or offensive working environment.
6. Inappropriate attention of a sexual nature from peer(s), i.e., student to student, employee to employee.

32.2 Sexual Harassment of Students

1. When the offender is an adult within the school setting

Definition: Sexual harassment is **any** sexual behavior or inappropriate sexual comments from an adult towards a student.

Any student who believes that they have been the victim of sexual harassment by an adult or who has questions or concerns about this issue, should seek the help of another adult whom they trust, such as a teacher, counselor, nurse, psychologist, parent/guardian, or building administrator/s.

The Principal should be advised of the concern and a follow-up will occur to include a prompt investigation when appropriate. This investigation will be conducted discretely while maintaining confidentiality insofar as possible.

If it is determined that an adult has sexually harassed a student, serious disciplinary action towards the adult may occur. If the complainant is a minor student, the Principal must contact the Superintendent to consider whether a child abuse report should be completed.

2. When the offender is a student

Sexual harassment is **unwanted** sexual attention from anyone with whom the student may interact in the

course of receiving an education in school or at school sponsored activities. Any student who believes that they have been the victim of sexual harassment by another student or who has questions about this issue, should seek the help of an adult whom they trust, such as a teacher, counselor, nurse, psychologist, parent/guardian, or building administrator/s. Any report of sexual harassment will be investigated by the building administration.

If it is determined that a student has sexually harassed another student, the possible consequences to the offending student may include:

Conference with students	Community service	Parent conference
Detention	Apology to the victim	Expulsion
Suspension	Referral to the police	

Reprisals, threats or intimidation of the victim will be treated as serious offenses, which could result in a permanent separation from the school through expulsion for student offenders.

33.0 HAZING

Hazing is prohibited at all times in accordance with [Board Policy 5114](#), Student Discipline/Exclusion. “Hazing” means committing an act against a student, or coercing a student into committing an act, that creates a risk of physical or emotional harm to a person, in order for the student to be initiated into or affiliated with a student organization or any other purpose.

The term *hazing* includes, but is not limited to:

1. Any type of physical brutality.
2. Any type of physical activity that subjects the student to a risk of harm or that adversely affects the mental or physical health or safety of the student.
3. Any activity that intimidates or threatens the student with ostracism, subjects a student to shame or humiliation that adversely affects the mental health or dignity of the student, or discourages the student from remaining in school.
4. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.

Note: The school district will act to investigate all complaints of hazing and those involved will be subject to disciplinary action up to and including expulsion.

34.0 HOMEWORK

34.1 Homework Requirements

Homework is an important part of the educational process. Departmental policies have been established to determine the amount and kind of homework associated with each course offering. Since the nature of courses varies widely, the amount and nature of the homework will also vary. No major projects will be due within a week following a school vacation period (December and/or April), and no major test will be given the day following a vacation week. Teachers will inform students of what the homework requirements are and how they are included in grade determination.

34.2 Student Request for Homework

On occasion, students or their parents/guardians will ask for assignments that cover several school days. These requests will be necessary because of illness or other reasons deemed acceptable by the administration. Therefore, homework requests (class assignments) will be processed for any student who will be absent from school due to illness or other administratively approved reasons for a period of three (3) or more days. Requests received at the school office prior to 12:00 noon on the second day of the student's absence will be processed and ready for pick-up after 2:15 on the following day. Requests to teachers will come from the high school office. Parents/guardians and students are encouraged to regularly check their teachers' Google Classrooms for homework updates as well as classwork.

35.0 ~~KNIVES~~

~~Students may not carry or bring knives to school. If course requirements or projects dictate the carrying of a knife or other sharp implement, it should be under specific direction of a teacher and the sharp surface should always be covered by a protective material. Students who violate this policy will be subject to the following: suspension up to ten days, possible expulsion, and police referral.~~

36.0 LIBRARY MEDIA CENTER

The Mary A. Kingsbury Library Media Center (LMC) and the Virginia Knox Reading Room is a place for students and staff to read, research and relax. **Please visit the [GHS Library/Media Center website](#) for more information and related policies.**

~~The library is open Monday, Tuesday, Wednesday and Friday from 7:00 AM to 3:50 PM and Thursday from 7:00 AM to 2:06 PM. Our library offers access to 18 paid online research databases, thousands of print and e-books for research and pleasure reading, as well as graphic novels, DVDs, and print magazines. A copier is also available for student use.~~

~~Students using the library are expected to maintain an atmosphere conducive to quiet study. With the exception of bottled water, the library is a food free area. Failure to abide by these expectations may result in a disciplinary referral and possible loss of library privileges.~~

~~Grade 9 students assigned to study hall elsewhere in the building may use the library if they have library-related work to do. To do so, they should go to study hall first, obtain a pass from the study hall teacher, sign in at the main desk upon arrival, and sign out at the end of the period. Mentor study hall students follow the same procedure except that they use a green pass, and they may return to their study hall upon completion of their work. Upperclassmen may use the library during a free period, but they must arrive before the bell rings or bring a pass. All students are expected to remain in the library for the last 10 minutes of any period.~~

~~During free periods, students who need to do library related work can EITHER:~~

- ~~1. go to the library first and then go to the cafeteria.~~
- ~~2. obtain a yellow pass from an administrator and proceed to the library. Students must sign in on the designated clipboard when they enter the library, and remain in the library until the end of the period.~~

~~Borrowing Procedures:~~

- ~~• Students may borrow books for 20 school days at a time.~~
- ~~• Renewals are possible if no one else has reserved the materials.~~
- ~~• Students must return all books by due date.~~
- ~~• Late/Lost/Damaged Books:
 - ~~○ Students who have lost or damaged a book must pay the current replacement cost. Books not returned by their due date will be considered lost and students will be charged the current replacement cost for those books. If the books are returned in acceptable condition, there is no cost to the student. Disciplinary action may be taken if outstanding fees are not paid after attempts to collect them are unsuccessful. New items may not be checked out until overdue books are returned and/or outstanding fees are paid. Students must return all books and pay all outstanding debts by the end of each school year.~~~~

37.0 LOCKERS

Students are assigned lockers in their freshman year and retain the same locker for their four years at GHS. Students are responsible for maintaining the condition of their lockers both inside and out. Students may not write anywhere in the locker or apply any stickers or other non-removable materials, but may tape tasteful pictures, etc. in the locker. Any damage or graffiti should be reported to the office immediately. Unless blame can be established elsewhere, the person assigned the locker will be held

responsible for any damage and will be charged accordingly. Students must keep their lockers locked at all times. **Students are required to completely clean out their lockers before the end of each school year.**

The lockers are not intended for the storage of valuable personal items other than clothing and books. **The school is not responsible for the loss of items from the locker.** Since the locker is the property of the school, provided for student use during their four years, school authorities have the right to open lockers in case of an emergency or suspicion of illegal activity or a violation of school policy.

Students are not to tamper with or alter the locking mechanism nor otherwise change the normal functioning of the locker. Such tampering will be considered vandalism and the student will be charged for lost or broken parts and be subject to disciplinary action up to and including suspension from school. Students who share lockers or move to other locations are subject to disciplinary action.

~~38.0 LOITERING IN HALLWAYS AND STAIRWELLS~~

~~Students will not be permitted to loiter in any hallways or stairwells. All students are expected to proceed to their destination in a timely manner.~~

39.0 LOST OR STOLEN ITEMS

Books or other school materials that are lost or stolen should be reported immediately to the teacher or person who has issued the item. When feasible, the student will be issued a replacement after paying for the lost/stolen item or receiving a waiver from a school administrator. Personal items believed stolen should be reported promptly to the staff member in charge of the area or activity. Valuable items should never be brought to school. If they are, they should never be left unattended or in a locker. Missing property should be reported immediately to the security supervisor. The student will be given the opportunity to report the loss to the Glastonbury Police Department. Lost items that have been found should be placed in "lost and found" in the office. If unclaimed at the end of each semester, these items will be donated to a charitable organization.

40.0 MULTI-TIERED SYSTEM OF SUPPORTS (MTSS)

(formally SRBI and PBIS)

Glastonbury Public Schools is committed to supporting the whole student. The Connecticut State Department of Education requires school districts to use a framework to address student needs. The framework we use for this support is known as Multi-Tiered System of Supports (MTSS). ~~MTSS ensures all students receive the appropriate level of support for academic, behavioral, and social-emotional needs.~~

~~MTSS components include:~~

- ~~• High quality curriculum and instruction in the general education setting (Tier 1).~~
- ~~• Universal common assessments used to assess students' grade-level progress.~~
- ~~• Research-based interventions for students who require additional academic or behavioral support or enrichment to make educational progress (Tier 2 and/or 3).~~
- ~~• Data used to determine student progress.~~

~~MTSS is designed to meet the unique needs of students in a flexible and customizable way. This approach is collaborative and team-based, driven by data, and can assist with special education decisions. By critically evaluating our Tier 1 strategies and regularly reviewing benchmark and screening data, we can identify which students may need additional support to be successful.~~

MTSS ensures all students receive the appropriate level of support for academic, behavioral, and social-emotional needs. Our goal is to have a system of supports and resources available so we can intervene quickly as needs arise. Please [click here for more information about MTSS](#).

41.0 NATIONAL HONOR SOCIETY

Glastonbury High School maintains a chapter of the National Honor Society. The procedure for applying for the National Honor Society will begin at the end of the second marking period with induction in early May. Annually, juniors and seniors are elected to this organization under the following guidelines.

1. To be eligible, juniors and seniors must have achieved a cumulative GPA average of 3.50 or better.
2. Any student found guilty of cheating will be ineligible for eighteen months following the offense.
3. Any student suspended for a total of six or more days (for one event or a series of actions) in one school year will be ineligible for induction that year.

Rules for Induction

1. Eligible students will be voted on by the faculty and administration with regard to the individual student's service, leadership, and character.
2. A faculty committee will then vote on the student's resume that lists activities of leadership and service and references for each.
3. A student who receives the cumulative average necessary for membership will then be inducted into the National Honor Society.

Rules for Expulsion

1. Any student found guilty of cheating will be expelled from the National Honor Society.
2. Any student suspended for a total of six or more days (for one event or a series of actions) in one school year will be expelled from National Honor Society.
3. Members who fall below the standards which were the basis for their selection shall be promptly warned in writing by the chapter adviser and given a reasonable amount of time to correct the deficiency. However, in the case of flagrant violation of school rules or civil laws, a member does not necessarily have to be warned.

42.0 OFF-CAMPUS

Students may not leave the school grounds during the school day except with a pass issued or authorized by a building administrator. The penalties for leaving campus without authorization are as follows:

- First offense: three (3) Saturday detentions
Second offense: three (3) days suspension and possible loss of parking privileges
Third offense: five (5) days suspension and possible loss of parking privileges
Subsequent offenses will result in a ten (10) days suspension.

~~43.0 OFFICE HOURS~~

~~School office hours are in effect as listed below:~~

Main Office School Year:	7:00 a.m. – 4:00 p.m.
Summer and Vacation:	7:30 a.m. – 3:00 p.m.
Health Office School Year:	7:30 a.m. – 2:45 p.m.
School Counseling Office School Year:	7:00 a.m. – 3:30 p.m.
Summer and Vacation:	8:00 a.m. – 3:00 p.m.

44.0 PARKING AND DRIVING

44.1 Student Driving

Glastonbury School System maintains an adequate fleet of buses to transport students to and from

school. Students needing transportation are encouraged to use this bus system in the interest of efficiency and the conservation of energy. Under certain circumstances it may be necessary for some students to drive to school. This is an individual decision to be made between student and parent/guardian.

Students who wish to drive to school must possess a driver's license, sign a statement acknowledging their awareness of and compliance with the driving regulations in effect at Glastonbury High School, and obtain a ~~2024-2025~~ 2025-2026 parking tag for a \$100.00 non-refundable fee in the main office. Only one tag will be issued for each individual applying. The tag number must be visible at all times. Students who lose their tags will not have them automatically replaced. Replacement tags may be purchased for a nominal fee. They may not park at school until the loss has been reported and investigated. Students may only park in designated student parking areas as indicated on the map provided with the parking permit application. Parking permits are non-transferrable and may not be shared and must be turned in the office if a student is no longer attending GHS.

Students are reminded that parking along Hubbard Street, in the YSB parking lot, on the west side of the building, or the office complex at the corner of New London Turnpike and Hubbard Street is prohibited. Violators will be ticketed.

Students who drive to school and who have not obtained a valid Connecticut driver's license will be subject to police action and permanent loss of driving privileges on campus for the balance of their high school career. Students may not ride or drive to school using unlicensed motor vehicles such as scooters, mopeds, etc. Therefore, these vehicles may not be parked on campus.

44.2 Parking and Traffic Regulations

1. Motor vehicles driven in the school driveway and parking lot are not to exceed ten (10) miles per hour.
2. Students who violate the speed limit, fail to display a parking permit, leave the school grounds without authorization, park in a restricted area, or drive dangerously will forfeit their privilege to park on school grounds. The parking fee will not be refunded. Where appropriate, referral will be made to the Glastonbury Police Department.
 - a. Under the direction of the Glastonbury Police Department, illegally parked vehicles may be towed.
 - b. Motor vehicles are to be locked when left in the parking lot.
 - c. Students may not return to their cars or other cars during the school day except to leave with an early dismissal or written permission from the office. Owners/drivers of motor vehicles in the parking lot may not allow others to go to their cars during the school day.
 - d. Parking spaces available for student use are limited. Parking is not permitted along driveways or on the fields. A parking slot is defined as an area between two painted lines.
 - e. The driveways and lots in front of the school are off limits to student parking.
 - f. Students may not park in designated staff parking areas.
 - g. A diagram of the appropriate parking areas will be distributed at the time of vehicle registration.
 - h. Students should report any motor vehicle accident on school property to the main office immediately.
 - i. Students may not park in the private lots or on the private properties surrounding the school. Failure to comply with this regulation will result in a Saturday detention and the loss of parking privileges for the first offense. Subsequent offenses may result in a suspension.
 - j. Students who drive to or from school grounds and have other students in their vehicle illegally, (i.e., 16 or 17-year-olds who have not held a driver's license for 12 months), will be subject to disciplinary action.

