

Robert E. Fitch High School

Falcons

Handbook 2011 – 2012

GROTON PUBLIC SCHOOLS

Groton, Connecticut



Robert E. Fitch High School

**101 GROTON LONG POINT ROAD
GROTON, CONNECTICUT 06340
TEL. 449-7200**

Falcons

Handbook 2011 – 2012

FITCH ALMA MATER

**HAIL TO THEE, OUR ALMA MATER,
MAY THY NAME OUR WATCHWORD BE.
EVEN THOUGH OUR WAYS MAY SEVER,
WE WILL ALWAYS THINK OF THEE.
WE HAVE CHEERED THY NAME IN VICT'RY
AS WE'VE SUNG THY NAME IN PRAISE.
MAY WE THEN IN LIFE'S HARD STRUGGLES,
STILL THY NAME IN VICT'RY RAISE.**

**MASCOT: FALCON
COLORS: SCARLET, GRAY & BLACK**

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- ADMINISTRATION -

Joseph Arcarese, Principal
Peter Bass, Assistant Principal
Michael Emery, Assistant Principal
Sean McKenna, Assistant Principal

- SECRETARIES -

Heidi Jacobs, SASI Secretary/Athletic Secretary/Asst. Prin. Secretary
Carol Kirchhoff, Assistant Principal Secretary
Mary Jane Piela, Financial Secretary
Diane Strong Assistant Principal Secretary
Joan-Carol Taber, Guidance Secretary
Melissa Watson, Part Time Secretary
Nancy J. Wilcox, Principal's Secretary

ART

CASTER, Kara
HOPKINS, Karna
LeFRANCOIS, Sarah
NASH, Sarah
SCALA, Christina

BUSINESS EDUCATION

JENKINS, Debra
O'NEAL-KEGLER, Shelly
SMALL, Steven*

ENGLISH

BARBIERI, Alida
DeSANTIS, Jeri (Reading)
DONOVAN-O'NEAL, Kelley
DUNICAN, Jessica
FLAGGE, Michael
FRAYNE, Amy
HAYES, Jill-Mary
HOLBERTON, Jennifer
LENZI, Michael
MacLEAN, Alyssa
MARIANI, Lynn (Reading)
MORTH, Christopher
MOTZKO, Donald*
NEIDIG, Pamela
RUSSO, Carolyn A.
SEIFERT, Leslie
SMITH, Alexander
SULLIVAN, Janine

GUIDANCE

AURIANTAL, Rodwins
COTTER, James *
CROWLEY, Margo
CUNNINGHAM, Leah
ESTABROOKS, Jean
PEIRCE, Kathryn

**HEALTH AND LIFE SKILLS
(FAMILY & COMSUMER
SCIENCE)**

BRENNAN, Wendie
GAUTHIER, Carol S.
SELLECK-HARWELL, Ingrid
WOOD, Candace
YOLEN, MaryJane

MATHEMATICS

ARCHER, Kenneth
BROWN, Matthew
BURKE, Leonard
CROXTON, Larry J.
GREENE, Timothy

JOHNSON, Susan E.
MANFRED, Douglas
NYSTROM, Michael
PENDOLPHI, Karen
QUATROCHE, Anthony
SANTACROCE, Kathleen B.
SEMANCIK, Patricia
STEWART, Russell
STOEBE-JANACEK, Elfriede*

MEDIA SPECIALISTS

CLANCY, Janet (Library)
KOSTA, Richard W. (A.V.)

MUSIC

FRASCARELLI, John (Vocal)
GORDON, Stephanie

PHYSICAL EDUCATION

BLANKER, Walter
KEEFE-FORBOTNICK, Anne*
PORTER, Michael J.
SOKOLSKI, Deborah
TUCCHIO, Jenna C.
WOLFRADT, Jason

SCIENCE

AGSALUD, Alfredo
ASPESI, Dennis L.
ATKINS, Patricia
BALLATO, Linda M.
BROWN, Patricia M.
CHIDLEY, Brian F.
ENGLAND, Jason
FANTEL, Clifford
HARRIS, Mary
LaPIETRA, Tracy
MARCELLE, Frank
MIZAK, Charmaine P.*
NASON, Jason

SOCIAL STUDIES

BYASSEE, Brian
CHAMBERS, Gregory
CLARK, Wayne A.
CRUMP, Peter
EVENTO, Nicholas E.
FOSTER, Jill
GOLDONOWICZ, John
GREEN, P. Gail
HIGGINS, Todd
HOUSTON, Katheryn
LONARDELLI, Laua
PORTER, Elizabeth *
TOWNE, Shawn

SPECIAL EDUCATION

COULTER, Margaret
DISKIN, Adam*
KADAMBAYA, Leonille
NOREIKA, Stacey
O'KEEFE, Robin J.
PELUSO, Marc
ROMANO, Marc
YOVINO, Dara

WORLD LANGUAGE

DeLISLE, Jennie
DRAGOLI, Lisa
ELLIS, William
GOODWIN, James
JONES, Ruth
MORALES, Ivette
PLACE, Alexandra
SCHNEIDER, Ann L.
WATROUS, Carol A.

TECHNOLOGY EDUCATION

DAIGNEAULT, David
GRAHAM, Glen

SCH-BASED HEALTH CENTER

SETEVAGE, Marque, (Nurse)
RODGERS, Jennifer, (Social Worker)
O'BRIEN, Lori, (Sec.)

ATHLETIC DIRECTOR

KOSTA, Richard

SCHOOL-TO-CAREER

MEDVE, Kenneth

CAREER CENTER

WISNIEWSKI, Lynn

COMPUTER

KIDD, Andrew
McHUGH, Thomas

NEW BEGINNINGS ALTE.

BRONSON, Barbara
ENNIS, Kelly
ORCUTT, Matthew

SCHOOL PSYCHOLOGIST

ROY, Bethany

SPEECH PATHOLOGIST

HANSON, Kathleen

SOCIAL WORKER

VIADILLA, Judith

TUTORS

CANDEE, Barbara (ESOL)
GODOMSKY, Ellen, (Sp.Ed.)
HESPELER, Mary Ellen, (Sp.Ed.)
JAY, Susan (ESOL)
PATTERSON, Nora, (Sp.Ed.)

IN-SCHOOL SUSPENSION

MUSCO, Jim

NURSE

YATES, Arlene, (RN)
LANE, Sandy, (Aide)

SRO

BANWELL, Eric

CWE

WOOD, Candace

AIDES

ALFRED, Michelle, (Sp.Ed.)
AVERY, Ann, (Sp.Ed.)
CASE, Doris, (Sp.Ed.)
EDWARDS, Kathleen N., (Sp.Ed.)
GRAHAM, Lindsay, (Sp.Ed.)
KERNEN, Judy, (Sp.Ed.)
KUEMPER, Celina, (Sp.Ed.)
MAKELA, Jessie, (Sp.Ed.)
NARITA, Gail, (NBA)
SILVIA, Maureen A., (Office)
SPROUL, Erika I., (Office)
WEBER, Shirley, (Sp.Ed.)
WILLIAMS, Warren, (NBA)

SECURITY PERSONNEL

CAMPAGNA, Dennis
MURRAY, James
PIELA, Albert
RAMOS-MORALES, Sandry

BOARD OF EDUCATION

Brian M. Shirvell, Chairperson
Kirsten Hoyt, Ed.D., Vice Chairperson
Patricia M. Doyle
Elizabeth Gianacoplos
Robert Peruzzotti
Jennifer Sim
Rita Volkmann
Beverly Washington
Chaz Zzulka

CENTRAL OFFICE ADMINISTRATORS

Paul J. Kadri, Superintendent of Schools
Mary Anne Butler, Assistant Superintendent for Curriculum and Instruction
Laurie LePine, Director of Human Resources
Carolyn Dickey, Business Manager
Denise Doolittle, Director of Pupil Personnel Services
C. Wesley Greenleaf, Director of Buildings/Grounds
Paul Sikorski, Director of Technology Services

**Instructional Leaders*

Accreditation Statement

Robert E. Fitch High School is accredited by the New England Association of Schools and Colleges, Inc., as a non-governmental, nationally recognized organization whose affiliated institutions include elementary school through collegiate institutions offering post-graduate instruction.

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

Accreditation by the New England Association is not partial but applies to the institution as a whole. As such, it is not a guarantee of the quality of every course or program offered, or the competence of individual graduates. Rather, it provides reasonable assurance about the quality of opportunities available to students who attend the institution.

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

Core Values and Beliefs

Our mission at Robert E. Fitch High School is to educate our students to become outstanding citizens equipped with 21st century learning skills. The faculty and staff collaborate with home and community to promote academic excellence, personal wellness, and social awareness. We guide students into deeper cognitive awareness and increased levels of understanding, and we encourage our students to use their individual talents to their fullest potential. Our graduates are informed, responsible adults who respect diversity and value life-long learning.

BELL SCHEDULE 2011-2012

Regular Schedule

(Monday, Wednesday, Thursday, Friday)

First Bell	7:10
Second Bell	7:18
Period I, V	7:25-8:45
SRBI/Advisory	8:50-9:20
Period II, VI	9:25-10:45
Period III, VII	10:50-12:42
Lunch A	10:50-11:18
Class A	11:23-12:42
Class B	10:50-11:18
Lunch B	11:18-11:46
Class B	11:51-12:42
Class C	10:50-11:46
Lunch C	11:46-12:14
Class C	12:19-12:42
Class D	10:50-12:14
Lunch D	12:14-12:42
Period IV, VIII	12:47-2:07

Regular Schedule

(Tuesday's Only) - X Block

First Bell	7:10
Second Bell	7:18
Period I, V	7:25-8:34
Period II, VI	8:39-9:48
Period III, VII	9:53-11:03
Period IV, VIII	11:08-1:00
Lunch A	11:08-11:36
Class A	11:41-1:00
Class B	11:08-11:36
Lunch B	11:36-12:04
Class B	12:09-1:00
Class C	11:08-12:04
Lunch C	12:04-12:32
Class C	12:37-1:00
Class D	11:08-12:32
Lunch D	12:32-1:00
X Block	1:00-2:22

Early Dismissal

First Bell	7:10
Second Bell	7:18
Period I, V	7:25-8:30
Period II, VI	8:35-9:40
Period III, VII	9:45-10:50
Period IV, VIII	10:55-12:00

Delayed Opening Schedule

First Bell	8:40
Second Bell	8:48
Period I, V	8:55-9:58
Period II, VI	10:03-11:06
Period III, VII	11:11-1:03
Lunch A	11:11-11:39
Class A	11:44-1:03
Class B	11:11-11:39
Lunch B	11:39-12:07
Class B	12:12-1:03
Class C	11:11-12:07
Lunch C	12:07-12:35
Class C	12:40-1:03
Class D	11:11-12:35
Lunch D	12:35-1:03
Period IV, VIII	1:08-2:07