Any student who is subject to any police enforcement action (arrest) on or off school grounds for the possession and/or use of alcohol and/or drugs in connection with the use of a motor vehicle will

forfeit ~~his/her~~ **their** parking privileges and non-refundable fee.

44.3 Penalties for Improper Parking or Reckless Driving

Students who park on campus without a tag affixed to their windshield, park outside a designated slot/area, exceed the speed limit, or drive dangerously will be subject to the following disciplinary measures:

Parking (non-moving) Violations with a Parking Permit (i.e. parking in unauthorized areas, using an old parking permit, etc.)

1. First offense: Written warning issued
2. Second offense: Saturday detention
3. Third offense: Loss of parking/driving privileges

Parking (non-moving) Violations without a Parking Permit

1. First offense: Written warning issued
2. Second offense: Saturday Detention
3. Third offense: Loss of future parking privileges and possible suspension
4. Further offenses: Student will be sent home and required to find other transportation for return to school

Moving Violations

Depending on the severity of infraction, multiple Saturday detentions, possible suspension, loss of driving/parking privilege, and police referral at the discretion of the assistant principal.

45.0 PARKING LOT LOITERING

The parking lot is off limits to all students during the school day. Students may not go to any vehicle, including their own, except upon departure from school. Students loitering in the parking lot, sitting in a vehicle during the school day, or violating the regulations governing the use of automobiles will have their privileges suspended and be subject to other disciplinary action.

46.0 PASSES

Passes ensure a quiet and orderly atmosphere in areas where classes are being conducted. The general guidelines for their issuance follow:

1. Students who are moving from the main office, the guidance office, cafeteria, or the library to another area in the building must leave with a pass.
2. Students who have been detained from some regular assignment or class by a staff member must ask for a pass that will serve as an explanation for their late arrival to the next assignment.
3. Students moving from the cafeteria to any other part of the school must procure passes from the administrator or teacher on duty there. **Passes are not issued out of the cafeteria during Block 3.**
4. Passes may be issued to go to the main office, library, lavatory, nurse, guidance, a department workroom, or the math, computer, and writing labs from the cafeteria. **Passes are not issued out of the cafeteria during Block 3.**
5. Students who wish to visit the library during their lunch period must ~~either report to~~ **visit** the library **first at the start of the period or and then proceed to obtain a pass from the cafeteria (if they choose to do so).** ~~to the library.~~

The penalty for being in the hall without a pass is one (1) detention. The penalty for the misuse/forgery of a pass is a minimum of two (2) detentions.

47.0 POSTERS/FLYERS/SURVEYS

47.1 Posters/Posting Materials

Only posters related to activities sponsored by an official Glastonbury High School club or class may be posted in designated areas throughout the school. Whenever a poster is to be placed on a bulletin board, the sponsoring class, club or person must be identified on the poster. Otherwise, the poster will be removed. Permission of the principal or designee is required before placing any posters in the school. **Any flyers or surveys that are distributed to students must be pre-approved by an administrator.**

~~47.2—Flyers/Surveys~~

~~Any flyers or surveys that are distributed to students must be pre-approved by the principal or designee.~~

48.0 REPORT CARDS

In lieu of formal reports cards, end of quarter grades are available on the PowerSchool. ~~Parent Portal.~~ End of quarter grades are available approximately three days after the close of the marking periods. **Comments relating to the student's attendance and work will be displayed on PowerSchool. Parents/guardians may access their child's grades at any point in the year via PowerSchool. Progress reports are no longer mailed home. Links to more information on accessing PowerSchool are available on the district website.**

~~48.1—Expected Close of Marking Period Dates~~

~~November 4, 2024~~

~~January 22, 2025~~

~~March 31, 2025~~

~~June 10, 2025~~

~~48.2—Report Card Symbols and Notations~~

~~The following symbols and notations are used on the report cards:-~~

Achievement

~~A = Very High~~

~~B = High~~

~~C = Average~~

~~D = Low~~

~~F = Failing~~

~~I = Incomplete~~

~~P = Pass (only seniors taking on a pass/fail basis)~~

~~Comments relating to the student's attendance and work will be displayed on the Parent PowerSchool Portal. Parents/guardians may access their child's grades at any point in the year via the online PowerSchool Parent Portal. Progress reports are no longer mailed home. Links to more information on accessing the parent portal are available on the district website, www.glastonburyus.org.~~

~~49.0—RESIDENCY REQUIREMENTS~~

~~Parents or legal guardians of students new to Glastonbury must present proof of residence before registering new students at Glastonbury High School. Residency must conform to all Connecticut laws and Glastonbury Board of Education policies and is subject to administrative review and verification.~~

~~50.0—SCHOOL ETIQUETTE~~

~~The general attitude of students and faculty toward each other should be one of respect and consideration at all times. All are expected to accept the role of well-mannered people, not only in classrooms, but also in the hallways, during unassigned time, and at activities such as sports events, musical programs, and other social gatherings.~~

~~Students are reminded that public demonstrations of affection are inappropriate in the school setting. Students are expected to help maintain a clean environment by picking up their trash and refraining from~~

~~creating messes through spills, spitting, or other unmannerly behaviors. Students who act inappropriately are subject to disciplinary action up to and including suspension.~~

51.0 SKATEBOARDS, ROLLERBLADES, ROLLERSKATES, WHEELIES

Skateboards, rollerblades, roller skates, or shoes with embedded wheels may not be brought to school. Their presence in the building poses a potential safety problem and potential disruption for other students.

52.0 STUDENT ID CARDS

Student ID cards are required for purchasing tickets and for borrowing library materials, as well as for identification purposes. Students are expected to carry their ID cards and to show them to school personnel upon request. Failure to present a valid student ID to an administrator at any school event will result in removal from the event and possible disciplinary action. The cost to replace a lost student ID or to procure one after the September distribution of an original ID is \$10.00. Replacements can be obtained in the main office. New ID cards will be issued to students in their freshman and junior years and be valid for a two-year period of time.

53.0 STUDY HALL ATTENDANCE AND BEHAVIOR

~~53.1 Ninth grade Students~~

~~All ninth grade students who do not have a scheduled class will report to a designated study hall. The assigned teacher will take attendance. All assigned study halls are quiet study areas. Students must come prepared to study by themselves with all necessary books and materials. If students have no homework, they should bring reading material to make productive use of their time. They will not be allowed to distract other students.~~

~~Students assigned to a study hall can use these areas; however, they must first report to their designated room to check in and obtain a pass from the study hall teacher:~~

~~**Library:** Students may use the library during study hall time. They must obtain a pink pass from the study hall teacher before coming to the LMC. Once they arrive, they should sign in at the circulation desk and sign out at the end of the period. They should remain in the LMC for the rest of the period.~~

~~**Math Center/World Language Multimedia Center/Reading & Writing Center:** Students must obtain a pink pass from the study hall teacher before going to any destination. Once they arrive, they should sign in at the designated area.~~

All grade 9 students who do not have a scheduled class will report to a designated study hall. Any grade 10, 11, and 12 student assigned to a study hall is required to follow the rules and procedures outlined in this section. The assigned teacher will take attendance. All assigned study halls are quiet study areas. Students must come prepared to study by themselves with all necessary books and materials. If students have no homework, they should bring reading material to make productive use of their time. They will not be allowed to distract other students.

Students assigned to a study hall can visit other areas including the LMC, the Reading & Writing Center, the Math Center, and the World Language Multimedia Center; however, they must first report to their designated room to check in and obtain a pass from the study hall teacher. Students must report directly to the location designated on their pass and sign in at the designated area. Students who leave any of these areas prior to the dismissal bell will receive the usual penalty for cutting a class.

~~53.2 Upperclassman~~

~~Any upperclassman assigned to a study hall is required to follow these rules and procedures. Failure to do so will result in disciplinary action. Students assigned to a study hall can use these areas:~~

Library: Students may use the library during study hall time. They must report directly to the library, sign in at the beginning of the period, and sign out at the end of the period at the circulation desk. Once they arrive, they should sign in at the circulation desk and remain in the LMC for the rest of the period.
Math Center/World Language Multimedia Center/Reading & Writing Center: Students may report directly to the lab and sign in at the designated area.

Students who leave any of these areas prior to the dismissal bell will receive the usual penalty for cutting a class.

Study hall teachers **will not** give passes to the gym, to the library, or to work rooms. Once a student reports to study hall, he/she is to remain there. Students may also use study hall time to work with teachers who have the same unassigned period. The students must first, however, gain permission from that teacher. The teacher may then give the student a pass from study hall for a designated time or may have the student come in at the beginning of the period and return by pass to the study hall.

54.0 SUBSTANCE ABUSE

Substance abuse is a serious problem which adversely affects the educational process. It is the policy of the Board that all school buildings and property be alcohol and drug free. The use, sale, distribution or possession of such substances, drug paraphernalia or alcohol on school property or at school events is prohibited.

Please refer to [Board policy 5131.6](#) for detailed information regarding Substance Abuse. Please refer to [Board policy 5114](#) for detailed information regarding student discipline that results in exclusion.

It is the policy of the Board of Education to take positive action through education, intervention, counseling, parental involvement, medical referral and, where appropriate, law enforcement referral, in the handling of incidents in the schools, on school property, or at school sponsored activities involving the possession, distribution, sale or use of substances that affect behavior. The Board complies with all applicable State and Federal statutes and utilizes definitions found in Connecticut General Statutes 21A-240 and 21A-243 in establishing this policy.

The family, religious organizations, community health services, youth and family services, and concerned citizens must play a role if our goals are to be accomplished. We support sharing approaches and programs with other districts and institutions and recognize that these problems neither begin at the school door nor end at the district boundaries. The solutions to the difficult problems of substance abuse need to be approached by society as a whole.

The following programs have been established to deal with substance abuse:

PREVENTION — An educational process that promotes the development of healthy self-esteem, and provides students with information and opportunities to learn how to make responsible decisions regarding substance abuse. An organized support system for students who have experienced problems with substance abuse and are seeking help to abstain.

INTERVENTION — A process by which staff members deal with a student's drug/alcohol use as it impacts on school behavior or performance. The goal of intervention is to help the student receive appropriate corrective measures.

SUPPORT — An organized support system for students who have experienced problems with drug/alcohol use and are seeking help to abstain.

Nothing in the policy prohibits students taking medications in accordance with school rules and if applicable, physician's orders.

The following guidelines have been established for implementing these programs:

1. The principal of each school building is responsible for the correct observance of federal and state statutes and the publication, implementation and provision to students and parents/guardians of all school regulations, policies and procedures relating to substance abuse on or off school property and at school-sponsored activities.
2. In the interest of the health and safety of all students, school property including desks and lockers may be inspected by school authorities, with notice when possible, for maintenance. When there is individual reasonable suspicion that a student has violated or is violating the law or the rules of the school, the administration may conduct a search of a student's locker. The administrators will surrender any contraband materials found to the police. Students will be made aware through the Student Handbook that for maintenance or reasonable suspicion inspections may occur. (see policy 5145.12)
3. Signs may be posted on the street to indicate schools are drug free zones. In addition, appropriate signs may also be posted in school buildings.
4. Violation of this policy will result in clear and consistent consequences as outlined in the attached regulations. Personal privacy rights of students shall be protected as provided by law.
5. Drug and alcohol abuse is a community problem. The Glastonbury School System will participate in a coordinated plan of action with the community for dealing with this problem. This plan will provide for follow-up of students found to be using drugs or alcohol and will include involvement of school, family, and community in selecting the appropriate alternatives for assistance. Follow-up may include:
 - a. Administrative referral of the student to the Glastonbury Youth and Family Services and provision of resources and information regarding appropriate agencies licensed to assess and treat drug/alcohol involved individuals, and;
 - b. Notification of law enforcement officials when a student is found in possession of drugs or alcohol on school property or at school sponsored activities.
6. The study of drugs and their effects shall be a part of the total school program.
7. There shall be an ongoing program of instruction for staff members in the recognition of drug abuse and procedures for proper notification of the principal when student behavior indicates possible drug abuse.
8. Biennial reviews of this drug and alcohol policy will be conducted to ensure that it is being implemented consistently throughout the school system.

I. PREVENTION THROUGH EDUCATION

An educational process that promotes the development of healthy self-attitudes and provides students with information and opportunities to learn how to make responsible decisions regarding drug/alcohol use.

A. Curriculum & Instruction

1. Planned, ongoing and systematic drug/alcohol education is the primary means of preventing substance abuse by students. Accordingly, information about alcohol, tobacco (see Board Policy 5131.7), and other drugs as they affect a student's health, education, character, personality and citizenship will be offered in grades K-12. Learning objectives are outlined in the Health, Science and Social Studies curriculum

guides.

2. Information on the effects of drug/alcohol use is provided to all students in their student handbook. Student athletes receive additional information in the student athlete handbook.

B. Reinforcement

Glastonbury Public Schools and community offer many other programs and activities to maintain a consistent “no use” messages to our students. Examples of these programs include:

- Peer Educators
- Drug Awareness “Red Ribbon” Week
- Students Against Destructive Decisions (SADD)
- Guest Speakers
- Parent/Guardian Programs and Information
- Coffee House Project

In addition, Glastonbury Public Schools is committed to providing co-curricular activities which provide students with a safe environment.

C. Staff Role Modeling

Staff members are trained and encouraged to present a clear and consistent message to our students about the harmful effects of drugs/alcohol.

H. INTERVENTION

A process by which staff members deal with a student’s drug/alcohol use as it impacts school behavior or performance. The goal of intervention is to help the student receive appropriate corrective measures.

A. Student Possession or Use of Alcohol

No student shall possess, use, be under the influence of, purchase, sell, or transfer any alcoholic beverage on school property, at any location of a school-sponsored activity, or en route to or from school or a school-sponsored activity. No student may ingest alcohol before arriving on school property or at a school-sponsored activity. Violation of this policy shall constitute reason for disciplinary action including suspension or expulsion from school and/or co-curricular activities and forfeiting of school leadership positions.

Student who has ingested alcohol or suspicion thereof:

1. Staff member shall report the student suspected of having ingested alcohol to the administrator/designee immediately.
2. Administrator/designee will determine the appropriateness of involving the school nurse for emergency medical intervention.
3. When an administrator has reasonable suspicion that a student has ingested alcohol at or before school or a school-sponsored event, the student shall be given the option to take an alcohol detection test. If screening results are negative, no action shall be taken. However, if the student tests positive or if the student declines to take the test when reasonable suspicion exists, the student shall be subject to appropriate disciplinary action as set out in the district’s disciplinary policies.

Reasonable suspicion shall refer to observed use or possession of alcohol, apparent physical state of impairment of motor functions, marked changes in personal behavior not attributable to other factors, or involvement in, or contribution to, an accident where the use of alcohol is reasonably

suspected or student involvement in a pattern of repetitive accidents, whether or not they involve actual or potential injury, or for any observable indicator of alcohol use such as smell or appearance.

The Superintendent/designee shall develop a process to reasonably ensure reliability of the screening instrument used, appropriate training for administrators, and security of the sample once obtained. Access to screening results shall be restricted on a need-to-know basis to those persons designated by the Superintendent.

4. If it has been determined that the student is under the influence of alcohol, the administrator/designee will notify the parents/guardians and request they come to the school. If the parents/guardians are reluctant to come to the school and the student requires prompt assistance, every effort will be made to encourage the parents/guardians to come to school and seek assistance for the student. If the parents/guardians still refuse to act on behalf of the student, it will be explained that a medical neglect report will be filed with the Department of Children and Families (DCF) in accordance with state regulations.

5. Administrator/designee may notify police.

6. Student will be referred to the Counseling Department for follow-up and support.

Penalties for alcohol possession or use on school grounds or at a school sponsored activity:

1. Five to ten day suspension; or three to seven day suspension with satisfactory attendance in a substance abuse prevention program. Involvement in this program shall require parental notification and attendance at all sessions. The content of the sessions shall include orientation, self-assessment of substance use, risk factors which predispose a youth to substance abuse problems, and follow-up. If the student misses any sessions, administrative discretion shall be exercised for having the student serve any portion of the waived days of suspension. Students attending the program are promised confidentiality under the limits of the law. In situations where child abuse or dangers to someone's life (possible suicide or homicide) are an issue, appropriate action according to school policy and state law will be followed.

2. During the time of suspension, the student may not participate in co-curricular activities sponsored by the school, or in school related activities.

B. Student Possession, Use, Purchase, or Sale of Drugs

No student shall possess, use, be under the influence of, purchase, sell, or transfer any drug or drug facsimile, or other substances intended to impair normal cognitive and/or psychological functioning on school property, at any location of a school-sponsored activity, or en route to or from school or a school-sponsored activity. No student may use drugs before arriving on school property or at a school-sponsored activity. Violation of this policy shall constitute reason for disciplinary action including suspension or expulsion from school and/or co-curricular activities and forfeiting of school leadership positions.

Student under influence of drugs, drugs facsimile, other substances intended to impair normal cognitive and/or psychological functioning or reasonable suspicion thereof:

1. Staff member shall report the student suspected of being under the influence to the administrator/designee immediately. Reasonable suspicion shall refer to observed indicator of use or possession of a drug, drug facsimile, or other substance intended to impair normal cognitive and/or psychological functioning, apparent physical state of impairment of motor functions, marked changes in personal behavior not attributable to other factors, or involvement in, or contribution to, an accident where the use alcohol is reasonably suspected or student involvement in a pattern of repetitive accidents, whether or not they involve actual or potential

injury, or for any observable indicator of alcohol use such as smell or appearance.

2. Administrator/designee will determine the appropriateness of involving the school nurse for emergency medical intervention.

3. If it has been determined that the student is under the influence of drugs, the administrator/designee will call parent/guardian and request they come to the school. If the parents/guardians are reluctant to come to the school and the student requires prompt assistance in relationship to the drug problem, every effort will be made to encourage the parent/guardian to come to school and seek assistance for the student. If the parent/guardian still refuses to act on behalf of the student, it will be explained that a medical neglect report will be filed with the Department of Children and Families (DCF) in accordance with state regulations.

4. Administrator/designee will notify police.

5. Student will be referred to the Counseling Department for follow up and support.

Penalties for use of drugs or drug facsimile possession, use, sale, or for use or distribution of other substances intended to impair normal cognitive and/or psychological functioning on school grounds or at a school sponsored activity.

1. Ten day suspension and satisfactory attendance at a Substance Awareness Program. Involvement in this program shall require parental notification and attendance to all sessions. The content of the sessions shall include orientation, self-assessment of substance use, risk factors which predispose a youth to substance abuse problems, and follow up. Students attending the program are promised confidentiality under the limits of the law. In situations where child abuse or dangers to someone's life (possible suicide or homicide) are an issue, appropriate action according to school policy and state law will be followed.

2. During the time of suspension, the student may not participate in co-curricular activities sponsored by the school, or in school-related activities.

3. Administrator/designee may recommend a 90-day expulsion for the first offense and will recommend a 90-day expulsion for subsequent offenses.

Penalties for possession of drugs or drug facsimile, or other substances intended to impair normal cognitive and/or psychological functioning on school grounds or at a school sponsored activity.

1. Ten day suspension.

2. During the time of suspension, the student may not participate in co-curricular activities sponsored by the school, or in school-related activities.

3. Administrator/designee may recommend a 90-day expulsion for the first offense and will recommend a 90-day expulsion for subsequent offenses.

Penalties for purchase or transfer of drug or drug facsimile, or other substances intended to impair normal cognitive and/or psychological functioning on school grounds or at a school sponsored activity.

1. Ten day out of school suspension.

2. During the time of suspension, the student may not participate in extracurricular activities sponsored by the school, or in school-related activities.

3. Administrator/designee will recommend a 90-day expulsion. The Board of Education may modify the expulsion on a case-by-case basis with required conditions met. (see Connecticut Statutes Section 10-233d)

Penalties for sale or distribution of drug or drug facsimile, or other substances intended to impair normal cognitive and/or psychological functioning on or off school grounds.

1. ~~Ten-day out of school suspension.~~
2. ~~During the time of suspension, the student may not participate in extracurricular activities sponsored by the school, or in school-related activities.~~
3. ~~Administrator/designee will recommend a 180-day expulsion. The Board of Education may modify the expulsion on a case-by-case basis with required conditions met. (see Connecticut Statutes Section 10-233d)~~

Athletics/Co-Curricular Activities

~~The Glastonbury Board of Education and Glastonbury Administration, and Glastonbury High School Athletic Department are committed to achieving an environment free of substance abuse in our schools. While this goal cannot be achieved by the school district alone, regardless of funding, staff ability, or program development, the GHS Athletic Department and GHS Administrative Team will provide students with preventative and intervention support and education.~~

~~A student who possesses or uses alcohol or drugs, drug facsimile or other substances intended to impair normal cognitive and/or psychological functions at any time during the school year will be subject to suspension or dismissal from any school sport team as described in the Student Athletic Handbook. In addition, the student will forfeit leadership roles in co-curricular clubs and activities, and may be dismissed from those activities.~~

C. Voluntary Disclosure

~~If a student voluntarily confides in a teacher about a drug/alcohol use problem:~~

1. ~~The staff member, if concerned about the student's health, may seek assistance from the school nurse.~~
2. ~~The staff member who is informed of a drug/alcohol problem may, at the insistence of the student, maintain the confidence within the limits of his/her professional code of ethics, consistent with the laws of confidentiality (see Board Policy 5145.13). Nevertheless, the staff member must make every effort, to guide the student to the help that is needed.~~
3. ~~The staff member may, without disclosing the name of the student, obtain advice and information on resources available to the student.~~
4. ~~Any staff member who obtains physical evidence in the form of drugs/alcohol must surrender these materials to the school principal/designee immediately. The staff member is not required to surrender the name of the student from whom the evidence is obtained. The principal/designee will then surrender the materials to the police.~~
5. ~~If the student will allow disclosure of the drug/alcohol problem, the staff member will report it to the building principal/designee. The building principal/designee will, upon confirmation of a drug/alcohol problem by a student under 18 years of age, hold a conference with the student's parents/guardians. Corrective action will be developed with the cooperation and the consent of the parents/guardians and the student. The parents/guardians will be given a written copy of the conference minutes and recommendation for corrective action. Copies of the conference will be kept in a confidential file.~~
6. ~~If the parent/guardian is reluctant to come to the school and the team determines that the student requires prompt assistance in relationship to the drug and alcohol problem, every effort will be made to provide and encourage the parent/guardian to come to school and seek assistance. If the parent/guardian refuses to act on behalf of the student, it will be explained that a medical neglect report will be filed with the Department of Children and Families (DCF) in accordance with the state regulations.~~

D. Involuntary Disclosure

When information relative to drug/alcohol use is brought to the attention of staff members through routine school activity, such information is considered involuntary disclosure and laws of confidentiality do not apply.

1. The staff member will report information immediately to the principal/designee.
2. Staff members who obtain physical evidence in the form of drugs/alcohol from a student are required to turn the evidence over to the building principal/designee immediately. The principal/designee will then surrender the materials to the police. If the staff member obtains the material from a specific student, the student's name must be disclosed to the principal/designee.
3. The building principal/designee will, upon confirmation of a drug/alcohol problem by a student under 18 years of age, hold a conference with his/her parents/guardians. Corrective action will be developed with the cooperation and the consent of the parents/guardians and the student. The parents/guardians will be given a written copy of the conference minutes and recommendation for corrective action. Copies of the conference will be kept in a confidential file.
4. If parent/guardian is reluctant to come to the school and the team determines that the student requires prompt assistance in relationship to the drug and alcohol problem, every effort will be made to provide and encourage the parent/guardian to come to school and seek assistance. If the parent/guardian refuses to act on behalf of the student, it will be explained that a medical neglect report will be filed with the Department of Children and Families (DCF) in accordance with state regulations.

III. SUPPORT

An organized support system exists for students who have experienced problems with drug/alcohol use and are seeking help to abstain.

Administrators and school teams have a variety of options for offering support to students experiencing problems with drug/alcohol use. Administrators may use discretion in choosing support based on availability and age appropriateness.

Students may be provided resource information and referred by the school team to the following:

A. In-School Support:

1. School Counselor
2. School Psychologist
3. School Nurse

B. Out-of-School Support

1. Youth and Family Resource Center
2. Other Resources

C. Special school programs for support

1. Support class for students
2. Peer Educators
3. Student Intervention Team (SIT)
4. After school class
5. Counseling groups

55.0 TESTS – RETURN POLICY

Tests are used to measure student understanding and to allow students to learn from errors made.

1. All students will have tests returned so they may review them in class for remediation.

- ~~2. Parents/guardians may request to review any test. Teachers will make arrangements to share the student test in such a way as to ensure the security of the exam.~~
- ~~3. No standardized test requiring security by the publisher may be sent home.~~
- ~~4. Before semester and final exams, teachers will allow students to have the original test and/or study questions based on those tests to study for the exam.~~

56.0 THEFT

~~Students are responsible for safeguarding their personal belongings at all times whether in their assigned lockers, classrooms, or in any other school location.~~

56.1 Stealing

~~Anyone who steals or vandalizes property belonging to another student, staff member, or the school will receive a minimum of one (1) Saturday detention and may be subject to disciplinary action up to and including suspension from school and police notification.~~

56.2 Attempted Theft

~~Any student determined to be involved in an attempted theft will be subject to disciplinary action up to and including suspension.~~

57.0 THREATS OF VIOLENCE

Glastonbury Public Schools takes written and verbal threats of violence and talk of weapons seriously. Students often make empty threats. But when a student uses words such as "shooting" or "gun" or "bomb" in a threatening way, it starts a necessary chain of events. This may involve investigations and interviews inside and outside of school. Often Glastonbury Police will conduct home visits to determine if the student/family has access to weapons. We also engage school and community resources such as counselors, psychologists, and social workers to support these students and their families. Incidents like these cause alarm and fear for members of our school community. Please talk to your children about the significant consequences of threatening school violence. Please ask your children to seek support from you or a trusted staff member when they are struggling **and report concerning behavior to a trusted adult.** See [Board Policy #5114 Student Discipline, Exclusion](#) for more information.~~on student discipline.~~

58.0 TOBACCO POLICY

58.1 Smoking and Possession of Tobacco

~~In accordance with law and to promote the health and well-being of all students and employees, the Board of Education prohibits all students, employees, and patrons from smoking, using tobacco or tobacco products in school facilities, buildings and buses or other District transportation at all times, including athletic events (indoor and outdoor) and meetings. This prohibition extends to all facilities the district owns/operates, contracts for or leases to provide educational services, routine health care, daycare or early childhood development services to children, as well as facilities in which services are not provided to children. Tobacco includes, but is not limited to, cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, nicotine delivering systems, vapor products, chemicals or devices that produce the same flavor or physical effect of nicotine substance; and any other tobacco or nicotine innovations. Electronic nicotine delivery system means an electronic device that may be used to simulate smoking in the delivery of nicotine or other substance to a person inhaling from the device, and includes, but is not limited to, an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe or electronic hookah and any related device and any cartridge or other component of such device. Vapor product means any product that employs a heating element, power source, electronic circuit or other electronic, chemical or mechanical means, regardless of shape or size, to produce a vapor that may or may not include nicotine that is inhaled by the user of such product.~~

Anyone who is found smoking or in possession of tobacco products will be subject to the following disciplinary consequences: First offense—three (3) days suspension, Second offense—five (5) days suspension, Third offense—ten (10) days suspension, Fourth offense—expulsion.