Fitch High School Telephone Extensions

Main Number	449-7200	Custodians	449-7244
For the Operator, press "0" at automated response - if busy, lv. msg. by pressing "310"		ESOL	449-7220
Absence Reporting/Attendance	449-7200	Fax - Library/Media Center	449-7255
Mr. Arcarese, Principal	449-7215	Guidance Department	449-7273
Mr. Arcarese	Fax 449-7277	Guidance Department	449-7261
Mr. Emery, Assistant Principal	449-7212	Kitchen	449-7249
Mr. Esposito, Assistant Principal	449-7214	Library/Media Center	449-7258
Mr. Esposito	Fax 449-7217	New Beginning Alternative School	449-7264
Mr. McKenna, Assistant Principal	449-7268	Nurse's Office	449-7211
Athletics Department	449-7237	School-Based Health Center	446-9543
Band Director	449-7248	Social Worker	449-7257
Career Center	449-7241	Special Services Department	449-7272
Chorus Director	449-7252		

General

ACCOUNTABILITIES

Students are accountable for all books, uniforms, equipment, and school property issued or loaned to them during each semester. Students will complete an accountability receipt form for all items issued to them by the staff. The receipt form will be returned to the student when the item is returned at the end of the semester. Any lost or damaged items are the responsibility of the student. **Any lost or damaged items must be paid for by the student to the Financial Secretary.**

- Transcripts, report cards and diplomas will be withheld until accountabilities are cleared.
 - Students who have accountabilities during final exams may be asked to take the final exams at a time other than the normally scheduled exam period.
 - All students with accountabilities must clear them prior to the start of extra curricular activities.
- Items are to be returned to the department in which they were issued.**

ABSENCES

If you are ill or have a family emergency, and will not be reporting to school, your parent/guardian should notify the school that morning by calling 449-7200. Students should bring a written note to Attendance upon returning to school (see attendance policy, page 22).

ASSEMBLIES

Students are expected to behave appropriately during assemblies, give full attention to speakers/performers, and show appropriate appreciation. Students are required to attend assemblies with their assigned teachers and should move quickly and orderly into the gym/auditorium to be seated in the assigned area. No food or drink is allowed in the gym or auditorium.

BUS TRANSPORTATION/CODE OF CONDUCT

Bus transportation to and from school is a privilege available to all students. The bus is an extension of the school, and it is expected that proper behavior will prevail. The driver is in FULL charge on the bus, and instructions given are to be obeyed. For the comfort and safety of all, students should abide by the following:

- Be on time; Buses must meet a schedule.
- Respect personal property while waiting at a bus stop.
- As the bus approaches, form a single line. Do not move toward the bus until it stops.
- Enter the bus in an orderly manner and take a seat.
- Remain seated while the bus is in motion.
- Quiet conversation is encouraged. Do not distract the driver by loud talking or shouting.
- Appropriate language must be used at all times.
- Do not offend pedestrians or passengers in other vehicles by shouting out of windows or making obscene gestures.
- Nothing is to be thrown or tossed within the bus or out of the bus.
- Carrying of weapons, or any object that may be used as a weapon, on the bus is prohibited by State Law.
- Do not bring cigarettes, matches or lighters on the bus.
- Get on and off at a regular stop. Do not request special consideration.
- Students who deface the bus will be held responsible for its repair. Report any damage immediately to the driver.

The privilege of riding the bus may be suspended for students who violate the established code of conduct. Any student who loses the privilege due to misconduct is still required to attend school. Students and parents should contact an Assistant Principal for bus-related problems or concerns. Please see transportation phone numbers on page 13.

CAFETERIA

A wide variety of choices are available for lunch, from “a la carte” items to hot lunch and salads. Students may purchase breakfast goods between 7:00-7:20 AM. No food, trays, dishes or silverware may be taken from the cafeteria, and students are expected to leave the area they occupied in a clean condition, and return any items to designated areas. Students are allowed outside in designated areas only during lunchwaves. **Students who leave their trays and/or debris will be subject to disciplinary action.**

CAREER AND COLLEGE RESOURCE CENTER

The Career and College Resource Center is located in the Media Center. Students planning on entering the workforce upon graduation will find extensive career information. Those planning to continue their formal education will find valuable resources to assist in preparation for, selection of and application to college. In addition, video guides, college handbooks, PSAT/SAT preparation material (both books and software) and financial aid information in both book and software form, are available.

CHANGE OF ADDRESS/PHONE NUMBER/ GUARDIAN/MARITAL STATUS

The Guidance Office should be notified of any change of address, phone numbers, parent/guardian name, marriage, etc. so that school records may be updated. Current daytime phone numbers to reach parents/guardians are extremely important in the event of a student emergency. It is necessary that the school maintain current records for the safety and welfare of students.

DAILY ANNOUNCEMENTS

Students can obtain information about clubs, drama, athletic and many other activities by listening to the daily announcements as well as emergency announcements at the end of the day.

DRESS CODE

School dress may be regulated and students are encouraged to dress in clothing appropriate to the school setting. Restrictions on freedom of expression may be applied whenever the mode of dress is unsafe, disruptive, or contrary to law.

Any school dress which impairs the safety or increases the risk to self or others, causes discomfort to others (e.g. uncleanliness, inappropriate language), causes distraction or disruption of the learning environment, advertises or advocates the use of alcohol or drugs, pornography, or inherently contains unreasonable potential to hurt or upset others is prohibited.

1. Students must wear foot apparel in school at all times.
2. Clothing and accessories must be free of offensive signs, slogans, or language and not promote or refer to alcohol or illegal substances.
3. Items of apparel that can be disruptive may be banned for that reason. Examples includes, but are not limited to: shirts or blouses that are transparent, strapless, midriff or tank tops, halter tops, muscle shirts, swimming apparel, and spaghetti straps on shirts or dresses.
4. Boxer shorts or bra straps should not be visible.
5. Clothing must be appropriately sized.
6. No hats, bandanas, “dorags”, hoods or any other headwear may be worn in the building and must be stored in backpacks or lockers during the school day.
7. For safety reasons, students with long hair may be asked to secure it in special areas such as science laboratories, life sciences, or physical education.
8. Pajamas and loungewear are prohibited.

If feasible, all inappropriate attire must be removed or the student will be sent home. Second and subsequent offenses will result in disciplinary action, up to and including suspension.

ELECTRONIC COMMUNICATION DEVICES

Cell phones

Because of the many problems that occur with the use of cell phones during the school day, students are no longer allowed to use their cell phones during school hours. This means that from the time students enter the building in the morning to 2:07 pm, cell phones are not to be used during class time; during passing times in the halls; during time spent in the lav, in the library, and/or in the nurse's office; and during lunch time in the cafeteria. Students who bring their cell phones to school should keep them off or silenced, and cell phones should be safely secured in their backpacks, purses, or lockers. It is important to note that Fitch High School is not responsible for lost or stolen articles. In the instance that a student needs to use a phone during the school day, that student should notify a faculty or staff member who will direct that student to a phone.

Audio-recording, video-recording & photography

Unless given permission by an administrator or a teacher, students are not to use any audio-recording, video-recording, or photographing devices during the school day. This means that from the time students enter the building in the morning to 2:07 pm these devices are not allowed in class, in the hallways, in the cafeteria during and not during lunch, or in any other part of the building. Should students be granted permission for a class assignment in such courses as video production, world language, journalism, print media, or another course students are thus to adhere to the guidelines established by their teachers. It is important to note that Fitch High School is not responsible for lost or stolen articles. Therefore, students are strongly advised not to bring these devices to school. Any electronic device that can be used as a phone or camera will be treated as such in the event that that device is called into question. Lastly, the cell phone policy does indeed apply to "texting" which is NOT allowed during the school day.

Other Electronic Devices

Other electronic devices not prohibited by the "electronic communications devices" policy are only permitted for use by an individual classroom teacher. It is important to note that the high school is not responsible for lost or stolen items; therefore, students are strongly advised NOT TO BRING ELECTRONIC devices to school unless these devices will be used for instructional purposes.

E-MAIL ADDRESSES

All employees of the Groton District may be contacted by e-mail using their first initial and full last name prior to: @groton.k12.ct.us - see "Staff Directory" in this handbook for correct spelling of names. (example: sscott@groton.k12.ct.us). If you require additional help with an address through out the district, you may call the School Secretary for assistance at 449-7216.

EMERGENCY EVACUATION

Scheduled fire drills are held periodically. Students should remain under the supervision of the classroom teacher where they are present at the time of the alarm for the duration of the drill. Teachers will take attendance to be sure all students are accountable.

EXAMINATION INFORMATION

- Students need not be in attendance if not taking a final exam.
- No lunch will be served on testing days.
- Buses will run a special schedule on testing days, leaving at 12:06 PM; late buses will leave at 2:15 PM.
- No tardy slips will be issued from the office; absences will be reported to the office during the exam period.
- Students must arrive in time for their exams, remain in the classroom for the entire 120 minutes, and leave only after their last exam for the day is over. Students leaving before the last exam of the day is over will have cut, and will not be allowed a makeup.
- Students arriving early for the second exam period will report directly to the Cafeteria, and will stay out of all other units during the times when exams are in progress. Students are not allowed in parking lots during exams.
- Students are allowed to go to lockers only before and after exams, and are not allowed in hallways during exams except in an emergency.
- Arrangements for makeup exams for excused absences must be initiated by the student. A note from the parent/guardian indicating the reason for absence must be provided to receive approval from a principal to make up exams; an approval for makeup will be generated, and the student will make arrangements for the makeup exam at the convenience of the teacher involved.

FORGED NOTES

The forging of parent/guardian or another student's signature on any letter to the school or any school document will result in disciplinary action. Falsely representing a parent/guardian in any way will result in disciplinary action.

INTERNET USE

Computers are provided in every classroom to equip our students with the anticipated technical skills to compete in tomorrow's world of information and technology. Prior to receiving authorization to use the Internet, students and their parents/guardians must sign a Permission and Contract Document provided by the Groton Public Schools. Use of the Internet is a privilege, and all students must abide by the Groton Board of Education "Internet Use Policy and Procedures" to assure it is used appropriately and responsibly. A copy of this policy and procedure with the Permission and Contract Document is available in the Main Office throughout the year.

Student Use

Students may use the Internet to participate in distance learning activities, to ask questions of and consult with experts, to communicate with other students and individuals, and to locate material to meet their educational and personal information needs. School library/media specialists and teachers have a professional responsibility to work together to help students develop the intellectual skills needed to discriminate among information sources, to identify information appropriate to their age and development levels, and to evaluate and use information to meet their educational goals.

With worldwide access to computers and people also comes the availability of material that may not be considered of educational value in the context of the school setting. On a global network, it is impossible to control all materials, and a user may discover controversial information. The Groton Public Schools believe that the educational value of information and the interaction available on this worldwide network both outweigh the risks that users may procure material which is not consistent with the educational goals of the school district. One of the district's goals is to support students in the responsible use of this vast reservoir of information.

Student Privileges:

- Only those students with Internet instruction shall be given the privilege of using the Internet.
- Students are advised that e-mail and/or Internet correspondence is not privileged or confidential. From time to time, communications may be monitored by the administration to assure that Internet use is in support of school district goals.

• *Student Users:*

— have the privilege to access the Internet to facilitate educational growth in technology, information gathering skills, and communication skills. Students have the privilege to use the following methods for retrieving information: file transfer protocol (FTP), telnet, World Wide Web (WWW), and electronic mail (e-mail).

— have a conditional (requires approval) privilege to request newsgroups from the Internet in order to facilitate real-time learning with members on the network. They have the conditional privilege to sign up for lists on the Internet.

— have the privilege to send e-mail according to the Groton Public Schools Internet Policy. They also have the responsibility to control their language so it is not offensive, or embarrassing to the school district, and to abide by all **Student Responsibilities** and rules of network etiquette.

Student Responsibilities:

- The use of a student account must be in support of their education in the Groton Public Schools and consistent with the educational objectives of the Groton Public School District.
- While exercising their privileges to use the Internet as an educational resource, they shall also monitor and accept the responsibility for all material received.
- Student users may be required to log use of the network.

• *Student users:*

— are responsible for preventing all pornographic material, inappropriate text files, or files dangerous to the integrity of the network from entering the school via the Internet, and to report all violations.

— are responsible for getting approval from your teacher for all subscriptions to newspapers, listservers, and similar files.

- are responsible for all mail received.
- make only those contacts leading to some justifiable educational growth.
- may not knowingly receive electronic mail containing pornographic material, inappropriate information, or text-encoded files that are potentially dangerous to the integrity of the hardware on school premises.
- must report all inappropriate materials (solicited or unsolicited) to the supervising staff member.

• *Student users may not:*

— erase, modify, rename, or make unuseable anyone else's files or programs. All files and programs on the computer belong to someone.

— copy, change, or transfer any software provided by the school, faculty, or another student without permission from the originator.

— copy copyrighted software owned by the Groton Public Schools. It is generally illegal to copy any software which has a copyright. The use of illegally copied software is considered a criminal offense and is subject to criminal prosecution.

— intentionally introduce a computer virus.

— deliberately use the computer to annoy or harass others. For example, making accessible any obscene, abusive, or threatening messages is not allowed.

— intentionally damage the system, damage information not belonging to you, misuse system sources, or allow others to misuse system sources.

— tamper with equipment except as directed by the teacher.

— use the network for financial or commercial gain.

— use the network for wasteful or frivolous purposes such as playing network games.

Electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities. Student users may assume that all communications and information accessible via the network are private property.

• *Student users are expected to:*

— abide by the generally accepted rules of etiquette.

— keep paragraphs and messages short and to the point.

— use the "subject" line, and make it as descriptive as possible

— include their signature at the bottom of email messages. Their signature footer should include their name, position or grade level, school and Internet address.

— capitalize words only to highlight an important point or to distinguish a title or heading. "Asterisks" surrounding a word also can be used to make a stronger point. Capitalizing whole words that are not titles is generally termed as SHOUTING!

— limit line length and avoid control characters.

— be polite by not writing or sending abusive messages to others.

— use appropriate language; not swearing, using vulgarities or any other inappropriate language.

— not revealing personal address or phone number or those of students or colleagues.

Misuse of Privileges and Consequences

Student users are held responsible for their actions and activities, as outlined in the *Responsibilities* section above. Unacceptable use of the network will result in the suspension of all their privileges. Reinstatement of privileges will be made at the discretion of the supervisory staff.

LATE BUSES AFTER SCHOOL

Late buses will run as follows:

4:00 late bus Mondays, Wednesdays, Thursdays only.

5:30 late bus Monday through Friday.

LIBRARY/MEDIA CENTER

A purposeful and productive environment will be maintained in the Media Center at all times so as to respect the needs of all who are present. There are over 20,000 volumes, as well as a wide range of current periodicals and a variety of computer-based databases available. All students are encouraged to become familiar with information retrieval services to address classroom assignments or personal and career-related needs. Computers of various types are available for word processing, course-related applications or information needs on CD-ROM or online workstations. The Center is open to students from 7:15 AM to 3:00 PM each school day. Students may stay after to do homework and take the 4:00 PM late bus home. During the day, seniors may come to the Center at the beginning of any unassigned period. After-school Tutoring with teachers, make-up work and tests, and Peer Tutoring with members of the National Honor Society, is available to students by teacher referral.

LOCKERS

Lockers are assigned to all students by Floor Administrators. Lockers are the property of the school, and may be opened and searched by school officials when necessary. It is recommended that valuables not be left in school lockers, as the school is not responsible for stolen items.

LOST AND FOUND

In the event of loss of valuables (such as jewelry, money, wallets, etc.) students should check in the Main Office or at the Receptionist's desk. Textbooks may be turned in to the Financial Secretary in the Main Office. All other articles (such as clothing, book bags, etc.) may be found in a large box located in the Custodial Hallway near the Cafeteria. Articles found by students may be turned in to any school employee for appropriate handling.

LUNCH TICKETS

Lunch tickets are sold on the first day of the week between 7:00-7:45 in the cafeteria. Students who are eligible for lunch tickets are responsible for them. They are not to be given or sold to any other student. Any student who gives,

sells, or is in possession of a lunch ticket that is not their own will be subject to disciplinary action up to and including suspension from school.

SCHOOL CALENDAR

The State of Connecticut requires that schools be open to students for at least 180 days each year. The Board of Education approves the school schedule, and copies are distributed to students the first day of school. Copies are also available in the Main Office, and printed in the Student Handbook. The calendar is subject to change, based upon the number of school days canceled during the year due to inclement weather or other emergencies.

SCHOOL DELAYS, CANCELLATIONS AND EARLY DISMISSALS

Whenever school is cancelled, delayed (1-1/2 hr), or dismissed early due to severe weather or other emergencies, local radio stations will carry the announcement. Please tune to: WADK 99.3 FM or WADK 1230 AM, WBMW 106.5 FM, WCTY 97.7 FM or WICH 1310 AM, WKNL 100.9 FM, WNLC 98.7 FM, WQGN (Q105) 105 FM, GPS Channel 19, WFSB TV-3, WTNH TV-8, WVIT TV-30. If you have Internet access, go to Groton's Home Page: <http://www.groton.k12.ct.us>. Groton's Home Page posts information seconds after the decision is made by administration, and is therefore the quickest source.

SENIOR PRIVILEGES

Seniors who have a free (unassigned) block may utilize this time period in the following ways:

- Report to the Media Center;
- Attend a student-teacher conference;
- Report to the Cafeteria
- Report to the Career Center
- Study Hall

A student is required to report to that area of choice at the beginning of the block, and remain there until the block is over. Any senior who is unassigned and is found in other than a senior-designated area without a teacher or counselor pass, may have senior privileges rescinded. **Final Exam Exemptions** may be acquired by recommendation of teachers to the Principal for those students maintaining an "A" average. Final approval of exemption is made by the Assistant Principal, based on student discipline or attendance.

STUDENT DRIVING / PARKING

A student with a valid driver's license is permitted to drive to school. Student parking is permitted **ONLY** in areas designated as "Student Parking". Students will park within the painted lines in the parking lot and not on the grass. They will leave their cars promptly after arriving at school. **THE PARKING AREA IS OFF LIMITS TO STUDENTS DURING SCHOOL HOURS.** Any student who finds it necessary to return to the parking area during the school day, must obtain permission and a pass from their Floor Administrator and sign in and out. At the close of the school day, students who drive to school will wait until all buses have left before departing in an orderly manner. No cutting between buses is allowed; speed limit on school grounds is 15 mph. Failure to observe these rules will result in the suspension of parking privileges.

Students can lose privileges to drive to school for parking

violations such as parking in an unassigned area and reckless driving on campus. 1st offense - warning, 2nd offense - one week loss of driving privilege and parent conference with an administrator.

STUDENT INSURANCE

Student Accident Insurance: Insurance is available from the school to students for Full Time (24-hr.) Coverage, or for School Time Coverage (when school is in session) at an extremely low cost. This insurance covers students for accidents that may occur either at school or at home - not during interscholastic sports activity. Information and Application Forms are sent home with students during homeroom the first day of school, and interested applicants should return the completed form with a check in the appropriate amount promptly to the school secretary to ensure coverage.

Interscholastic Sports Insurance Coverage: Students participating in interscholastic (after-school) sports are automatically insured by the school system for injuries sustained while participating in interscholastic sports, provided a claim is filed within 90 days of the injury. An Accident Report must be completed by the Coach/Athletic Director, and provided to the school secretary for appropriate paperwork. This coverage is secondary to any existing family's private health insurance.

The HUSKY Plan (Healthcare for Uninsured Kids & Youth): The State of Connecticut offers a comprehensive health care benefit package for Connecticut children up to age 19. Cost of insurance is based upon family income, and may be provided at no cost. The HUSKY Plan includes services under the traditional Medicaid program, provides health services for children in higher-income families, and for children with intensive physical or behavioral health needs. Parents without health coverage for children through work may apply for this coverage through the Department of Social Services (1-877-284-8579 for more information, or 1-800-654-6684 to apply by phone). Informational brochures are available in the Main Office, and the School-Based Health Center

STUDENT RECORDS AND ACCESS

All pupil records are the confidential property of the school. Information in a student's file is collected only for legitimate educational purposes and includes academic progress, test data, grades, behavioral information and correspondences of a relevant educational nature.

Parents, legal guardians, and students of legal age (18 or over) are entitled to copies of the records. These individuals may review records in the presence of the Principal or a designee. Otherwise, these records can only be shared with other agencies or professional persons outside the school system with written permission of the parent, legal guardian, or student (if of legal age).

RELEASE OF DIRECTORY INFORMATION

Directory information is generally not considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to, the student's name, address telephone number, date and place of birth, major field of study, participation in

officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous school attended. If you do not wish to have this information released, you must notify your son/daughter's guidance counselor in writing.

TEXTBOOKS

All textbooks are loaned to pupils by the Groton Public Schools. Students are responsible for returning their books at the end of the semester/year in good condition. The cost of damaged or lost books must be paid to the Financial Secretary at a price determined by the Administration.

TRANSPORTATION PHONE NUMBERS FOR PARENTS

Bus routes for the school year are published in the local newspaper in late August. Questions about or problems with bus routes or bus drivers should be directed to the Transportation Coordinator in the Administration Office at 572-2136, or the Business Manager at 572-2130. Principals at the school should also be notified of problems. The Student Transportation of America may be called if buses are not arriving at designated times or places at 448-0006.

VIDEO SURVEILLANCE

The Board of Education, having carefully weighed and balanced the rights of privacy of students and staff against the district's duty to maintain order and discipline, finds that it is appropriate to provide for the use of video camera surveillance in its transportation vehicles and on school grounds. Video surveillance shall only be used to promote the order, safety, and security of students, staff and property.

VISITORS TO SCHOOL

Students are not allowed to have visitors in school during school hours except in special circumstances, with the permission of an administrator and with at least one day prior notification. All school visitors must sign in/out with their Floor Administrator.