Smoking of any kind is prohibited in the buildings, vehicles, and on the grounds of Glastonbury Public Schools. This policy applies to all students and visitors at all times. Please refer to [Board policy 5131.7](#) for detailed information regarding our district Smoking Prohibition. Please refer to [Board policy 5114](#) for detailed information regarding student discipline that results in exclusion.

59.0 UNASSIGNED TIME

59.1 ~~Classes of 2025, 2026, 2027~~ Students in Grades 10-12

All sophomores, juniors and seniors will be given the privilege of unassigned time when their schedules permit. They may only be in authorized areas during unassigned time. Students who are given permission to drop a sixth course will be required to attend study hall in lieu of that class.

59.2 ~~Class of 2028~~ Students in Grade 9

All freshmen will be assigned to study halls during their unassigned time (~~see 51.1~~). ([see section 43.0](#)).

60.0 ~~UCONN EARLY COLLEGE EXPERIENCE~~

The Early College Experience (ECE) program provides students enrolled in designated courses the opportunity to earn college credit through the University of Connecticut. Students who complete the ECE application process and earn a “C” or better in the course will receive credit posted to a UConn transcript which may be used at UConn or transferred to other participating institutions. ECE courses at GHS are: AP Biology, AP Environmental Science, Advanced Drawing, AP English Literature, AP English Language and Composition, AP Physics, AP French, AP Spanish, Introduction to Individual and Family Development, and Discrete Mathematics. All students enrolled in these courses will earn high school credit upon the successful completion of the course, but only those who apply to the ECE program will be eligible to earn UConn credit.

Students must apply online at www.ece.uconn.edu and pay tuition in order to be registered. Students who have not completed the ECE application process by October 16, 2024 will not be registered for college credit. Tuition is billed directly through UConn. Additional fees apply for adding or dropping courses. All add and drop requests will have to be completed online by October 16, 2024. Students who drop ECE credit and/or the course after the October 16, 2024 deadline will be processed by UCONN as withdrawals and fees will not be refunded. Additional information regarding the ECE program can be found online at www.ece.uconn.edu.

61.0 VANDALISM

Students may not vandalize school or town buildings, signs, billboards, textbooks, etc. with paint, markers, or any other object that defaces or destroys the surface. Any student involved in this illegal activity will be subject to school disciplinary action up to and including expulsion, police notification, and restitution for damage. If a guilty individual is not found, but a member of a particular class did the vandalism, funds from the treasury of that class will be used. If the guilty individual is not found and it is not clear from which class they are a member, funds from the treasury of Student Council will be used.

62.0 ~~VIDEOTAPING, PHOTOGRAPHY, RECORDING and MEDIA CONSENT~~

Glastonbury Public Schools is committed to communicating effectively with students, parents/guardians, staff and community members. We take great pride in sharing students’ successes including projects, awards, and other school based activities both within our school community and with the greater Glastonbury community. Parental/guardian authorization will be secured before sharing any student’s name, work, video image, or audio tape outside of school. Two types of permission slips will be used,

one for “external” publications and one for “internal” publications.

External Publications: Before students are featured in the public media (including the district’s web portal), parents and guardians will be contacted for authorization. The permission slip, “Media Release—External Publications,” will be completed and will *specifically identify each instance* in which the student will be featured.

Internal Publications: Throughout the year, our district shares students’ successes with the school community through internal school publications such as school and class newsletters, literary magazines, etc. This information may be shared via emails or flyers sent to parents and guardians or through presentations at school events. The audience for these school communications is limited to school staff, Board of Education members, and families within the Glastonbury Public School community. At the beginning of each school year, parents and guardians will be asked to complete a single inclusive permission slip, “Media Release—Internal Communications,” to cover use of their child’s name, photo, school work, video image, or audio tape in any internal (within the school community) communications used throughout the school year. Parental/guardian authorization for internal publications will be entered into each student’s file in the district’s PowerSchool database.

The use of any type of camera, video or audio recording devices is strictly prohibited unless specific permission has been granted by a teacher or administrator. Unauthorized use will result in disciplinary action up to and including suspension or expulsion.

63.0 VISITORS

1. Anyone visiting the school for a legitimate purpose must sign in at the front lobby desk. A visitor’s badge will be assigned upon arrival. Visitors must return through the front lobby and return the badge at the end of the visit.
2. Students will not be allowed to have friends or relatives accompany them to school.
3. Graduates who wish to visit teachers are advised to make appointments in advance to visit school after the school day.
4. Unauthorized visitors will be requested to leave campus. Failure to comply will result in police intervention.
5. College representatives seeking to meet individual students (e.g. athletes) must make appointments with those students after the school day.
6. Students who attend alternative educational programs are not allowed on school grounds without prior permission of an administrator.

64.0 PESTICIDE APPLICATION SUMMARY

Families can ask to be notified of pesticide applications on school grounds. Each year, parents/guardians can send an email to InfoUpdate@Glastonburyus.org for instructions on registering. More information, including a list of pesticide applications on each of our school grounds, can be found on the [Pesticide Program](#) webpage.

Our school is required by the state to include a summary of the previous year’s application of pesticides to school grounds. Please see below. Each year you can register to receive email notifications of pesticide application. Registration is included as part of the online Student Information Update system. You will receive an email prior to the start of the school year when the system is open for your review/updates.

School Year	Date of Application	Active Ingredient of Pesticide	Target Pest	Location on School Property	Designee
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2023-2024	7/27/23-7/28/23	Pylex (Topramezone)	Goose Grass	GHS Fields 11-14	Dr. Kenneth Roy
2023-2024	7/19/23-7/27/23	Acelepryn	Grub-Control	GHS Fields-3,4,8,9,10,11,12,13 & 14	Dr. Kenneth Roy
2022-2023	6/26/23-6/28/23	Tenacity (mesotrione)	Goose Grass	GHS Fields 4,10,11,12,13 & 14	Dr. Kenneth Roy
2022-2023	5/20/23-6/2/23	Dimension (dithiopyr), Flumioxazin-Sure-Guard, and Three Way, Three Way NR (2,4-D)	Weed-Control	Posts, fencelines, backstops, courtyard	Dr. Kenneth Roy
2022-2023	10/4/22-10/6/22	Drive (quinclorac)	Clover-Control	GHS Field 10	Dr. Kenneth Roy
2022-2023	8/19/22-8/23/22	Dimension (dithiopyr), Flumioxazin-Sure-Guard, and Three Way, Three Way NR (2,4-D)	Weed-Control	Posts, fencelines, backstops, courtyard	Dr. Kenneth Roy
2022-2023	7/23/22-7/30/22	Drive (quinclorac) Three Way, Three Way NR (2,4-D, Mecoprop, Dicamba) and Pylex (Topamezone)	Weeds	Athletic fields 3,4,11,12,13 & 14	Dr. Kenneth Roy
2021-2022	6/24/22-6/28/22	Drive (quinclorac) and Three Way, Three Way NR (2,4-D, Mecoprop, Dicamba)	Weed-Control	GHS Field 12	Dr. Kenneth Roy
2021-2022	6/20/22-6/24/22	Tenacity	Goose Grass	GHS Fields 11, 12 & 13, down centers of field and by player's benches	Dr. Kenneth Roy
2021-2022	5/26/2022	Dimension (dithiopyr)	Crabgrass	GHS Fields 3 & 4	Dr. Kenneth Roy
2021-2022	5/10/2022	Dimension (dithiopyr)	Weed-Control	GHS Athletic Field	Dr. Kenneth Roy
2021-2022	8/24/21	Safari Bark Drench	Insects	Oak Tree at the SE Corner of Main Driveway	Dr. Kenneth Roy
2021-2022	8/10/21-8/14/21	Confront (trichlopyr; clopyralid), Flumioxazin-Sure-Guard, Three Way, Three Way NR (2,4-D, Mecoprop, Dicamba)	Poison Ivy	Perimeter of School	Dr. Kenneth Roy
2021-2022	8/3/21	Enforcer Waps & Hornet-Killer	Bees		Dr. Kenneth Roy
2021-2022	7/27/21-8/12/21	Drive (quinclorac), Three Way, Three Way NR (2,4-D, Mecoprop, Dicamba)	Weed-Control	GHS Fields 3,4,11,14	Dr. Kenneth Roy
2021-2022	7/19/21-7/23/21	Acelepryn	Grubs	GHS Fields-2,3,4,6,8,9,10,11,12	Dr. Kenneth Roy
2020-2021	6/28/21-6/29/21	Tenacity	Goose Grass	GHS Field 14	Dr. Kenneth Roy
2020-2021	6/24/21-6/26/21	Tenacity	Goose Grass	GHS Fields 11, 12 & 13	Dr. Kenneth Roy

2020-2021	6/16/21	Flumioxazin—Sure-Guard, Three-Way, Three-Way NR (2,4-D), Mecoprop, Dicamba)	Weed-Control	GHS beds
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65.0 SUMMARY OF DISCIPLINARY PROCEDURES

A student whose conduct in or out of class is inappropriate may be referred to **an administrator** ~~one of the assistant principals~~ by any staff member. It is the policy of the school to notify the student's parents/guardians when disciplinary action has been taken. Although some offenses are dealt with on an individual basis, the following offenses and their penalties will be the same for all students who break the rules. The administration reserves the right to modify penalties based on restorative practices that resolve issues. This list does not include all the rules covered in this handbook.

1. **Alcohol, use or possession:** three (3) to seven (7) days suspension with successful participation in an alcohol awareness program OR five (5) to ten (10) days suspension.
2. **Assault:** ten (10) days suspension, police notification and loss of school privileges.
3. **Bullying:** disciplinary action up to and including suspension. (See Bullying Policy, [section 11.0](#))
4. **Cafeteria-**
 - Bringing food (possessing or consuming food and/or drink) outside the cafeteria:** two (2) detentions; subsequent offenses will result in Saturday detentions.
 - Leaving food or trash on cafeteria table:** minimum of one (1) detention; **(subsequent offenses) -** disciplinary action up to and including suspension and loss of cafeteria privileges.
 - Throwing food in cafeteria: 1st offense:** minimum of one (1) week removed from cafeteria, **subsequent offenses:** loss of cafeteria privileges and disciplinary action up to and including suspension from school.
5. **Cutting Class: 1st offense:** teacher determination, **2nd offense:** two (2) detentions, **3rd offense:** Saturday detention, **4th offense:** two (2) Saturday detentions, **further offenses:** Referral to Student Intervention Team and disciplinary action up to and including suspension and withdrawal from class with a grade of “F”.
6. **Detention-**
 - Cutting Detention: 1st offense:** one (1) Saturday detention, **2nd offense:** two (2) Saturday detentions or suspension.
 - Missing Saturday Detention for reasons other than illness:** two (2) days suspension, subject to administrative review.
7. **Disruptive/Inappropriate Behavior** (e.g., horseplay): a minimum of two (2) detentions. Inappropriate behavior (creating an “attractive nuisance”) at school or at a school function will result in disciplinary action up to and including suspension, and the potential loss of attendance at any remaining extracurricular activities.
8. **Dress code-**
 - Violation: 1st offense:** Administrative warning & clothing change, **2nd offense:** two detentions & clothing change, **3rd offense:** Saturday detention, clothing change & parent meeting. **Subsequent offenses:** disciplinary action up to and including suspension. (see 19.0 for Dress Code)
 - Wearing or carrying a coat, wind breaker, down vest or jacket during school day:** one (1) detention. Repeat offenders are subject to disciplinary action up to and including suspension.
9. **Drugs, drug paraphernalia, use or possession (including “look-alike” drugs/facsimiles):** ten (10) days suspension; recommendation for 90-day expulsion.
 - Drugs, sales or intent to distribute:** ten (10) days suspension; recommendation for 180-day expulsion.
10. **Electronics** (Cell phone, iPod, or other music player): used for other than texting in the cafeteria, patio area or hallways during passing time. May not be visible, activated, or in use in classrooms, labs, or locker rooms unless authorized by a teacher or administrator for an educational purpose. **1st offense:** Administrative warning, **2nd offense:** Saturday detention, **3rd offense:** Saturday detention and loss of