WITHDRAWAL FROM SCHOOL

Any student withdrawing from FHS is required to check out of each assigned class by completing an "Official Check Out Sheet" provided by the Guidance Office. The form is to be presented to each teacher and office listed to obtain appropriate signatures to confirm final grades, as well as satisfactory condition of all returned school property and/or settlement of any accountabilities. The completed form must be returned to Guidance prior to release of transcripts or response to employers.

WORKING PAPERS

Students who need working papers may obtain these by taking their "promise of a job certificate" and a birth certificate/baptismal record/driver's license/military ID to the receptionist at the Administrative Office of Groton Public Schools located at 1300 Flanders Road, Mystic (phone: 572-2100) between 8:30 AM and 4:30 PM.

Academic Information

CURRICULUM

Courses are offered in the subject areas of English, mathematics, science, social studies, world languages, physical education, art, music, business, health and life skills and technology education. Courses are identified as advanced, college preparatory, basic and special education. Courses are weighted according to their level of difficulty only in the major subject areas of English, mathematics, social studies, science and world languages. All other electives are unweighted. Students select courses based upon their future goals, interests, abilities and needs. A full range of special education and ancillary services are available.

GRADUATION REQUIREMENTS

English	4 credits
Mathematics	4 credits
Social Studies	3 credits including 1.0 in United States History and 0.5 in Civics
Science	4 credits including 1.0 in Biology and 1.0 in Physical Science
Physical Education	1 credit
Health	.5 credit
Applied Arts	1 credit
Fine Arts	1 credit
Electives	7.5 credits
Writing Performance Standard	.1 credit
Math Performance Standard	.1 credit
Reading Performance Standard	.1 credit

26.3 credits

ELECTIVE CATEGORIES

ACADEMIC ELECTIVES

English
Mathematics
Science
Social Studies
World Languages

APPLIED ARTS ELECTIVES

Business
Computer Science
Health & Life Skills
Technology Education

FINE ARTS ELECTIVES

Art
Music
Theatre

These requirements are the minimum for graduation. Each student will receive personal guidance from his/her assigned guidance counselor when the selection of courses is made.

RECOMMENDED COURSES OF STUDY FOR COLLEGE-BOUND STUDENTS

Entrance requirements for different colleges vary; however, there are certain basic requirements upon which colleges generally agree. All colleges appear to be increasing their

admissions requirements. Following are recommendations to college-bound students. The selection will provide a thorough and adequate preparation for college. The student must select courses of appropriate level of difficulty.

COURSE	YEARS OF STUDY
English	4
Social Studies	3-4
Mathematics	3-4
Science	3-4
World Languages	2-5
Voc. Ed./Art/Music	1
Computer Science	1-2
Keyboarding Applications	1-2

TYPICAL ENTRANCE REQUIREMENTS AT COLLEGES

Liberal Arts

HIGHLY COMPETITIVE COLLEGE	TYPICAL LIBERAL ARTS COLLEGE
English 4	English 4
History 3-4	History 3-4
Mathematics 4	Mathematics 3-4
Science (lab) 3-4	Science (lab) 2-3
World Languages 3-4	World Languages 2-3

2-Year Technical Institutes & Colleges

English4
History3
Mathematics3
Science2

COURSE LOAD REQUIREMENTS

Fitch High School is on a 5 X 8 schedule. Classes meet three times (3X) a week all year long for 69 minutes. All students in grades 9, 10 and 11 are required to take 8 classes. Seniors must take a minimum of 6 classes.

PROMOTION REQUIREMENTS

Students are promoted from one grade level to another based on the number of credits they earn each year. To become a sophomore, a student must earn a minimum of 6 credits (including one credit in an English 9). 12 credits, (including a credit in an English 10) are needed to become a junior and 18 credits (including one each in English 9, English 10 and English 11) to become a senior.

Students who fail to receive enough credits to be promoted will remain in the same grade level for the next year. By attending summer school and/or taking extra courses the following year, a student may be able to earn enough credits to rejoin his/her class.

INDEPENDENT STUDY

Independent Study will be considered a senior elective, and cannot take the place of a graduation requirement. Some students may need or wish to pursue a subject for which Fitch High School offers no equivalent course. Students considering

Independent Study are urged to consult their teachers and guidance counselors. All requests for Independent Study must be submitted to the department chairperson, who will make a recommendation to the Principal. The Principal will make final determination on all requests. The Independent Study will be in addition to the required course load for students. Independent Study programs must be in a subject not offered at Fitch High School. Such courses must constitute a minimum of 90 hours of work for 1/2 unit of credit, or 180 hours of work for 1 unit of credit.

VIRTUAL HIGH SCHOOL

Fitch High School is an active member of the Virtual High School (VHS) which is a non-profit collaborative of 200+ participating high schools offering full-semester online courses to their students. Students can enroll in one of over 100 full semester courses for enrichment. Classes are offered during the school day. These courses cannot take the place of a graduation requirement. Please see your Guidance Counselor for more information.

CREDIT FOR OUT OF SCHOOL STUDY

Credit may be granted for certain out of school study. A learning program with on-the-job visitations by school representatives is required. Application for credit must be filed before the fact, in September or February. Upon recommendation of the department chair and guidance counselor, final determination will be made by the principal.

LOCAL COLLEGE CREDIT

Some seniors elect to take a course at a local college to supplement their high school program. With prior approval, credit from such classes may be accepted but cannot replace graduation requirements.

TECH-PREP ASSOCIATE DEGREE PROGRAM

Fitch High School, in partnership with Three Rivers Community College, provides the opportunity for students to complete a four-year Tech-Prep/Associate Degree Program that begins in 11th grade and can culminate with an Associates Degree in one of the many technical areas of study at TRCC. These credits may be accepted at other colleges and universities. See your Guidance Counselor for more information. Students must apply for the program in their sophomore year and must have an overall "C" average to apply. Interested students should speak to their guidance counselor for more information on programs offered.

THE UNIVERSITY OF CONNECTICUT EARLY COLLEGE EXPERIENCE

Fitch High School offers a senior level English course, AP UConn English 12, in conjunction with the University of Connecticut which allows a student to earn University credits while in high school. Students taking this class should be prepared to successfully complete an Advanced Placement exam. A.P. courses are offered in other course areas also, which help to prepare students to successfully complete Advanced Placement exams for college credit at most accredited colleges.

CONNECTICUT SCHOLARS PROGRAM

Along with other area high schools, two Fitch seniors are eligible to take a class free of charge at Connecticut College. Students apply for the opportunity through the Guidance Department while choosing their senior classes. There are rigorous academic guidelines for acceptance to this program.

REPORT CARDS/PROGRESS REPORTS

The school year is divided into two semesters, each semester is divided into two quarters. At the end of each quarter, a report card is given to each student, with letter grades indicating his/her scholastic achievement. Progress reports are issued at mid-point in the quarter; the purpose of this report is to inform both the student and the parent of the student's current progress. Parents are encouraged to contact teachers, guidance counselors, or administrators whenever they have a question about their student's performance.

MARKING SYSTEM

- A – Superior work
- B – Better than average, very good work.
- C – Average work.
- D – Unsatisfactory, barely passing work.
- F – Failing work. No credit awarded.
- INC. – Incomplete because of excused absence. Work must be completed within two calendar weeks after grade is assigned.
- P/F – Pass/Fail. Available for one senior elective only.

HONOR ROLL/HIGH HONORS

A list of students earning honors is compiled in the Guidance Department each quarter, which is provided to the local media for publication.

HONOR CORDS

At the end of senior year, students are awarded honor cords for high academic achievement in the respective departments. The criteria for receiving honor cords is as follows:

1. In Mathematics, Science, Social Studies, English and Music - students must have completed at least 4 courses and received an A- or better in each course.
2. In World Languages, Technology, Art, Business, Health and Life Skills - students must have completed at least 3 courses and received an A- or better in each course.
3. In Physical Education - students must have completed at least 3 courses and received an A- or better in each course. Students must pass the "Challenge Criteria" of the Connecticut Physical Fitness Mastery Test.
4. Connecticut Academic Performance Test - students must pass with a score of 4 on all sections of the CAPT in their sophomore or junior year.

WEIGHTING OF COURSES

Levels of difficulty have been established for each major subject area course according to such factors as course content and pace, the nature of the text and reading materials, and the nature of homework assignments. The category of

each course is indicated in the course description in the course catalog and Student Handbook. Course categories are: Category I-Honors, AP and IB, Category II-College Preparatory, Category III-Basic and Category IV-Fine Arts and Applied Arts.

WEIGHTING OF GRADES

Based on category, grades are assigned different point values which are used in the computation of class rank. The scale of point values assigned for grades received in courses of various difficulty levels is as follows:

A+	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F	
19	18	17	16	15	14	13	12	11	10	9	6	0	Category I
16	15	14	13	12	11	10	9	8	7	6	4	0	Category II
13	12	11	10	9	8	7	6	5	4	3	2	0	Category III

RANK-IN-CLASS

Rank in class, considered for admission by many colleges, is based on all grades earned in Category I, II, III classes computed each semester for students beginning in January of their junior year. The Quality Point Ratio, obtained by adding the points for all final grades in each ranked subject and dividing by the total credit weight of subjects taken, is used to determine class rank.

ACADEMIC LETTERS AND CHEVRONS

Academic letters are awarded each year at the Awards ceremony to sophomores, juniors, and seniors who attain high academic standing. To earn an academic letter the student must have completed a minimum of 3 semesters at Fitch High School. The student must have a cumulative GPA of 14.0 or higher. For sophomores, this means the 2 freshmen semesters and the first semester of sophomore year. For a junior, this means the 2 sophomore semesters and the first semester of the junior year. For seniors, this means the 2 junior semesters and the first semester of the senior year. To earn an academic chevron, the student must have earned an academic letter. The student must have completed 5 semesters and earned a cumulative GPA of 14.0 or higher. For juniors this this would apply to their freshmen, sophomore and fall academic semester. For seniors this would apply to their sophomore, junior and fall academic semesters.

ACADEMIC AND SERVICE AWARDS

Each year an evening Awards Program is held to present academic and service awards. Typical presentations are listed in the Student Handbook. Letters will be sent home inviting all award winners & their families to the ceremony.

ADULT EDUCATION

Students participating in the Credit Diploma Program (CDP) earn credits by completing courses in all core academic subjects and receive a Fitch High School diploma upon completion. The program also offers the opportunity to earn a Connecticut high school diploma (GED), classes in adult basic education (ABE), English as a Second Language (ESOL), and Citizenship preparation.

The adult education program is open to all adults residing within the boundaries of Groton Public Schools who are 16

years old or older and have not completed high school. The program is located at West Side Middle School, 250 Brandegee Avenue, Groton. Classes are on Mondays, Wednesdays, and Thursdays from 6:30 p.m. to 9:30 p.m. For more information, call 441-2152.

DRIVER’S EDUCATION

As a part of the evening division, a Driver’s Education course is offered for a fee if enrollment is sufficient. For many Fitch High School students it is convenient to take the course here at the school.