- privileges including confiscation of device by administration pending a parent meeting, **subsequent offenses:** disciplinary action up to and including suspension.
11. **Fighting: 1st offense:** three (3) days suspension, **subsequent offenses:** five (5) to ten (10) days suspension plus possible expulsion. Depending on the severity of the altercation, police notification may result.
 12. **Forgery of parent note/impersonating parent on phone:** two (2) Saturday detentions.
 13. **Gambling: 1st offense:** minimum of one (1) Saturday detention, **subsequent offenses:** disciplinary action up to and including suspension.
 14. **Harassment/Sexual Harassment:** three (3) to ten (10) days suspension.
 15. **Hazing:** disciplinary action up to and including expulsion.
 16. **Insubordination to a staff member:** minimum one (1) Saturday detention, up to and including suspension.
 17. **Leaving class early without permission:** same as class cut (see #5 above).
 18. **Loitering after school:** after being warned, students that continue to loiter in the building or on school grounds after school hours will be issued a Saturday detention and parents will be contacted.
 19. **Not signed in (NSI):** Saturday detention.
 20. **Off campus without administrative approval: 1st offense:** three (3) Saturday detentions, **2nd offense:** three (3) days suspension & and possible loss of parking privileges, **3rd offense:** five (5) days suspension & possible loss of parking privileges.
 21. **Passes-**
 - In-hall-without a pass/loitering in halls or stairwells:** one (1) detention.
 - Misuse of a Pass/Forgery of Pass:** minimum two (2) detentions.
 22. **Parking-**
 - Parking in non-designated areas with a permit:** (maintenance, teacher, visitor, handicapped, etc.) **1st offense:** warning, **2nd offense:** Saturday Detention, **3rd offense:** loss of parking privilege – revocation of permit.
 - Parking without a permit:** **1st offense:** warning, **2nd offense:** Saturday detention, **3rd offense:** loss of future parking privileges & possible suspension.
 - Reckless use of motor vehicle (including CT motor vehicle violations on campus):** two (2) Saturday detentions, loss of driving privilege, and police notification.
 - Sharing of parking stickers:** forfeit of parking privilege for the remainder of the year.
 23. **Plagiarism or cheating: 1st offense:** zero ("0") for the assignment and parent contact by the teacher documented by a disciplinary notice. (See National Honor Society 39.0.), **subsequent offenses:** disciplinary action up to and including suspension.
 24. **Profanity on School Property:** minimum of two (2) detentions up to a suspension depending on the severity of the infraction.
 25. **Profanity to a staff member:** three (3) days suspension.
 26. **Provoking/instigating an altercation/fight: 1st offense:** three (3) days suspension, **subsequent offenses:** five (5) to ten (10) days suspension plus possible expulsion. Depending on the severity of the altercation, police intervention may result.
 27. **Refusal to give name, giving a false name, failure to report to office:** two (2) days suspension.
 28. **Risk of Injury/Reckless Endangerment:** minimum one (1) Saturday detention, up to and including suspension, and police notification.
 29. **Tampering with a locker:** minimum of one (1) Saturday detention; restitution.
 30. **Tardiness to school:** 10 tardies will result in one (1) Saturday detention; 20 tardies will result in two (2) Saturday detentions. Every 10th subsequent tardy will result in one of the following at the administrator's discretion: loss of parking privileges, additional Saturday detentions, three (3) days suspension, or a community service component.
 31. **Tardiness to class or homeroom (3 unexcused tardies):** one (1) detention, **each subsequent unexcused tardy:** one (1) detention.
 32. **Theft, attempted theft:** minimum of Saturday detention, up to and including ten-day suspension and

police notification.

33. **Threatening:** communication by word (verbal or written), gestures or actions directly or through an intermediary, the effect of which is to cause fear and intimidation in another person. **1st offense:** one (1) Saturday detention and parental contact, **2nd offense:** minimum three (3) days suspension.
34. **Throwing objects on school grounds (that result in a significant disruption of the educational process):** Saturday detention, up to and including suspension and expulsion. **Snowball Throwing:** at moving vehicles, three (3) days suspension; at innocent students, two (2) Saturday detentions; other instances, minimum of two (2) detentions.
35. **Tobacco-Smoking or possession of tobacco products:** **1st offense:** three (3) days suspension, **2nd offense:** five (5) days suspension, **3rd offense:** ten (10) days suspension, **4th offense:** expulsion.
36. **Unauthorized area:** **1st offense:** two (2) detentions, **subsequent offense:** disciplinary action up to and including suspension.
37. **Unexcused absence:** **1st offense:** two (2) Saturday detentions, cuts in all classes, zeroes on missed work, **2nd offense:** three (3) Saturday detentions, **3rd offense:** minimum of three (3) days suspension.
38. **Vandalism:** disciplinary action up to suspension/expulsion, restitution, police notification.
39. **Weapons/Dangerous Instruments-**
 - Deadly Weapon, Dangerous Instrument, Martial Arts Weapon, Firearm:** suspension and mandatory expulsion.
 - Possession of weapon, device or material that could injure others or disrupt the educational environment (e.g. chains, pepper/chemical spray, fireworks/incendiary devices):** suspension up to expulsion and loss of selected school privileges to attend extracurricular activities.
 - Possession of laser pens or devices which may cause injury or harm:** **1st offense:** minimum of three (3) detentions, **subsequent offense:** additional disciplinary action up to and including suspension and police notification.

NOTE: The disciplinary procedures outlined in this handbook are not intended to be fully inclusive. Situations may occur other than those included here that will require the administration to discipline accordingly to assure an orderly and safe environment for all students, faculty and staff of Glastonbury High School.

SUMMARY OF CHANGES MADE TO HANDBOOK BY GHS ADMIN SUMMER 2025

- A Google Doc will be created for increased accessibility and access to live links within the document.
- Changed language throughout the handbook from “he/she” to gender neutral “they”.
- Created a linked map for student drop-off and pickup areas
- Modified the language for 1.1 Class Rank to read: *“Class rank is not calculated or reported by Glastonbury High School to colleges/universities for application purposes.”*
- Deleted diploma requirements (information available in Program of Studies)
- Clarified the language of 1.5 Faculty Scholar/Academic Honors by revising the language and adding the following highlighted sentence: *“Graduating seniors with a GPA of 3.75 or better will be listed in the graduation program as Faculty Scholars. Graduating seniors with a GPA of 3.03.75 will be listed in the graduation program as receiving Academic Honors. Graduating seniors with a 4.75 GPA or higher will be recognized during graduation and students who with a 4.6 GPA or higher will be recognized for the newspaper. All academic honors for graduation will be calculated at the closure of the 3rd Quarter.*
- Eliminated section 1.7 on Pass/Fail and Pass/Fail Option (information available in Program of Studies)
- Changed language for 1.10 Course Drop, #1 to read: *“Students must enroll in and maintain six and a half (6½) credits or more in order to drop a course, and may not drop below six (6) credits.”*
- Changed language for 1.11 Sixth Credit Drop, #1 to read: *“All students are required to enroll in and maintain a minimum of six credits per year.”*
- Eliminated 3.2 table listing Student Activities and Advisors (information available on the website).
- Changed 3.3 language for Eligibility for Extra-Curricular Activities to the following: *“Please refer to the [Glastonbury High School Athletic Department Student-Athlete/Parent Handbook](#) for information regarding procedures, requirements, and policies related to student participation in the interscholastic athletic program at Glastonbury High School. A faculty advisor or high school administrator may deny a student the privilege of participating in any extra-curricular activity when such action is in the best interest of the school and/or the student affected. This regulation does not prohibit the constitutions of student organizations from including eligibility requirements for their members in addition to those stated in the handbook linked in the first paragraph of this regulation.”*
- Eliminated 3.8.2 table of Class Officers and Student Council Representatives (this information is available on the website)
- Changed 6.0 language for Mental Health Days to be more specific: *“In order for a mental health day to be excused, a parent/guardian must call their student out. Students, even if over the age of 18 years, may not call themselves out for a mental health day. Students may not take their two mental health days consecutively.”*
- Eliminated sentence at the end of 10.0: *“This includes simple habits such as covering school textbooks.”*
- Eliminated sentence at the end of 13.3 Penalties for Cafeteria Misconduct #5: *“They will be responsible for bringing their own bag lunch and drink from home.”*
- Eliminated section on College and Career Center (available on the website)

- Eliminated 16.0 College Board Testing dates (communicated to families and students via school counseling)
- Eliminated phrase “iPods” from section 17.0 Detention
- Eliminated section 30.0 School Counseling Services (available in the Program of Studies)
- Eliminated 35.0 Knives (covered under previous section on weapons)
- Eliminated 42.0 Office Hours (available on website)
- Changed section 46.0 language regarding Passes to accurately reflect change in current practice/policy to read:
 - *Students who are moving from the main office, the school counseling office, cafeteria, or the library to another area in the building must leave with a pass.*
 - *Students who have been detained from some regular assignment or class by a staff member must ask for a pass that will serve as an explanation for their late arrival to the next assignment.*
 - *Students moving from the cafeteria to any other part of the school must procure passes from the staff member on duty there. Passes are not issued out of the cafeteria during Block 3.*
 - *Passes may be issued to go to the main office, library, lavatory, nurse, school counseling, a department workroom, or the math, computer, and writing labs from the cafeteria. Passes are not issued out of the cafeteria during Block 3.*
 - *Students who wish to visit the library during their lunch period must visit the library first and then proceed to the cafeteria (if they choose to do so).*
- Eliminated section 47.1 Marking Period Dates (available on website)
- Eliminated section 47.2 Report Card Symbols and Notations
- Eliminated section 48.0 on Residency Requirements
- Eliminated section 49.0 School Etiquette
- Eliminated section 59.0 UConn Early College Experience (available in Program of Studies)
- Eliminated the following sentence from section 60.0 Vandalism:

“If a guilty individual is not found, but a member of a particular class did the vandalism, funds from the treasury of that class will be used. If the guilty individual is not found and it is not clear from which class they are a member, funds from the treasury of Student Council will be used.”
- Eliminated section 63.0 Pesticide Application Summary (link to website)



Rules of Eligibility

**What every
student-athlete
and parent
should know**

Introduction

Each year over 100,000 high school student-athletes participate in interscholastic athletics in Connecticut. The responsibility for assuring that all student-athletes have an opportunity to participate in a CIAC sponsored sport on an equitable basis rests with the Connecticut Interscholastic Athletic Conference (CIAC), an organization comprised of member schools.

This pamphlet highlights many of the key rules and regulations that you must follow to maintain your eligibility. If you have questions that are not answered in this pamphlet, please consult the Code of Eligibility in the [CIAC Handbook](#), which is available at www.casciac.org. Also, always discuss any questions related to eligibility with your athletic director or principal.

The Rules and Regulations of CIAC are established by member school principals and CIAC staff is charged with the responsibility of implementing the rules established by the membership.

Connecticut Student-Athletes: Some Things You Need To Know About Athletic Eligibility!

Eligibility to participate on a CIAC school team is a privilege that students attain by meeting the eligibility requirements established by the CIAC as well as any additional requirements set by their schools.

This pamphlet describes some, but not all, of the eligibility rules, as well as other relevant rules listed in the CIAC Handbook. For a complete listing and description of all CIAC rules visit the CIAC website: www.casciac.org and go to the CIAC website and then to Handbook.

Athletes and parents are responsible for knowing and abiding by all CIAC Rules. To safeguard your eligibility refer any questions to your school's athletic director or principal. Both your athletic director and principal have access to the CIAC staff for interpretations and rulings.

Eligibility and Academic Requirements - During the Season

- In order to represent your school, you must be a bona fide student as a member of that school and meet all CIAC eligibility requirements, including the school's academic requirements.
- Student-athletes at all levels of play, e.g. freshman, junior varsity and varsity, must conform to all CIAC eligibility rules.
- Eligibility for fall sports is determined by the number of credits received toward graduation at the close of the previous school year, not the fourth marking period grades. You must have received credit in at least four Carnegie units of work for which you did not previously receive credit to be eligible for fall sports participation. This may include credits earned during the summer. Thereafter, marking period grades, not semester grades, are used to determine eligibility. You must take and earn passing grades in at least four quarter Carnegie units and meet the academic requirements of your school to achieve eligibility. For additional information on academic eligibility, consult your athletic director, guidance counselor or school principal. Also, see Appendix B in the CIAC Handbook for additional information on eligibility.

Eligibility and Academic Requirements - During the Season (continued)

- Scholastic failures may not be made up for eligibility purposes in any manner until the next report period when grades are distributed. Scholastic incompletes must be made up within ten (10) school days following the date that student eligibility was determined for that marking period. Year end failures may be made up through successful completion of local school system approved summer school courses in the courses failed.
- First time ninth grade students will automatically be eligible for the first marking period.
- You have eight consecutive semesters, or four consecutive years of eligibility from the date of initial entry into ninth grade. You may not participate in a specific school sport for more than four seasons in grades 9-12.
- Student eligibility is determined on the date that grades are officially distributed to all students or on the fourteenth calendar day following the end of a marking period, whichever comes first.
- You are responsible for knowing your school's eligibility policy, which may be different than the minimum policy established by the CIAC. Contact your athletic director or principal if you have questions on your school's eligibility policy.

In-Season Rules

- You are not permitted to start a sport during a season in which your twentieth (20) birthday falls. The season is from the first allowable play date until the posted date of the state championship in that sport.
- You are permitted to receive individual lessons during the season from someone other than your coach.
- Student-athletes may not switch from one school team to another after the first scheduled contest in that sport.
- During the high school season, starting with the first scheduled contest through the CIAC and New England tournaments, you may not practice or play with an outside team in the same sport. If you are a member of a golf, swimming, gymnastics, track and field or tennis team, refer to the CIAC Handbook for exceptions to this rule. Direct any questions related to outside participation to your athletic director or high school principal.
- **Never participate in any activity in the same sport during your sport season without first consulting with your athletic director or principal to avoid violating CIAC rules.**
- Participation in college auditions, and student clinics is permissible under certain conditions. Check the CIAC Handbook for more information and always consult your athletic director or principal for additional information.
- Parent and student signed consent form regarding concussion and sudden cardiac arrest is a requirement before the season begins.
- You are not permitted to participate in an all-star game until the end of the season as defined by the CIAC.

Outside the Season

Generally student athletes are permitted to participate in any activity or sport they wish to during the off season without being in violation of CIAC Rules. There are a few limitations for participation in camps, clinics or other organized activities when your coach or school is involved that you should be aware of.