Athletics

ATHLETIC DEPARTMENT CODE OF CONDUCT

The Athletic Department fully supports the School Code of Conduct of Student Behavior. Team members in all sports are chosen for ability, cooperation and conduct. Specific team rules of behavior and conduct will be distributed to team members by the Head Coach prior to every season. The following points should be emphasized for athletes. All athletes must:

- be in attendance in school for 3 periods on the day of a contest in order to play/compete.
- be taking at least 6 credits of classes;
- comply with all CIAC requirements regarding school transfers and residency.
- not have played or practiced with an outside team in or participate as an individual in the same branch of athletics while a member of a school team. Please consult the Athletic Director for a list of exceptions to this rule.
- not play under an assumed name on an outside team or receive payment for participation in any athletic activity.
- not represent the school in any sporting activity if determined ineligible
- not be under school suspension. Suspended students may not attend or participate in any school activity including athletic contest and practices. Suspended students are not allowed on school grounds. Students may be suspended from athletic participation as a disciplinary measure, even if not suspended from classes.
- follow specific academic and substance use statements as outlined below.

Academics

All participating students must adhere to the standards set forth in the Student Handbook regarding academics. In addition to those standards student-athletics must:

1. Be passing four full credits of work. Exception: The fall sports eligibility is determined by the previous years’ grades. Student must pass 4 full credits of work from the previous year.
2. Students in their fifth year of high school are not eligible for sports at Fitch High School unless eligible for a CIAC “hardship waiver”. A student has eight (8) consecutive semesters or four (4) consecutive years of eligibility from the date of entry into the ninth grade to be eligible for interscholastic competition.
3. The complete “CIAC Rules of Eligibility” can be obtained from the Athletic Director or at ciacsports.com.

Substance Use

As a prerequisite to participation in athletic or extracurricular activities at Fitch, students are expected not to use alcohol, tobacco, stimulants, and/or controlled substances including anabolic steroids, hormones and analogues, diuretics, and other performance enhancing substances. This expectation extends beyond the school day and school property. Accordingly, any student who has consumed alcohol, tobacco, and/or controlled substances, whether on or off school property, may be subject to the penalty of losing the privilege to participate in that club or team at Fitch.

- First offense: Suspended for 15 practice/game days including at least on game/meet. The suspension will take place during the athlete's present or future season. That season must be completed by the athlete in good standing for full compliance with this sanction.
- Second Offense: Dismissal from the team.

Note—CIAC may impose sanctions for use of these substances beyond those outlined in this handbook.

Listed in each sports' rules and regulations will be more specific explanations of the penalties for these infractions. Other infractions which could result in disciplinary action will include but not be restricted to the following: theft, dishonesty, fighting, absences, tardiness, unsportsmanlike conduct, etc.

The School Board Policies, and/or School Policies will override this Athletic Policy. The Athletic Director, Principal, Assistant Principal and Coach will communicate prior to the suspension. Appeals can be made to the Athletic Council.

HEALTH AND SAFETY FOR THE STUDENT/ATHLETE

A student who wishes to participate in interscholastic sports must follow these procedures:

1. Have a physical examination performed by either the school based health center or the student's own physician.
2. Understand that the coach may not allow any student to participate in a sport, even to practice, unless he/she has an up to date physical examination.

AWARDS AND SPORTS BANQUETS

At the end of each season, each interscholastic athletic team will organize a pot-luck banquet for athletes and their families/friends at which time team awards are presented. Criteria for these awards are communicated by the Head Coach to the athletes at the beginning of each season.

INTERSCHOLASTIC ATHLETIC TEAMS

Dependent upon sufficient interest, a program of interscholastic sports is offered at the freshman, junior varsity and varsity levels. Some years, however, in some sports the teams need to be combined. Sports normally offered are: Cross Country, Football, Soccer, Tennis, Volleyball, Basketball, Swimming, Indoor Track, Outdoor Track, Wrestling, Baseball, Softball, Golf, Tennis, and Lacrosse. Contact the Athletic Director (449-7237), for more information on seasons and teams.

SPORTS

Cheerleading - F,M
Cross Country – M
Cross Country – F

SEASON

Fall, Winter
Fall
Fall

Football – M	Fall
Soccer – M	Fall
Soccer – F	Fall
Volleyball – F	Fall
Swimming – F	Fall
Basketball – F	Winter
Basketball – M	Winter
Fencing – F, M	Winter
Swimming – M	Winter
Indoor Track – F, M	Winter
Wrestling – M	Winter
Ice Hockey	Winter
Tennis – F	Spring
Baseball – M	Spring
Golf – F, M	Spring
Softball – F	Spring
Tennis – M	Spring
Track (Outdoor) – F, M	Spring
Lacrosse – F, M	Spring

NCAA

In order to be eligible to participate in sports at the college level, a student must meet requirements established by the N.C.A.A. Students can obtain eligibility information by going online at www.ncaa.clearinghouse.net or in the FSH Guidance office. It is the student's responsibility to register with the N.C.A.A. Clearinghouse and notify the Guidance Office to send an official transcript.

Music Organizations

Students receive credit for the following musical organizations which are held during the school day.

MARCHING BAND

Members participate in music festivals, parades, assemblies, football games, public concerts, and various functions as invited. Rehearsals are held during the school day, as well as in the evenings during the Fall semester.

CHAMBER CHOIR

This course is open to Juniors and Seniors interested in serious choral singing by audition. The choir performs various types of music from madrigals to swing. It participates in numerous public concerts at school and in the community. Rehearsals take place during the school day, as well as requiring additional evening hours.

CONCERT CHORUS

This course is open to all students with a serious interest in choral singing regardless of ability; no audition is required. This group meets during a regular class period, and participates in various public concerts and music festivals.

INDOOR COLOR GUARD

This course is open to all students interested in performing at exhibitions and competitions involving modern dance, as well as utilization of color guard equipment such as flags, rifles and sabers.

CONCERT, SYMPHONIC AND JAZZ BAND

Selected student musicians rehearse during the school day to prepare for concerts and assembly programs.

Parent and School Organizations

INVITATION TO PARENTS

All parents are encouraged to be involved in the education of their young adult student. Recent polls of high school students overwhelmingly show that students want their parents to be more involved in their education.

ATHLETIC BOOSTERS CLUB

Parents of students involved in athletic programs work together to help plan and organize the many athletic banquets, provide many awards and honors to students, and donate their funds to purchase equipment beyond school budget. Revenue is generated through the concession stand at football games, where parent volunteers are always needed.

BAND/CHORAL BOOSTERS

Parents of students involved in the bands and choruses work together to support the many opportunities available to students.

THE GROTON BOARD OF EDUCATION

Consists of 9 elected citizens who donate their time to the town for a period of four years; half of the members are up for election every other year. Through close interaction with the superintendent and staff, the board guides philosophical and curriculum policy for the school system, and develops and approves the school budget. Meetings are regularly scheduled in the local paper, posted at Town Hall and the School Administration Building on Flanders Road, as well as channel 19. All Board meetings are open to the public. The public, parents and students are encouraged to attend and be involved. Citizens may speak to the Board during the "Citizen Petition" portion of the meeting, as well as submit items for the Board's consideration by asking a Board member to place it on the agenda in advance. For further information, contact the Administrative offices at 572-2100.

PARENT/TEACHER ORGANIZATION (PTO)

FHS has an active PTO which welcomes the participation of all parents and teachers in support of our students, our school and its programs. The PTO assists in distribution of the "Fitch Falcon Newsletter" to parents throughout the year to keep parents informed and provide an avenue for input. It also sponsors programs like College Night, works with administration planning open houses and freshman orientation programs, and other informational programs for parents. The FHS PTO belongs to the town-wide PTO of Groton which meets several times a year with the Superintendent to support active parent involvement in all Groton schools. PTO meetings are held monthly at FHS, and parent attendance is encouraged.

PRIDE COMMITTEE

Consists of teachers, students and parents who meet monthly to brainstorm activities to promote pride at FHS. This very active group has sponsored dances, special student assemblies, refreshments for meetings and events, and many more. Their funds are raised by the soda machine in the cafeteria.

SCHOOL IMPROVEMENT TEAM (SIT)

SIT is comprised of teachers, parents, administrators, students, and a non-certified staff member. The group represents its various constituencies on the team that provides input in planning the future of the high school, as well as to improve student performance. The SIT also supports student activities through the Student Activity Fund. Parents are encouraged to interact with members, and may contact the switchboard for member names and phone numbers.

SENIOR DRUG-FREE & ALCOHOL-FREE GRADUATION PARTY

Parents organize this special after-graduation party, traditionally an all night party at an undisclosed location where students can celebrate their graduation safely in a substance-free environment. For the usual sensational results, this event requires a tremendous amount of fund-raising and planning, and the participation of many parents.

Student Organizations & Clubs

Fitch High School offers a wide range of extra-curricular activities that provide opportunities for every student to develop individual interests and abilities.

ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES (INCLUDING ATHLETICS)

Students must be:

- in attendance in school for 3 periods on the day of an activity;
- taking at least 6 credits of classes per semester;
- passing at least 4 credits at the end of the last marking period as of the official day grades are issued; for Fall activities, students must have earned 4 credits from previous school year.

ORGANIZATION AND CLUB LEADERSHIP

Selection as a leader within a student organization or club is both an honor and a privilege. Student leaders have the obligation to set an example in these highly visible leadership roles. They will recognize that their position of leadership brings with it heightened expectations in the areas of conduct, self-discipline, integrity, and responsibilities. Club leaders will actively promote these same standards among the members. Failure to adhere to these guidelines may result in loss of the leadership role and/or disciplinary action under the direction of the principal or principal designee.

FORMING A NEW CLUB

Students interested in forming a new club must first locate a faculty member interested in acting as an advisor for the club. That faculty member will then present the request with appropriate background information to Administration for review and subsequent approval/denial.

AMPHORA

Amphora is Fitch High School's literary and art magazine. The *Amphora* staff publishes the creative works of the Fitch community in a student-produced format. Students select work to be published from student/faculty submissions and layout the magazine using computer software. *Amphora* strives to bring creative voices and images to publication in its annual issue. ALL FHS students are welcome to attend weekly club meetings after school.

ATHLETIC VARSITY CLUB

This is a service club for athletes who have earned a varsity letter, who are initiated in the early fall. The club works to benefit all athletes, donates a gift to the school each year, and plans the banquet at year-end.

CLASS OFFICERS/ORGANIZATION

Each class elects a president, vice-president, secretary and treasurer yearly. The class officers meet with faculty advisors to plan social functions for their class. Each class participates in the Hall Decoration Contest during Spirit Week. Fundraising is often done to build a treasury that can partially defray the expenses of the class trip, the prom and graduation week activities through dances, talent shows, etc.

CREW CLUB

The purpose of the Fitch Crew Club is to enjoy the full spectrum of rowing and sculling, teamwork and camaraderie of fellow participants. No experience necessary. Groups are broken down into experienced and novice rowers. Spring and fall rowing is available.

DEBATE TEAM

The Debate Team meets weekly to develop the skills of argument and practice for future debates. Members have participated in statewide debates and tournaments.

DRAMA CLUB/NATIONAL THESPIAN SOCIETY

Members of the Drama Club produce two major plays each year that may be anything from a musical to a comedy or tragedy. Acting ability is not necessary to participate; students are always needed for program design, costuming, ticket sales, prompting, sound effects, publicity, make-up, stage props, hand props, play reading and casting. Thespian points are awarded for all work done on and off stage. Those students accumulating the required number of points become members of Troupe 2208 of the International Thespian Society. A pin is awarded to all students earning over 20 points over any period of time, and a trophy is awarded yearly to the outstanding Thespian.

FELLOWSHIP OF CHRISTIAN STUDENTS

Open to all interested students, this club meets once a week after school and sponsors many events.

FRENCH CLUB

The French Club will meet once a month to do activities with just students or with students and family members. Fun, food and French - typical francophone fair. Possibilities for next year are: cheese tasting, restaurant visit, French films, French author presentation, Entrennes,

and/or a French cafe setting.

HISTORY CLUB

The History Day Club is dedicated to promoting participation of students in the National History Day competition.

KEY CLUB

A member of the Kiwanis International Family, this organization is a service club based on the principle that life is fullest when we are giving something of ourselves to the community around us.

INTERACT CLUB

A member of the Rotary International family, this organization is a service club whose mission is to further international understanding and goodwill. While helping others, students develop leadership skills and learn the value of hard work.

KEYETTES

The Keyettes is a service club for girls interested in promoting good citizenship. The membership donates their service to projects and activities that benefit school and community.

LITERARY CLUB

The purpose of the Literary Club is to encourage reading for pleasure among students and provide students with an opportunity to discuss with each other and recommend books for students and staff to read.

MATH TEAM

The Math team meets as needed to prepare for the six local math competitions, which are held at Norwich Free Academy.

MULTI-CULTURAL CLUB

This club meets weekly after school, and sponsors activities designed to promote multiculturalism and mutual respect.

NATIONAL HONOR SOCIETY

The NHS is composed of members selected from the junior and senior classes by a 5-person council after input from the entire faculty. Selection is based upon excellence in the areas of:

A. SCHOLARSHIP:

Potential members must achieve a high level of academic achievement.

B. SERVICE and LEADERSHIP:

Potential members must be active in a minimum of 3 activities, at least one school centered activity, with certain levels of achievement and rating from their advisors.

C. CHARACTER:

Potential members should have no recorded incidents of cheating or intentional dishonesty as recorded by teacher(s) or administration. They also should exhibit positive behavior by having no record of skipping classes or knowingly violating school regulations.

Such as:

Unexcused Tardies/Semester.....less than 10

Absences.....credit for a semester course will be withheld when a student exceeds 12 class absences in the class for excused/unexcused absences.

D. CONNECTICUT ACADEMIC PERFORMANCE TEST

Potential members must take the CAPT test and be in Band III in at least 3 areas.

Members are required to attend all induction ceremonies and maintain selection standards. They must actively participate in the group's peer-tutoring program, and/or accumulate three hours of verified community service each month. In addition, students may not miss more than 3 NHS meetings/semester. All meeting absences must be pre-approved by the advisor.

E. PROBATION/TERMINATION

Failure to abide by all NHS standards will result in the following:

1st Offense.....Probation for 1 marking period
Continued/Additional Offense.....Termination
Probation results in rescinding National Honor Society status on school record/student resume and non-participation in any induction ceremony. Student must maintain active status within the chapter and abide by the NHS standards during the probationary period. At the end of the probationary period, the faculty council will review the student's status and determine eligibility for reinstatement or termination.

STUDENT 2 STUDENT

Peer helpers provide assistance to students new to Fitch by giving them tours of the building, helping them find their classes, giving them information about school activities and, in general, being a friend when they first come to our school.

POETRY CLUB

Poetry Club meets once a week. Weekly activities include the sharing and analysis of personal poetry as well as the poetry of famous poets. Poetry club is open to everyone, but encourages students that have a genuine interest in poetry as well as the desire to help others positively. The goal of the club is to create a constructive and relaxed atmosphere that will encourage the appreciation and growth of poetic talent.

POLITICAL CLUB

The Political Club is a student run organization that was created to spread better knowledge and understanding of current political issues within the school. While the club can hold no political affiliation, it can proliferate better information to students on local and national parties and their issues.

POTTERY CLUB

Pottery Club meets once a week to learn to make masterpieces out of clay.

RUSSIAN CLUB

Russian Club meets once a week or once a month, depending on the vote of the students and what they would like to do. We

have studied the language, seen films, had guest speakers, gone to classes off campus and had various entertainments.

SCIENCE CLUB

The purpose of the science club is to make people more aware of science in their everyday lives. Members of the science club will meet to explore interesting topics in science that extend beyond the curriculum of their biology, chemistry, physics, and earth science classes. Student members will invite guest speakers, arrange field trips, and organize science-related community projects. The science club will also prepare for local, state and national competitions. The club is sponsored by the Science Department Faculty.

SKI CLUB

Ski trips are planned, weather permitting during the winter. In the past, trips have been taken to major ski resorts in Vermont. Meetings are conducted prior to each trip. All students are welcome to participate.

SPANISH CLUB

Any student, who is interested in participation in extracurricular activities involving the Spanish language, and the cultures of countries where Spanish is spoken, may join the Spanish Club. Knowledge of the Spanish language is not a requirement. The club meets every Thursday after school.

STUDENT COUNCIL

The student council is the student governing body, whose aim is to further the best interests of the school by working with the faculty and administration in planning student activities. A faculty member serves as an advisor to the Council. A representative is elected to serve on the Council, along with the vice-president of each class. Meetings are held weekly after school, and all students are welcome to attend. Types of events typically sponsored by the Student Council include dances, food drive, blood drives, a Halloween haunted house, spirit week, and many other school spirit events.

TANAGER NEWSPAPER

The Scarlet Tanager, which has been in publication since 1929, produces the school newspaper. The paper comes out monthly and at the end of the year produces a senior edition. A staff works after school on Wednesday to get story ideas and do interviews for articles. There is also a class, Journalism 2 that works on articles and the layout. The paper is sent elsewhere for publishing though it is laid out and written by the students at Fitch.

TANTARA YEARBOOK

The Tantara yearbook is an organization that meets once a week after school along with every other day during school. The staff works on the development of the school yearbook and acquires skills in the many aspects of print media production.

TAP (TEACHER ASSISTANCE PROGRAM)

The Teacher Assistance Program (TAP) is a volunteer program that affords high school students the opportunity to assist elementary school teachers in Groton in working with younger students. Students are required to spend one day per week after school assisting their cooperating teacher. The students in the program work with individual students

or groups of students to enhance their learning experiences. This program is an opportunity for students to gain first hand experience of the work of classroom teachers, and it also provides a vehicle for students to earn community service hours and 0.25 credits towards graduation per year.

UNITY FALCON DANCE TEAM

The Unity Falcon Troupe is a multi-cultural group dedicated to high school team dancing and competition. The team performs at home basketball games and pep rallies as well as in community outreach to seniors and youth in south-eastern Connecticut. Quality performance is expected, and members are required to attend the scheduled practices three times a week after school until the 3:30 p.m. late bus. Late practice until 5:30 p.m. late bus also takes place before a performance. Tryouts are scheduled in the fall and are based on positive attitude and ability.

DISCIPLINE POLICIES

Discipline policies are instituted and enforced by the Board of Education; please refer to the Appendix of the Student Handbook for the “Groton Board of Education Policies.” It is the philosophy of Fitch High School to promote a positive atmosphere that helps students to grow academically, socially and emotionally. Our entire staff is dedicated to providing students with a safe, productive and enjoyable environment. We encourage all students and parents to become allies in this endeavor. Like any school FHS has its share of rules and regulations designed not to limit freedoms, but rather to ensure that the rights and opportunities of both students and staff are protected. This section is intended to enable students and parents to better understand our expectations for student conduct, and to promote an atmosphere of mutual respect.

ASSEMBLY CONDUCT

Assemblies are held for the education and enjoyment of students, who are asked to give every courtesy to the speaker and to the program. It is the responsibility of each student to maintain high standards of conduct. Violations will result in a denial of assembly privileges and may be cause for further disciplinary action.

DANGEROUS INSTRUMENTS

For the safety and welfare of students and school personnel, the carrying of a dangerous instrument, or introduction of a dangerous instrument onto school grounds, at school-sponsored events or onto school vehicles, is forbidden. Possession and or use of any such dangerous instrument by a student shall result in an expulsion hearing.

DRUGS, TOBACCO, ALCOHOL

Possession, use, sale, or transfer of drugs, alcohol, tobacco products, or drug paraphernalia, or students under the influence of drugs or alcohol, is prohibited at all times on school property, school buses, and at school-sanctioned activities. Offenders will be referred for prosecution, suspended from school, and recommended for expulsion. Furthermore, they will be ineligible to hold office in any school organization, and may not participate in any school sponsored activity for 90 days. A student may be required, as part of a disciplinary sanction, to complete an appropriate rehabilitation program or

community service. Students and parents should be aware that lockers are considered school property, and may be searched by school authorities for the location of alcohol, drugs, tobacco products, or weapons. Please note the Board of Education policy on “Breathalyzer Testing” in the Appendix.

ELECTRONIC COMMUNICATION DEVICES

Cell phones

Because of the many problems that occur with the use of cell phones during the school day, students are no longer allowed to use their cell phones during school hours. This means that from entering the building in the a.m. to 2:07 p.m., cell phones are not to be used at all. Students who bring their cell phones to school should keep them off or silenced, and cell phones should be safely secured in their backpacks, purses, or lockers. It is important to note that Fitch High School is not responsible for lost or stolen articles. In the instance that a student needs to use a phone during the school day, that student should notify a faculty or staff member who will direct that student to a phone.

Audio-recording, video-recording & photography

Unless given permission by an administrator or a teacher, students are not to use any audio-recording, video-recording, or photographing devices during the school day. This means that from the time students enter the building in the morning to 2:07 pm these devices are not allowed in class, in the hallways, in the cafeteria during and not during lunch, or in any other part of the building. Should students be granted permission for a class assignment in such courses as video production, world language, journalism, print media, or another course students are thus to adhere to the guidelines established by their teachers. It is important to note that Fitch High School is not responsible for lost or stolen articles. Therefore, students are strongly advised not to bring these devices to school. Any electronic device that can be used as a phone or camera will be treated as such in the event that that device is called into question. Lastly, the cell phone policy does indeed apply to “texting” which is NOT allowed during the school day.

Other Electronic Devices

Other electronic devices not prohibited by the “electronic communications devices” policy are only permitted for use by an individual classroom teacher. It is important to note that the high school is not responsible for lost or stolen items; therefore, students are strongly advised NOT TO BRING ELECTRONIC devices to school unless these devices will be used for instructional purposes.