A. Camps – Out of Season

You may attend camps which teach the skills of your sport. The following are some restrictions related to off-season camps:

- Attendance must be during non-school time.
- You may not wear a school uniform or use equipment that identifies your school.
- The school may not organize, supervise or operate the camp.
- A booster club may finance camp expenses if it is financially independent of the school and the school does not control and/or administer those funds.
- Your school or coaches may not finance your camp expenses.
- If your coach is involved in any way with the camp, he/she may not have contact with you for more than ten (10) days.
- Your coach may not coach or instruct his/her team as an exclusive team unit.
- No more than ten percent (10%) of those attending the camp may be from your school if your coach is involved.

B. Student Clinics – Out of Season

- You may attend a student clinic in which you will physically participate.
- The clinic must be during non-school time.
- You may not wear a school uniform or use equipment that identifies the school.
- The clinic may not be organized or supervised by your coach or school.
- You may attend one day clinics unless permission is granted by the CIAC to attend a multi-day clinic.
- You are permitted to be involved in a sport-specific conditioning program anytime throughout the year. You may not receive coaching or instruction in your sport techniques in a conditioning program, and equipment (balls, bats, etc.) used in your sport may not be utilized. Mandatory attendance is not permitted.

Athletic Participation at Schools of Choice

Students who attend a state of Connecticut Public School of Choice that does not have any sport programs will be allowed to return to the school to which they would otherwise attend (home school) providing the “home school” will allow such participation. Students who attend a public school of choice that offers a sports program, regardless of how limited, will only be allowed to participate in athletics at the school they attend. Students attending a choice school must meet the same eligibility requirements as all other student athletes.

Transfer Rule

If you are planning to transfer from an in-state or out-of-state school to a CIAC member school please discuss your pending transfer with your school principal and/or your athletic director prior to the move so you and your family understand the possible implications for your athletic eligibility.

- Students who transfer from one member school to another at the end of grade nine will be immediately eligible at their new school providing they are otherwise eligible.
- Students who transfer in grades 10-12 with a corresponding change of legal address to a new school district and are residing with their parent(s) or legal guardian will be immediately eligible providing they are otherwise eligible.
- If you transfer from one member school to another in grades 10-12 without a corresponding change of legal address you may be subject to a 50% sit-out in the sport you played at your previous school that you wish to play at your new school. Check with your athletic director to see if this rule will apply to your transfer.
- If you transfer from one member school to another for athletic reasons you will be subject to a one year restriction on playing in the sport(s) you played the previous year.

Residency

Student athletes under the age of eighteen (18) must be residing with their parent or legal guardian (as determined by the Probate Court) to be eligible to participate. Residence with and support by any individual other than the parent or legal guardian for a period of one year or more does establish the residence of the student for athletic purposes.

Home Schooled Students

Participation on a CIAC school’s interscholastic team is extended only to student-athletes whose program is under the direct supervision of a CIAC member school. Home schooled students are not eligible to participate on CIAC schools’ interscholastic teams.

Amateur Status

To remain an amateur and eligible for CIAC competition, you may not participate at any time under an assumed name, and any prizes won must be symbolic in nature. Jackets, sweaters, trophies and rings or watches are permitted; savings bonds or cash are not. Refer to the CIAC Handbook for further information on amateurism.

Performance Enhancing Supplements

There are severe penalties for the use of anabolic steroids and other performance-enhancing supplements. Refer to the CIAC Handbook for more information on this topic.

Concussion Education Requirements

CIAC member schools are required to educate all student-athletes and parents on the signs and symptoms of concussion and return-to-play requirements. Prior to participation in any CIAC sponsored sport, athlete and parent must sign an informed consent form that will be provided by the school. The sign off attests that the athlete and parent(s) are aware of the signs and symptoms of concussions and return-to-play requirements once a concussion is suspected.

Recruitment

Recruitment or attempted recruitment of students for athletic purposes, regardless of residence, is a gross violation of the spirit and philosophy of CIAC rules and is expressly forbidden. Athletes and/or families who allow themselves to be recruited by a member school will be declared permanently ineligible at the school to which he/she has been recruited and may be declared ineligible for interscholastic competition for up to one year at any other school. Using undue influence via direct or indirect communication by anyone associated with a school in an attempt to encourage your enrollment in another school is prohibited. Examples are:

- Arranging any kind of contact with you for the purpose of encouraging your enrollment in another school.
- Visiting or entertaining you or a member of your family with the intent of encouraging your enrollment in another school.
- Providing transportation to you or a family member with the intent of encouraging your enrollment in another school.
- No representative of another school is permitted to encourage your enrollment in that school or a different school.
- Any contact you would have with someone trying to encourage you to enroll in a different school is not permitted.
- Any questions or concerns that you have related to recruitment should be addressed with your athletic director or principal. Additional information on recruitment is available in the CIAC Handbook.



Connecticut Interscholastic Athletic Conference

30 Realty Drive, Cheshire, CT 06410

(Phone) 203.250.1111 (Fax) 203.250.1345

www.casciac.org



Glastonbury High School Athletic Department
Student-Athlete/Parent Handbook

updated 4/8/25

PROCEDURES FOR PARTICIPATION IN ATHLETIC PROGRAMS

Registration

Registration is now online. Go to www.glastonburyus.org and select Glastonbury High School, Co-Curricular, GHS Athletics, and Registration and Forms.

Forms Required for Registration

- Completed "G" Form OR a copy of the CT Health Assessment Form
- These forms can be found on the website.
- Note: If you/your athlete participated on an athletic team during the previous school year AND the physical is still valid, you will not have to submit a new physical for registration until the physical is up for renewal. Remember, a physical is valid for 13 months and must be valid during the time of participation.

Starting Dates & Sport Specific Information

Information on start dates and sport specific information can be found on the athletics webpage and team sites.

<https://sites.google.com/a/glastonburyus.org/athletics>

GLASTONBURY INTERSCHOLASTIC ATHLETICS

It is a privilege to be a student-athlete in the interscholastic program of the Glastonbury Public Schools. We, who are concerned with the educational development of young men and women through athletics, feel that a properly controlled, well-organized sports program meets with the students' needs for self-expression, mental alertness and physical growth. It is our hope to maintain a program that is sound in purpose and will further each student's educational maturity.

A wide variety of sports programs are offered both at the varsity and sub-varsity levels. Sixty-seven (67) teams become involved in interscholastic competition. Because of this high degree of visibility, it is important that you represent your school, your team and most importantly yourself with pride, determination and commitment.

It is expected that student athletes will provide leadership, exhibit responsible behavior and keep the rules of the team, coach, school and conference. When you win, we will share your pride, enjoy your glory. Keep in mind that how you conduct yourselves on and off the playing field is as important to us as how well you play. Win or lose, we will feel equal pride if we know that you have tried your best, that you have always treated your opponents and their supporters with kindness and courtesy, and that you have played fair-always.

Participation in interscholastic athletics is an experience you will never forget. Enjoy it; take pride in your performance and best wishes for a successful season.

Trish Witkin, CMAA
Director of Athletics

Ashley Kitchens, CMAA
Assistant Athletic Director

“PARTICIPATION IN ATHLETICS IS A PRIVILEGE AND NOT A RIGHT”

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FORWARD

The purpose of this handbook is to act as a guide for participants, coaches, and parents in order that each may understand the accepted procedures and policies of the Glastonbury High School Athletics Department, in conjunction with the Connecticut Interscholastic Athletic Conference. Described are the procedures, which should bring about a more efficient operation of the interscholastic athletic program. Participation and involvement in the athletic program will contribute to the development of the role students will play in adult life and should help to promote a feeling of pride and school spirit.

Each coach and student-athlete is **required** to read this handbook and acknowledge its receipt before participating in a sport. Student-athletes are **required** to review this handbook with their parents before each sport season. Through the registration process, parents and student-athletes will acknowledge they have read and understand the contents of the handbook, providing a signature verifying that.

PHILOSOPHY

The athletic program at Glastonbury High School is an integral part of the educational process. The purpose of the program is to stimulate students to develop mutual interests, promote motivations and improve their physical skills creating a student-centered education-based athletic program.

To be of maximum effectiveness, the athletic program must be closely coordinated with the general instruction of the school. It must be such that the number of students accommodated, and the educational aims achieved, justify its inclusion in the overall educational program.

The interscholastic athletic program shall be conducted in accordance with existing Board of Education policies, rules and regulations. While the Board of Education takes great pride in winning, it does not condone “winning at any cost” and discourages any and all pressures that might tend to neglect good sportsmanship and good mental health.

Athletics are for all students who are physically able to participate, who qualify under the eligibility requirements, and who adhere to the rules set forth by the state and local school officials. We believe that participation in athletics will contribute to the following:

- Improvement of the health, fitness, and general welfare of all individuals taking part in the program.

- Engaging a maximum number of students in administration as well as active areas of the program.
- Stimulating all participants to achieve creditable academic progress and to make a contribution to the general educational program of the school.

MISSION STATEMENT

The Glastonbury Department of Athletics strives for excellence by providing opportunities to student-athletes to participate in programs that are designed to develop meaningful standards of athletic performance, leadership, scholarship, community service and appropriate conduct within the educational and social environments of Glastonbury High School.

GOALS

1. To encourage student-athletes to achieve success by maintaining academic eligibility rules and to keep athletics in proper perspective.
2. To develop good citizenship, honesty, emotional control, dependability, and respect for rules, property and authority.
3. To provide an opportunity to exemplify and observe good sportsmanship.
4. To maintain a high standard of credible and positive performance and conduct on and off the field.
5. To teach and emphasize the fundamental skills of the various sports as a necessary ingredient in achieving individual and team success.
6. To stress the importance of physical fitness, conditioning, health habits, and safety in athletics.
7. To provide opportunities to develop lasting friendships with teammates and opponents.
8. To teach athletes to work together as a cohesive unit in order to achieve a common goal.
9. To provide a well-planned and well-balanced program of interscholastic athletics for as many secondary school students as possible.
10. To provide high quality leadership for all athletic programs so as to exemplify to student's a desired behavior to be developed from each athletic program.
11. To provide opportunities for the development of a feeling of unity and belonging, team pride, teamwork and commitment.

CODE OF CONDUCT FOR ATHLETES

INTRODUCTION

Recognizing that it is a privilege and honor to represent one's school and community while participating on an athletic team and that it is an athlete's responsibility to conform to those rules and regulations, the following Code of Conduct shall be in effect for the athletic teams.

CODE

- Athletes shall conform to the school, Central Connecticut Conference (C.C.C.) and Connecticut Interscholastic Athletic Conference (CIAC) Eligibility Rules, including all medical and academic requirements.
- Athletes shall conform to the behavioral norms of the school and act in a responsible manner with regards to the rules and regulations established in the Glastonbury Student Handbook.
- Athletes shall conform to the behavioral norms of society in general and to the specific laws established by the local, state and federal governments.
- Athletes shall attend and not be tardy for all practices and meets held both during regular school sessions and during vacations. Exceptions shall be subject to the approval of the head coach.
- Athletes shall get proper amounts of sleep and rest, both of which are recognized as essential for maximum effectiveness and efficiency in athletic participation.
- Athletes shall maintain a proper, well-balanced and nutritious diet in order to maintain peak effectiveness in their respective sports.
- Athletes shall abstain from using those substances – drugs, alcohol, steroids, and tobacco – that are deemed harmful to one's athletic performance, health and general well-being.
- Athletes shall, at all times, conduct themselves in a manner that exhibits sound moral character and exemplifies good sportsmanship. Such behavior shall consider the safety and well being of team members, opponents, officials, spectators and the community in general.

- Athletes shall be held responsible and accountable for all equipment associated with the functioning of the team. Specifically, this includes uniforms, sweat suits and equipment related to the performance of their particular event.
- Athletes shall always conduct themselves with an attitude that is positively stated, exhibits pride and is representative of the Glastonbury community in general.

CONCLUSION

Athletes failing to conform to and meet the requirements of the contents of the Code of Conduct shall face disciplinary action, on an individual basis, which is to be conducted in accordance with the rules and regulations of due process of the athletic department, school and/or community. *This action could include suspension or expulsion from the team, or prevent full participation by a student not yet in season, as deemed appropriate by the Principal or Athletic Director.*

ATHLETIC REQUIREMENTS FOR PARTICIPATION

In order to participate in any sport at Glastonbury the following requirements must be met:

- Sports Health Assessment Form completed by Physician and Parent/Guardian submitted to Athletic Director (“G” Form) **or** CT Health Assessment Form.
- Complete on-line registration process.
- All eligibility requirements must be satisfied.

SPORTS HEALTH ASSESSMENTS FOR INTERSCHOLASTIC ATHLETICS

The Glastonbury Board of Education requires that all students have a Sports Health Assessment *before* being permitted to take part in interscholastic sports. This means they may not participate in try-outs, practices, or contests without evidence of a valid sports physical (“G” Form) being on file in the high school Athletic Office. Medical forms can be downloaded from the athletic department page on the district website: glastonburyus.org under Registration and Forms.

IMPORTANT: The blue colored State Medical Form (HAR-3 rev. 4/2010) is **not acceptable** for athletic participation unless the examining physician specifically checks off on the form that the athlete may “participate fully in athletic activities and competitive sports.” This can only be found on the version cited above. Please note we will need a

copy of the complete document. Forms turned into the health office do not satisfy this requirement. Athletes should turn in a copy of the blue form if they are required to submit one to the health office as well.