GANG SYMBOLISM

Student behavior, dress, signing or symbolism intended to represent gang affiliation will not be tolerated on school grounds or at school-sponsored events. Violation of this policy may result in discipline, suspension, or expulsion. The Groton School District works in conjunction with the Groton Police Department to determine what is gang-related.

OFF-SCHOOL MISCONDUCT

A student’s conduct off school grounds and during non-school time can still be grounds for disciplinary action up to and including suspension and expulsion if there is a reasonable likelihood that the student’s return to school would contribute to a disruptive effect on the educational process. A threat to the school’s orderly operations, the safety and welfare of the

people who work or study at school, and the safety of school property are examples. Such off-school misconduct may include, but not be limited to the use, possession, sale or distribution of dangerous weapons or illegal drugs, or violent conduct.

PREVENTION AND REPORTING OF CHILD ABUSE

By law, school personnel are mandated to report suspected child abuse, maltreatment, or neglect whether such mistreatment has been caused by the parent, guardian, or a school employee.

SEXUAL HARASSMENT POLICY

The Board of Education prohibits any form of sexual harassment of employees or students, both by employees and students. Sexual harassment is defined as unwelcome or inappropriate conduct of a sexual nature, whether verbal or physical, including but not limited to:

- insulting or degrading remarks or conduct, that threaten or suggest that an individual's submission to or rejection of unwelcome conduct will in some way influence a decision regarding that person's education or employment;
- creating an offensive, hostile, or intimidating educational or work environment;
- interfering in any way with that person's educational or work performance.

Any student may request Sexual Harassment Procedures/Report Forms from the Principal's office in the event of suspected sexual harassment. Sexual harassment by an employee or student will result in disciplinary action up to and including suspension or expulsion.

DISCIPLINARY ACTIONS

Students who violate school rules, or are disruptive to the educational process, will be disciplined with detentions, suspensions, or expulsions.

PROVIDING MISLEADING INFORMATION AND/OR OBSTRUCTING AN INVESTIGATION

During the school year, it is fairly routine that faculty, staff, and administration have to conduct investigations on a wide range of issues, including but not limited to: school safety, lost books, grade discrepancies, unaccountable whereabouts, student-to-student conflicts, stolen property, etc. When such an investigation is being conducted, it is critical that all parties involved provide accurate information in order for the issue to be resolved. In the event that it becomes evident that a student deliberately misled or provided false information during an investigation, that student will be referred to administration for disciplinary action.

DETENTIONS

Students may be given detentions by classroom teachers for tardiness to class, misbehaving in class, failure to do assigned work or similar offenses. Teachers may assign classroom detentions where the students must come to their classroom the next day from 2:15–3:05 p.m.

Teachers may also refer students to the administration for "administrative detentions." These detentions are served after school from 2:15–3:05 p.m. beginning the next day. There is also a 3-hour detention from 2:15 to 5:15 p.m. for more serious infractions.

SUSPENSIONS

Saturday

As an alternative to out-of-school suspensions and to prevent missed classes, this program runs from 8:00-12:00 noon on Saturdays. Students remain in the assigned ISS room to complete assigned work from classroom teachers. Failure to report will result in a minimum 2-day out of school suspension.

Out-Of-School Suspension

Students may be suspended from school or school buses by an administrator for conduct which endangers persons or property, disrupts the educational process, or violates school or bus rules. Students will not be allowed to attend classes, are not permitted on school grounds, and may not participate in school activities including athletics, concerts, dances, etc. Students may be suspended for up to 10 days at a time. Whenever a student has been suspended cumulatively for 20 days, or for the 4th time, the Superintendent of Schools will be notified and a recommendation may be made that the student be expelled. Students are allowed to make up work missed while on suspension. Refer to the full Board of Education Policy on Suspension/Expulsion for more information.

In-School Suspension

As an alternative to out-of-school suspension, students may be suspended in-school. Students remain in assigned In-school suspension room for the entire day to complete assigned work. Failure to report or inappropriate behavior will result in a minimum two-day out-of-school suspension.

EXPULSION

Expulsion is the exclusion of a student from school for more than 10 consecutive days by the Board of Education, when the board finds that a student's conduct seriously endangers persons or property, is seriously disruptive of the educational process or violates a publicized policy of the Board. An expulsion can last for 180 consecutive school days and may continue into the following school year. Expulsion procedures will be conducted in accordance with State Law.

AUTOMATIC EXPULSIONS RECOMMENDATION

Certain behaviors will lead to an automatic expulsion hearing, such as:

- possession of a weapon or any sharp or dangerous instrument.
- assault with serious injury resulting.
- possession, use, sale, or transfer of alcohol or illicit drugs.

STUDENT POLICIES

ATTENDANCE POLICY

Good attendance is a major contributor to academic success. The regular school day begins at 7:25 AM, and ends at 2:07 PM. A parent/guardian should call 449-7200 to report an absence or delay, and the reason. An Attendance Secretary will call home to confirm unreported absences to monitor student attendance. Students should bring a note verifying absences, to be given to the Attendance Secretary, upon return.

(EXAMPLE) DISCIPLINE PROGRAM BY OFFENSE

ACTIVITY	FIRST OFFENSE Up to and including a suspension	SECOND OFFENSE Up to and including a suspension	THIRD OFFENSE Up to and including a suspension
Violating School Bus Regulations	Driver to submit report; 1 office detention	Loss of bus privileges for 5 days	Loss of bus privileges for 10 days; further discipline for additional
No pass in halls, lavatory, or at phone	Verbal warning; teacher takes appropriate action	Submit O.R.; 1 office detention	2 office detentions; loss of pass privilege
Misconduct in Media Center	Verbal warning	M.C. use denied for 1 week; parent contact by media specialist	Submit O.R.; parent contact by administrator
Misconduct in Cafeteria	Verbal warning; taken appropri- ate action	2 office detentions	3-hr PM detention; parent contact by administrator
Excessive display of affections	Verbal warning	Parent contact by administrator; 1 office detention	3-hr PM detention; parent contact by administrator
Parking in unauthorized area	Verbal warning	Submit O.R.; 2 office detentions	Suspension; parent contact by administrator
Leaving school grounds without proper dismissal	Suspension; parent contact by administrator	Suspension; parent contact by administrator	Suspension; parent contact by administrator
Verbal or physical action that contributes to a fight or an assault	Submit O.R.; suspension up to 10 days; parent contact by administrator	10-day suspension; parent contact by administrator	10-day suspension and expul- sion recommendation; parent contact by administrator
Repeated violations of school regulations (minor incidents)	Submit O.R.; 3-hr PM detention; parent contact by administrator	Suspension; parent contact by administrator	5-day suspension; parent contact/school conference
Smoking, possession of tobacco products	Submit O.R.; 3-hr PM detention; parent contact by administrator	Suspension; parent contact by administrator	Suspension; parent contact by administrator
Stealing	Submit O.R.; suspension; parent contact by administrator	3-5 day suspension; parent contact/school conference	5-10 day suspension; parent contact/school conference
Leaving classroom without permission	Submit O.R.; 2 office detentions	3-hr PM detention; parent contact by administrator	Suspension; parent contact by administrator
Lack of proper safety equipment/misbehavior in shop and laboratories, food service areas.	Verbal warning; teacher takes appropriate action; parent con- tact by teacher	Submit O.R.; office detention; parent contact by administrator	Removal from class until reinstated by administrator
Cutting class/per semester	2 office detentions	3 hour PM detention	Out of school suspension; parent contact by administrator Teacher assigns "0". No make- up allowed
Use of foul language (cursing/swearing)	Verbal warning; teacher takes appropriate action	Submit O.R.; 2 office detentions; parent contact by administrator	Suspension; parent contact by administrator
Cell phone or similar audio devices	Teacher confiscates for day; administration notified	device sent to administration; parent to pickup device	Up to and including suspension; parent conference requested
Failure to report to a teacher- assigned detention	2 detentions assigned by teacher	3 hr. detention; parent contact	3 hr. detention; parent contact by administrator
Verbal threat or harassment of another stu- dent/staff member	Suspension; parent contact by administrator	5-day suspension; parent contact by administrator	10-day suspension; parent contact by administrator
Disruptive behavior in class	Teacher detention, call home	2 Teacher-assigned detentions; parent contact by administrator	Submit O.R.; parent contact by administrator; further discipli- nary action
Insubordination: repeated failure to do as directed by staff member	Submit O.R.; 3-hr PM detention; parent contact by administrator	Suspension; parent contact by administrator	5-day suspension; parent contact/school conference
Using abusive language or gestures to staff member	Submit O.R.; 3-5 day suspen- sion; parent/teacher/administra- tor conference	5-10 day suspension; parent conference with Guidance	10-day suspension; parent con- tact/school conference
Damaging (willful) destruction of school property	Submit O.R.; suspension; parent contact/payment for damage	3-5 day suspension; parent contact/payment for damage	5-10 day suspension; payment for damage; parent/school con- ference
Cheating/Accessory to cheating/Plagiarism	Student-teacher conference; "0" given; submit O.R.; 3-hr PM detention; parent contact by teacher	Teacher contact student; "0" given; submit O.R.; Saturday detention; parent contact by teacher	Teacher contact student; "0" given; submit O.R.; 3-day sus- pension; parent contact by administrator
Engaging in conduct that is disruptive to the educational process of the school.	Up to & including suspension		
Misconduct in assembly	Verbal Warning	Submit O.R.; Office detention	Denial of assembly privileges
Being in an unauthorized area	3 hour detention	1 day suspension	3 day suspension

EXCUSED ABSENCES

- illness or injury
- death in the family
- religious obligation
- a court appearance
- a school-sponsored activity
- a college visitation
- participation in an educational program organized and sponsored by a recognized institution of learning
- an emergency deemed legitimate by the building principal
- a suspension from school

All other absences shall be deemed unexcused. Unexcused absences mean zeros for all work due or missed during the absence, and no make-up work will be permitted.

ATTENDANCE REQUIREMENTS FOR COURSE CREDIT

- Credit for full credit will be withheld when a student exceeds 15 class absences in the class for **excused/unexcused** absences.
- Absences for approved school-sponsored activities will not count toward the total class absences.
- Credit withheld due to excessive absences will not affect grades given for course work, and will be awarded and recorded as earned. **However, credit towards graduation will not be awarded.**
- Parents will be notified in writing following the 10th absence for a full credit course.
- Parents will be notified in writing when credit is withheld. Students may appeal, in writing, for a waiver when credit is withheld for excessive absences. A formal written appeal must be made within 10 school days of the formal notification of withholding of credit. The Appeals Committee will determine if a time and place for make up is deemed appropriate.

EARLY DISMISSALS

Students requesting early dismissal must provide a signed note from a parent/guardian to the Attendance Secretary upon arrival to school. For unexpected early dismissals, parents may call the Attendance Secretary during the day; a note from parent/guardian should be given to the Attendance Secretary the following day. Students who return to school from an appointment must report to the Attendance Secretary prior to returning to classes.