A Sports Health Assessment is valid for 13 months. Should a physical expire during the school year and/or during the season a student is participating in, the student will be expected to submit evidence of an updated physical by submitting a new “G” Form or CT Health Assessment Form for continued participation. In the event of an injury or change in medical status, the student-athlete might be required to update their physical depending on the nature of the injury/change in health.

To return to the team after an injury, the athlete must obtain a note from the attending physician stating that the athlete may continue in the program.

This note must be given to the Athletic Trainer. Without a note from their doctor clearing the athlete to return, the athlete will not be allowed to participate in any practice or contest.

Please note additional evaluation by the Athletic Trainer might be necessary upon clearance from the attending physician.

ATHLETIC TEAM ELIGIBILITY

We follow the CIAC Rules of Eligibility for all student-athletes participating in GHS Athletics. At times, as permitted by the CIAC, our requirements are more restrictive.

GHS student-athletes are responsible for following the GHS Code of Conduct for athletes. The GHS principal or athletic director may declare a student ineligible for athletic participation if it is felt that the student is not meeting his/her responsibilities as a student and citizen of Glastonbury High School and the community.

As a reminder, the CIAC rules and Glastonbury High School Athletic Department policies apply to all GHS student-athletes and athletic programs, regardless of whether or not the sport is CIAC sanctioned. The GHS Athletic Department may make exceptions for non-CIAC sanctioned sports (e.g., in-season and out-of-season rules).

We provide only a summary of student-athlete eligibility rules below. Appendix B in the CIAC Handbook includes comprehensive athletics eligibility information. Please visit the [CIAC website](#) for this information.

In summary, you are **ELIGIBLE** to participate in GHS athletics if:

- You are taking at least four (4) units of work [credits] or its equivalent. (CIAC Rule I.B.). However, **GHS also requires that students enroll in and maintain a minimum number of six (6) credits a year, unless special permission is granted by a principal or through the Planning and Placement Team/504 meeting for students with special needs. Please note that a P.E. course taken without a lab science will not count toward the 4 units of work [credits] required by the CIAC.**
- You have passed at least four (4) units [credits] at the end of the last regular marking period as of the official day that grades are issued, with the exception of fall eligibility. (CIAC Rule I. A.) Marking period grades (not semester grades) are to be used in determining scholastic eligibility to participate in interscholastic athletics during any given marking period. For fall sports eligibility, students must have received credit for four (4) units [credits] or its equivalent towards graduation at the close of the school year preceding the contest. (CIAC Rule I.D.)
- You are 19 years old (or younger) and will not turn 20 years old during a season. (CIAC Rule II.B.)
- You have not been in attendance for more than eight (8) semesters. (You have eight (8) consecutive semesters or four (4) consecutive years of eligibility from the first date of entry into the ninth grade to be eligible for interscholastic competition). (CIAC Rule II. B.)
- You changed schools with a change of legal residence. (CIAC Rule II.C.)
- You do not play or practice with an outside team in the same sport while a member of the school team after the first scheduled game in any season. (CIAC Rule II.F.)

The exception to CIAC Rule II.F. are:

1. Participation in parent/child tournaments and caddy tournaments.
2. Swimming, tennis, gymnastics, golf, indoor and outdoor track: You may practice but not compete with a non-CIAC team or as an individual during the season as long as such practices do not interfere with or replace member school practices.

- You participate under your OWN name. (CIAC Rule II.G.)
- You will not participate as a member of a team or as an individual in competition from which you receive personal economic gains because of your athletic skill. (CIAC Rule II.G.)
- Your work habits and conduct both in and out of school make you worthy to represent the ideals, principles, and standards of your school.

For questions about academic eligibility, please consult the athletic director, a school counselor, or the GHS principal.

INSURANCE FOR ATHLETES

Students participating in interscholastic sports are automatically covered under the school's athletic insurance program. The athletic insurance program does not cover any medical expense that is paid or payable under any other insurance policy. Therefore, a family's regular insurance policy (Blue Cross/Blue Shield, etc.) will cover the student athlete initially. The school's athletic insurance will take effect when the individual's insurance is exhausted, up to the limits contained in the school's athletic insurance policy, which is on file in the Business Office. **Please take notice, if you have questions about coverage or particular treatment under the school's athletic insurance policy, you should inquire about such coverage before you request or authorize treatment.** Athletes who are injured may obtain a claim form from the Athletic Director who will review the original accident report and sign the claim form. **Claims must be on file with the insurance company within 90 days of the injury.**

ATHLETIC INJURIES

REPORTING OF INJURIES

All injuries that occur while participating on an athletic team are to be reported to the appropriate coach and/or athletic trainer who will fill out an injury form and turn it into the Athletic Department Office. This report should be completed the day of the injury or as soon thereafter as possible. The Athletic Director will then submit the report to the Business Office.

Head Injuries

Head injuries may not become evident until some time has passed since the actual incident. In addition, many athletes participate in weekend activities without medical

coverage. For these reasons, it is important to be aware of the signs, symptoms, and appropriate treatment for head injuries. The injured athlete should **never be left alone for the first 24 hours** after the injury. It is important to monitor the student-athlete after a head injury however since rest is an important part of recovery, it is not necessary to wake the athlete throughout the evening. Parents can contact the Athletic Trainer (860-212-2911 or 860-883-6098) for additional information.

While a *mild* headache may be expected, it is still important to monitor the athlete. If any of the following symptoms occur, please seek medical attention immediately. Athletes should not drive until cleared by a physician or athletic trainer.

- ⇒ Increasing or severe headache
- ⇒ Dizziness
- ⇒ Vomiting or nausea
- ⇒ Loss of memory
- ⇒ Poor concentration
- ⇒ Confusion
- ⇒ Change in personality
- ⇒ Unequal or dilated pupils
- ⇒ Double or blurred vision
- ⇒ Blood or watery fluid coming from the ears or nose
- ⇒ Weakness or clumsiness in arms or legs
- ⇒ Slurred or garbled speech
- ⇒ Difficulty with speech
- ⇒ Asymmetry of the face
- ⇒ Increased swelling along the scalp
- ⇒ Hard to arouse or irritable
- ⇒ Convulsions and/or awkward movements

GLASTONBURY HIGH SCHOOL ATHLETIC TEAMS

	<u>Girls</u>	<u>Boys</u>
FALL SEASON	Cheerleading	Cross Country
	Cross Country	Football
	Soccer	Soccer
	Field Hockey	Crew

	Swimming/Diving	Golf (moved to the fall in '21)
	Volleyball	
	Crew	
WINTER SEASON	Basketball	Basketball
	Cheerleading	Ice Hockey
	Gymnastics	Swimming/Diving
	Indoor Track & Field	Indoor Track & Field
	Ice Hockey (co-op)	Wrestling
	Coed Ski Racing	
SPRING SEASON	Softball	Baseball
	Tennis	Tennis
	Golf	Crew
	Outdoor Track & Field	Outdoor Track & Field
	Lacrosse	Lacrosse
	Crew	Volleyball
		Crew

Selection of team members is subject to the discretion of the coaching staff and nature of the sport. Student/athletes are encouraged to refer to the coach for the selection process of a particular sport and for the levels of participation offered in that sport.

TRAINING ROOM SERVICES/COVERAGE

Athletic training services are available for all sports teams. On-field game coverage is determined by the number of contests happening and by the nature of the sport (collision, contact, non-contact). The athletic training staff will also provide care for teams visiting GHS.

During the fall season, the athletic trainer is in the indoor training room from approximately 2:06-3:00 p.m. In the spring, hours are from 2:06-3:00p.m. After 3:00 p.m., the athletic trainer will be in the outside Training Room until game(s) to be covered begins. If there are no games, the athletic trainer will be covering practices. The winter schedule is determined by daily home athletic schedules that include numerous assignments at evening contests. Please check the training room door and athletic trainer

tab on the athletics website for the schedule. **A list of training room rules is posted in each training room area.**

SUBSTANCE USE, POSSESSION, OR DISTRIBUTION

Athletics/Co-Curricular Activities (Regulation 5131.6e)

The Glastonbury Board of Education and Glastonbury Administration, and Glastonbury High School Athletic Department are committed to achieving an environment free of substance abuse in our schools. While this goal cannot be achieved by the school district alone, regardless of funding, staff ability, or program development, the GHS Athletic Department and GHS Administrative Team will provide students with preventative and intervention support and education.

A student who possesses or uses alcohol or drugs, drug facsimile or other substances intended to impair normal cognitive and/or psychological functions at any time during the school year will be subject to suspension or dismissal from any school sport team as described in the Student Athletic Handbook. In addition, the student will forfeit leadership roles in co-curricular clubs and activities, and may be dismissed from those activities.

In-Season Substance Abuse

Use, possession, or distribution of drugs and/or alcohol will result in the immediate dismissal from the team for the season. The student-athlete may regain athletic eligibility for the next season after completing a planned assistance program. Use, possession, or distribution of tobacco (**which includes but is not limited to cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, nicotine delivery systems, vapor products, chemicals or devices that produce the same flavors or physical effects of nicotine substances; and any other tobacco or nicotine innovations**) will result in a two (2) week suspension from the team. This will include all practices and competition. A second violation of this nature will result in the immediate dismissal from the team for the season.

Out of Season Substance Abuse

Students failing to conform to the substance abuse policy during the school year but not yet in season shall face disciplinary action that will be served in the season they do participate.

First Offense:

- Four (4) week suspension
- Student may try-out and practice but may not compete
- Student-athlete will attend games but may not be in uniform
- Loss of leadership
- Student-athlete and Parent/Guardian must sign contract

Second Offense:

- Sixteen (16) week suspension
- Loss of leadership • Student-Athlete must perform 10 hours of community service • Student-Athlete and Parent/Guardian must sign a contract If the season ends before the penalty assigned is complete, it is carried to the next season the student participates in.

CHEMICAL HEALTH POLICY

The CIAC expects member schools to monitor their student athletes to assure that they are free of performance enhancing substances and to report any violations in a timely manner.

A student-athlete who has been determined to have used, in or out-of-season androgenic/anabolic steroids or other performance enhancing substances shall be declared ineligible for all CIAC-controlled activities for one hundred eighty (180) school days on each occurrence. The one hundred eighty (180) school day period of ineligibility commences on the day the CIAC Board of Control makes such determination.

Any student athlete who refuses to submit to testing as part of a member school's Board of Education-approved random drug testing policy shall be ineligible to participate in any CIAC-controlled activities.

Performance enhancing substances and practices subject to this policy include but are not limited to, the following:

- a. Anabolic Agents, Diuretics, Peptide Hormones and Analogues.
- b. Blood doping (the intravenous injection of whole blood, packed red blood cells, or blood substitutes).
- c. Substances and practices identified as banned by the NCAA and the USOC.

The CIAC allows member schools to make exceptions for those student-athletes with a documented medical history demonstrating the need for regular use of substances that are banned in this policy. These identified substances shall be medically prescribed by the student-athlete's doctor for therapeutic purposes. The documentation should contain information as to the diagnosis, medical history and dosage prescribed.

CONFLICT RESOLUTION

1. An athlete and coach should first attempt to resolve any issues.
2. If the conflict cannot be resolved between the athlete and coach, the athlete should make an appointment to meet with the Director of Athletics.
3. If the problem is still unresolved, then the parent should contact the coach.
4. Only when the problem cannot be resolved with the coach should the parent contact the Director of Athletics.
5. These are the steps to be followed for conflict resolution:
 - a. Athlete – Captain
 - b. Athlete – Coach
 - c. Athlete – Director of Athletics
 - d. Parent – Coach
 - e. Parent – Director of Athletics
 - f. Parent – Principal

Areas that will not be discussed include the following: Playing time, discussions about other student athletes, and game strategies.

SPORTSMANSHIP

The Glastonbury Public Schools conducts an athletic program to enhance the personal and educational growth of its participants by providing healthy and challenging competition. All spectators and participants are asked to contribute to these goals by vocally supporting the efforts of our athletes and by refraining from any actions toward our opponents and officials, which interfere with the realization of our stated goals.

Beginning with the start of the 2016-2017 school year, Glastonbury High School voluntarily declared its athletic program would adhere to the Class Act Standards of

Sportsmanship as set forth by the CIAC. The Student-Athlete Leadership Team (S.A.L.T.) serves as the student based council that will govern the sportsmanship initiative, both from the implementation of these standards and governance should we fall short of our expectations as fans.

CIAC Class Act Guidelines

ALL Spectators (including parents):

- Will adhere to the host school's acceptable dress code at all home and away contests commensurate with classroom behavior. For CIAC tournament contests all spectators will be appropriately attired with their torso completely covered and with no visible degrading or demeaning writings/logos.
- Any signs displayed must be positive in nature, reference only the school supported by the sign maker, and must be pre-approved by the athletic director of the school referenced in the sign.
- During outdoor sports, no air horns or horns of any kind or whistles will be used, and any other noisemakers will be allowed with the host athletic director's approval and only be used during "dead ball" situations to celebrate good play. During indoor sports, no noise makers will be used. Pep bands are allowable at a home contest if the school provides adult supervision and the band only plays during "dead ball" situations.
- Spectators will cheer positively to support their team, and will not cheer negatively against the opponent.
- Spectators will show respect for the game officials and their decisions.
- Spectators will show respect for the playing of the National Anthem.

Game Personnel/Announcers:

- Will explain and consistently enforce host school expectations for spectators.
- Will be enthusiastic but not show favoritism while making announcements, and never publicly question or criticize the players, coaches, or officials.
- Will encourage respect for the National Anthem and remind spectators to remove caps and stand.

Coaches:

- Will exemplify high moral character, behavior and leadership, lead by example, and set a standard for players and spectators to follow both on and off the athletic arena.

- Will teach players the rules of the game and to respect the game, and will take action when athletes exhibit poor sportsmanship.
- Will respect the integrity and judgment of officials and will not publicly criticize or question the decisions of officials.
- Will be aware of the competitive balance of contests and will manage the score in a manner that is sportsmanlike and respectful of opponents.

Players:

- Will accept the responsibility and privilege the student-athlete has in representing their school and community by learning and showing teamwork, sportsmanship and discipline in all aspects of the game.
- Will demonstrate respect for self, coach, teammates, opponents, officials and spectators by exhibiting good character and conducting themselves as a positive role model.
- Will win and lose graciously.
- Will cheer for your team, not against your opponent.
- Will congratulate opponents in a sincere manner following either victory or defeat.

ATHLETIC AWARDS

At the conclusion of each sports season, varsity athletes will be presented letters, numerals, metal insignias, and/or certificate awards. These awards will be presented at a Sports Award Assembly in the Glastonbury High School Auditorium.

AWARD REQUIREMENTS:

a. Varsity

Varsity letters will be awarded to athletes upon the successful completion of an athletic season and the recommendation of the head coach. Specific guidelines will be developed by each coach and clearly defined to all athletes. A player shall have conducted themselves in an exemplary manner both on and off the field, exhibited good sportsmanship to his /her opponents, teammates and coach and ended the season in good standing.

b. Junior Varsity

All members of a sub varsity team who have successfully completed an athletic season in a particular sport are eligible to be named to the Guardians All-Academic Team (see below). Certificates of participation are available to those student-athletes wishing to receive one. Athletes may stop by the Athletic Department at the end of the season to request this award.

c. **Freshman**

All members of the freshman athletic squads who successfully complete an athletic season for a particular sport are eligible to be named to the Guardians All-Academic Team. (see below). Certificates of participation are available to those student-athletes wishing to receive one. Athletes may stop by the Athletic Department at the end of their season to request this award.

d. **Manager**

Manager awards will parallel the regular awards system for varsity teams and will be made only upon the recommendation of the coach.

ADDITIONAL AWARDS:

- Hartwell Award – The Hartwell Award is presented to the young man/woman who has made the greatest contribution to their team. Qualities of performance, leadership, sportsmanship and dedication are criteria used in making the decision. This award is not necessarily given to the most outstanding athlete.
- Glastonbury “G” – Awarded to varsity participants completing the designated standards for any sport. Awarded one (1) time only.
- Sports Insignia (Pin) – Appropriate metal sports insignia awarded to letter winners in any sport.
- C.C.C. All-Academic Team – Awarded to varsity letter winners who have maintained a grade point average of at least 3.0 during the quarter of competition. A certificate is available upon request.
- Guardians All-Academic Team - Awarded to sub-varsity team members in good standing who have maintained a grade point average of at least 3.0 during the quarter of competition.
- Special Certificates- Given in recognition of special categories such as Most Valuable Player; Coach’s Award, Most Improved, sub-varsity academic achievement etc.

AWARD RECIPIENTS:

All recipient award/letter/certificate winners **MUST** be present to receive their awards. Failure to attend may result in the forfeiture of awards. Players may receive permission from their coaches to be absent and remain eligible to receive awards.

Athletes **MUST** have completed the season in good standing to be eligible to receive any such awards.

SUMMARY OF ATHLETIC AWARDS:

- 1st Varsity Award Certificate, Varsity Letter, Varsity Insignia and Numerals
- Addition Varsity Awards Certificate and Metal Sport Insignia
- Junior Varsity Award Certificate of Participation (available upon request)
- Freshman Awards Certificate of Participation (available upon request)
- Managers (varsity) Certificate, Manager Insignia and other appropriate awards
- Captain Captain Insignia

***A nominal fee will be charged for replacement awards.**

SPORTS INFORMATION

Athletic Schedules, results and sports information can be found in two areas:

1. The Glastonbury High School website – glastonburyus.org (Athletics).
2. The Connecticut Interscholastic Athletic Conference – C.I.A.C. (the governing body of high school athletics). Website – www.ciacsports.com (on this site you will find athletic schedules and directions to all schools as well as off site facilities, game results and post season tournament information. You can also register to receive schedule updates).

POLICIES AND PROCEDURES FOR ALL STUDENT/ATHLETES

A. Substance Abuse Policy – See Page 12

B. Appropriate Behavior

- Any student/athlete who initiates a fight will be dismissed immediately from the team.
- Verbal and/or physical abuse of officials or coaches by student/athletes will result in immediate dismissal from the team.

- The following behaviors will be considered serious violations of the athletic code and school rules and will result in disciplinary action:
 - A. Civil law and criminal infractions.
 - B. Theft or malicious destruction of individual, private or school property.
 - C. Misconduct by an athlete that is potentially detrimental to the athletic program, school or school district.

C. **School Attendance**

- Athletes will be allowed to participate in practice or contests only if they are in school by 10:30a.m on that day. Students who are absent from school may not participate in any athletic event during that afternoon or evening. Individual exceptions may be approved by the principal when arranged in advance.
- Unexcused single period absences during a given day may cause an athlete to be withheld from practice or contests on that day. **Students must participate in PE in order to be eligible for afterschool activities.**
- Student-athletes must meet minimum attendance requirements on Friday in order to be eligible for weekend practices and games.
- Students who are dismissed from school through the nurse are not eligible to return to participate in that afternoon/evening's events.

D. **Absence from Scheduled Practice**

- A team will only function effectively when all participants are present. Any player who skips practice is hurting themselves and the team. A player must notify the coach in person of any practice he or she is required to miss. The coach will determine if the excuse is acceptable.
- Athletes need to be aware of the team rules on missing practices/games as they may impact participation.

E. **Locker Rooms**

- It is the student/athlete's responsibility to leave all your valuables at home and keep your locker locked at all times.

Note: The school will not be responsible for personal property.

F. **Athletic Equipment**

- The student/athlete is responsible for all uniforms and equipment that is assigned to him/her.
- All equipment will be returned when the athlete completes the sport, either at the end of the season, or on leaving the team.
- If items are lost or abused, the student/athlete will be required to pay for a replacement.

- Uniforms are to be worn only at scheduled practices, contests or on game days.

Note: Athletes who do not return equipment/uniforms are ineligible to participate on additional athletic teams throughout the year. In addition, spring athletes will not receive their class schedules for the following school year until all items are returned or replacement costs have been submitted. Graduating seniors will not receive their cap and gown until they too have met the above responsibilities.

G. Vacations

- Team members are expected to attend practices and contests during vacations that fall within the team season. Parents should make family vacation plans with the student/athletes' commitment in mind. However, athletes who have family vacation plans must furnish the coach notification of vacation plans the day after the team has been selected. A parent or guardian of the athlete must sign the written notification. No team member will be removed from a team for missing practice or games during vacations for which they have notified the coach as previously stated. However, penalties will be enforced due to their absence. It shall be the coach's prerogative to decide when a player is in condition to resume play.

H. Bus Behavior

- Student/athletes must travel to and from contests on the team bus, accompanied by the coach.
- Athletes will be expected to conduct themselves appropriately at all times while riding to and from athletic contests.
- Any damage to buses, caused by athletes, will be paid for by the athlete(s) involved. Said athlete(s), by this behavior, will be subject to dismissal from the squad and school discipline.
- Food and beverages (except water) must be consumed prior to boarding the bus. Eating and drinking on the bus is prohibited.

I. Hazing

- Hazing is **prohibited** at all times. Hazing activities of any type are inconsistent with the educational goals of the school system. "Hazing" means committing an act against a student, or coercing a student into committing an act, that creates a risk of physical or emotional harm to a person, in order for the student to be initiated into or affiliated with a student organization or any other purpose.

The term hazing includes, but is not limited to:

1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking, or placing a harmful substance on the body.
2. Any type of physical activity that subjects the student to a risk of harm or that adversely affects the mental or physical health or safety of the student.
3. Any activity that intimidates or threatens the student with ostracism, that subjects a student to stress, embarrassment, shame or humiliation that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
4. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.

Note: The school district will act to investigate all complaints of hazing and will discipline up to and including expulsion.

J. Captain's Practice

- The term "Captain's Practice" usually means the team's captain organizing and conducting practice sessions for the sport without adult supervision. The CIAC and CCC do not in any way sanction, encourage or condone "Captain's Practice" in any sport. "Captain's Practice," depending on the member school's involvement, may be a clear violation of the season limitations eligibility rule or certainly a violation of the spirit of the rule.

K. Changing Sports

- Prior to the opening of each season, athletes will be allowed to transfer registration from one sport to another only on mutual agreement of the two coaches involved. Athletes must contact the Athletic Department to make the switch.
- Athletes will not be permitted to switch sports once the try-out process is underway and/or complete for the program they wish to switch to.
- An athlete who drops from a team after the first contest is not permitted to join another team during that season.

L. Gymnasium Procedures

- No one is allowed in the gym unless it is his or her designated practice period.
- At no time is it permissible for individuals or groups to work out in the gymnasium, unless under direct supervision of a coach.
- Athletes practicing in the gymnasium for one sport will refrain from using equipment not specifically designated for their sport.
- Teams "in season" will have priority on gymnasium use.

M. Performance Enhancing Drugs Policy

- A student-athlete who has been determined to have used, in or out-of-season, androgenic/anabolic steroids or other performance enhancing substances shall be declared **ineligible** for all CIAC-controlled activities for **one hundred eighty (180) school days** on each occurrence.

N. School Suspensions

- Students may not participate in any game, contest, practice or school activity while under suspension, nor may a student appear on school grounds or at a school activity on any school day while suspended from school. This includes contests at away sites. The suspension is in effect until the student is readmitted to classes by an administrator.

O. Transportation

- Transportation to and from athletic contests will be provided by the Athletic Department (with few exceptions). **Athletes are not permitted to drive themselves to an away contest, under any circumstances.**
- Athletes are expected to return from away contests on the transportation provided by the district. When an athlete needs to leave from an away contest with his or her parent(s)/guardian(s), the parent/guardian must complete the “Alternate Transportation Form” found on the team site. Only extenuating circumstances or emergency situations will be approved. Athletes will only be released to their legal parent or guardian.

P. Team Selection

- Selection of team members is subject to the discretion of the coaching staff and nature of the sport.
- Coaches are expected to provide information to prospective student-athletes on the selection process specific to their sport and for the levels of participation offered in that sport.
- Upon completion of the tryout process, when teams have been selected, members of the coaching staff will meet with each participant to discuss their tryout, results and other relative information. Teams that do not have team selection procedures may hold these individual meetings as necessary but would not be required.

NCAA INITIAL-ELIGIBILITY FOR COLLEGE ATHLETES

Information on initial-eligibility for college participation can be found by logging onto the NCAA Eligibility Center (www.eligibilitycenter.org). The Athletic and Guidance Departments will be working together to produce an information sheet on the eligibility process which will be available for all students and families. Students should begin thinking about the academic requirements for college participation in their freshman year and register with the eligibility center in their junior year.

EXPECTATIONS OF PARENTS

- Be positive with your athlete; let him/her know that he/she is accomplishing something simply by being part of the team.
- Don't offer excuses to your athlete if he/she is not playing. There is usually a reason for it. Encourage your athlete to work hard and do his/her best.
- Don't put down the coaches or other athletes. If you are constantly berating your athlete's coach, do not expect positive results from the season. Be supportive in a positive way.
- Insist on good grades. Check the number of hours your athlete spends on homework.
- Don't try to live your life vicariously through your athlete. High School athletics is for high school students only.
- Being a fan (supporter!!) does not entitle you to be belligerent or abusive toward players, coaches or officials. Coaches work with athletes and know their talents. Respect that! Those who have actually played, officiated or coached ordinarily understand the nature of sport, and they are less likely to be a poor fan. **Also, consider that sons and daughters are often embarrassed by parents who can be heard from the stands.**
- Insist that your athlete respect team rules, school rules, game officials and sportsmanship. Don't let him/her embarrass his/her family, school and team by a rude gesture or incident. Self-respect begins with self-control.
- Encourage your athlete to maintain a positive self-image by believing in him or herself. Don't compare and contrast athletes with family members who have previously played. Don't put added pressure on your athlete to be much better than his/her siblings.

- Encourage your athlete to play for the love of the game – not scholarship or college admission. This alleviates a lot of pressure for a youngster.
- Remember that the coach is involved as a coach because he/she is sincerely fond of children and is an experienced professional. Coaches have different ways of dealing with people and situations. Athletes’ lives are enriched by interactions with different types of leaders.
- Remember, at a competition, you, the parent, represent the school and your son/daughter and you should be a positive role model. Therefore, do not shout advice from the stands. A steady stream of technique suggestions has no value to the athlete. Shout words of encouragement.
- Be involved with your son’s or daughter’s team in a positive way. Cheer for all kids on the team. Help with booster clubs. There are hundreds of ways to be involved with the team and be a good parent at the same time.

DIRECTIONS TO ATHLETIC EVENTS

Directions to athletic events can be found by clicking the “Directions” link beneath the opponent on the athletic schedules. Log onto the district web portal (glastonburyus.org) and navigate to the Athletics home page.

Addresses to high schools we compete against or other tournament sites are available on the CIAC website (www.casciac.org). Click on the direction link located at the top of the page to obtain maps, addresses and directions to various sites.

“PARTICIPATION IN ATHLETICS IS A PRIVILEGE AND NOT A RIGHT”

Director of Athletics:	(860) 652-7200 ext. 12106
Assistant AD	(860) 652-7200 ext. 12121
Athletic Dept. Secretary	(860) 652-7200 ext. 12116
Athletic Trainer:	(860) 652-7200 ext. 11170
	(860) 212-2911 (cell)
	(860) 883-6098 (cell)