FAMILY VACATIONS/TRAVEL

Families are asked to plan trips and vacations during school vacation periods to ensure that students gain fully from the classroom experience. Absences from school due to family travel and vacations are considered unexcused absences, and will be counted toward Attendance Policy limits. If a student will be absent from school, parents/guardians are asked to send a note to the Attendance Secretary, and request class assignments through the Guidance Counselor 10 school days in advance of the trip. Work missed must be turned in immediately upon return to class; no student will be allowed to make up work after the trip.

GRADUATION CEREMONY GUIDELINES

Participation in the graduation ceremony is a privilege, and not a right. All students are required to abide by the follow-

ing guidelines to exercise their privilege to participate:

1. Students must meet all requirements for graduation. Please see p. 14 for these requirements.
2. Students must agree to follow dress code requirements established by the Graduation Committee including:

A. Females - Must wear a skirt or dress slacks and proper dress shoes.

B. Males - Must wear a collared shirt, dress trousers, and dress shoes.

Jeans and shorts are prohibited.

3. Students must attend all graduation rehearsals and agree to be cooperative for all rehearsals and senior activities during the last week of school.

Students may lose their privilege to participate in the graduation ceremony for any of the following reasons:

1. Failure to abide to the guidelines listed above.
2. Suspension from school for more than 30 days during the school year.
3. Suspension from school at the end of the school year.
4. Violation of the drug/alcohol and dangerous instrument policy during senior year.
5. Expulsion from school during senior year.

LATENESS TO CLASS/CLASS-CUTTING

Students who absent themselves from class without the prior approval of an appropriate school official shall be determined to have "cut" the class. Students will be subject to disciplinary action (see Discipline Policies), with no chance to make up the missed work.

- Students are expected to be on time for all classes.
- Failure to show for classroom detentions will result in referral of students to the principal for disciplinary action.
- 3 unexcused tardies per class equals 1 absence from that class.
- Unexcused tardies of more than 15 minutes to any class will be considered a "cut."

Students are expected to plan their morning routine so as to arrive at school on time.

MAKE-UP WORK FOR EXCUSED ABSENCES

All work due or missed during an excused absence may be made up. Work due or tests given on the date of the absence will only be accepted on the first day the student returns after the absence. Any work missed (assigned) during an excused absence will be the student's responsibility to make up within 5 days. Note: Homebound instruction is available for students if 10 days of consecutive excused absences are expected with medical recommendation.

PARTICIPATION IN SCHOOL ACTIVITIES/ABSENCES

Students who are absent from school will not be permitted to participate in interscholastic athletic contests, athletic practices, extracurricular activities, or other school-sponsored activities on the days they are absent from school. Coaches and advisors will check daily attendance sheets for compliance with this regulation. Students must be in attendance for more than 2 blocks to participate in extracurricular activities, dance, etc.

READMITTANCE NOTES

It is important that notes contain the following information

to eliminate confusion and errors:

- 1) The student's full name;
- 2) The reason for absence;
- 3) The date of absence, and class blocks missed if partial day;
- 4) A parent or guardian signature with daytime phone number

TARDINESS TO SCHOOL

Students who are late to school during the first Block must sign in at the Reception Office. Parents or guardians are requested to send in a note explaining why their daughter/son was tardy. These notes will be accepted the morning of the tardiness or the following morning only. Reasons such as "missed the bus," "car trouble," "ran out of gas," are not acceptable. Repeated unexcused tardiness will result in disciplinary action.

TRUANCY

State law defines any student who accumulates 4 unexcused absences in any month, or 10 unexcused absences in any school year as "truant." Any student who accumulates 20 or more unexcused absences is defined as a "habitual truant." Refer to the Groton Board of Education Policies under "Truancy" in Appendix of this book for detailed information (page 28).

Planning For College

COLLEGE ADMISSIONS TESTING

Most colleges require students to take the Scholastic Assessment Test (SAT) or American College Testing Program (ACT) in the fall of the senior year or the spring of the junior year. In addition, some of the highly competitive private colleges will require students to take Achievement Test, now called SAT Subject Tests, in areas like mathematics, science, or world languages. In some cases, a high score on an achievement test will allow a student to be placed in a higher level class in college. Students should read the college bulletins for colleges of interest to determine tests required for admission. Preliminary SAT's are administered to juniors in the fall, and to sophomores as a practice test. PSAT's prepare students for the SAT's and scores from the junior PSAT's are used to select National Merit Finalists who are eligible for scholarships. Students should be aware that for purposes of the National Merit Awards, the verbal score on the PSAT is doubled and added to the math score – a definite advantage!

A CALENDAR FOR COLLEGE BOUND STUDENTS

OCTOBER — PSAT: Juniors/Practice for Sophomores.

MAY — AP (Advanced Placement) Tests: Students taking AP classes.

COLLEGE APPLICATION PROCESS AND TIMELINE

Freshman parents and students are encouraged to visit guidance counselors and the College and Career Resource Center in the Media Center. Sophomore students and parents should plan to attend College Night Programs held at our school, review college bulletins, view college videos, and visit college campuses. Juniors need to begin choosing and visiting colleges. Students should continually review the Scholarship File located in the Guidance Office. Financial Aid information is available in both the College

and Career Resource Center and the Guidance Office. A Financial Aid Night is held to help parents complete the FAFSA (Free Application for Federal Student Aid).

COLLEGE AND CAREER RESOURCE CENTER

The Center is located in the Media Center and staffed by a Career Coordinator. The Bridges/Choices Program is available on computers, and allows students, parents and faculty to explore a comprehensive and up-to-date data base of information on careers, occupations, training programs, two and four-year colleges, and financial aid. There are books to help students prepare for the SAT, PSAT, SAT-II, and AP Tests, as well as college bulletins and College Tours on Video. College admissions officers and career representatives visit Fitch and make presentations during the school day. Students are urged to listen to daily announcements and review the Center's bulletin board to keep informed of upcoming programs and presenters.

Health Program

NURSE

The nurse is available from 7:25 AM to 2:55 PM for any personal or medical concerns. When necessary, students will be referred to the School-Based Health Center or the Social Worker to address related problems. Students must obtain a pass from a classroom teacher to visit the nurse; students are accepted between classes only in emergency situations. Students must report directly to the Nurse's Office, and must sign in and out.

STUDENT IMMUNIZATION

The Groton Board of Education in accordance with the Connecticut General Statute (Section 10-204A) requires that the required immunizations be documented by submission of a record at the time of registration. Parents or guardians may check the specifics of the required immunizations by contacting their child's doctor, the school nurse or the school nurse supervisor at 860-444-1111. The required immunizations are as follows:

1. **DTP/DTaP**
2. **POLIO**
3. **HEMOPHILUS INFLUENZA TYPE B (HIB)**
4. **HEPATITIS B (HBV)**
5. **MEASELS, MUMPS, and RUBELLA (MMR)**
6. **VARICELLA**

Medical exemptions must be accompanied by a physician's note and a religious exemption must be accompanied by a written statement from the parent/guardian. Students who do not have proof of immunization will not be registered in school, or if registered, will be suspended from school until such time as proof of immunization is presented to the school nurse. Proof must be by immunization record, health record, or from a doctor's office.

Any deviations from the immunizations should be discussed with the nurse or call the School Nurse Supervisor at 444-1111. Each record will be reviewed by school personnel and questions answered as to compliance with State Statute. This information will be transferred to a permanent

health record and should be kept current by notifying the nurse when a child receives updating of immunizations.

MEDICATIONS IN SCHOOL

A physician's written order, and authorization of a parent/guardian (form available from the nurse) must be presented to the nurse for any medication (this includes all over-the-counter medications) to be administered in school. No medications may be self-administered on school grounds, except for prior approved emergency medications. Parents must bring to the nurse the original pharmacy container, properly labeled with the original prescription date, name of doctor and patient, name and strength of medication, and directions for administration. No more than a 45 day supply of medication can be kept at the school at one time. Medication orders are to be renewed once each school year, and any unused medication shall be picked up by the parent/guardian at termination of the doctor's order, or at the end of the school year.

SCHOOL BASED HEALTH CENTER (SBHC)

The SBHC is staffed by a nurse practitioner, mental health professional, and a consulting physician. They are available during school hours to assist students with personal health needs such as mental health, counseling, physical health assessments and screening preventive and diagnostic treatment, referrals to school and community services, minor treatment of illnesses and injuries, immunizations, and dental and dermatological assessments. **Parents must complete a parent permission form** and other required information prior to a student's receipt of services. Students must request a pass from a classroom teacher to visit the SBHC; their telephone number is 446-9543.

Special Education and Related Services

Special Education Instruction: The Planning and Placement Team (PPT) ensures that students meet the eligibility requirements of the 2004 Individuals with Disabilities Education Improvement Act (IDEA) and state regulations. It is also through the PPT process that the district ensures that all students with disabilities aged 3 through 21 who require special education and related services, who have not graduated with a regular high school diploma, receive a free and appropriate public education. The district develops a written plan for each student requiring special education and related services. This plan is called an Individualized Education Program (IEP). An IEP is developed, implemented, maintained, reviewed, revised and evaluated for all students served by our district.

The district ensures that, to the maximum extent appropriate, students with disabilities are educated with students who are nondisabled. However, the district provides a continuum of programming options for students to the extent necessary in order to implement the IEP. Each student requiring special education and related services is educated in the school that he or she would attend if he or she did not require special education and related services, unless the IEP requires another placement.

Related Services:

Social work and psychological services are provided by certified school psychologists and certified school social workers who provide a range of services including support for all students and consultation and collaboration with educators, professionals and parents. School social workers and school psychologists work collaboratively with teachers and administrators to help create safe and supportive school environments, empower teachers to understand and respond to students' social and emotional needs, develop and monitor academic and behavioral interventions to enable students to attain educational goals and personal-social well-being, and coordinate community services, outside providers and agency involvement to prevent problems, enhance independence and promote optimal learning.

School psychologists conduct individual assessments to provide information that is helpful in determining a student's eligibility for special education and related services and in the development of individual academic and behavioral programs which maximize the student's achievement and educational success.

Speech and language services are provided by certified speech and language pathologists to students who exhibit speech-language impairments that adversely affect educational performance in accordance with the IEP. Speech and language pathologists participate in the development and monitoring of alternative procedures and programs in general education which may be explored and implemented, where appropriate, before a child is referred to special education. When concerns about a child's communication development continue despite the implementation of alternative interventions, speech and language pathologists conduct individual assessments to provide information that is helpful in determining a child's eligibility for speech and language services as special education or a related service.

Physical and occupational therapy are provided in accordance with the student's IEP.

Special education transportation is provided as a related service in accordance with the student's IEP.

Homebound instruction is provided for students who receive special education and related services when recommended by the PPT in accordance with the student's IEP. Homebound instruction is also provided for any student for whom a physician has certified, in writing, that the student's medical condition will cause an absence of at least three weeks' duration. Instruction typically begins no later than two weeks from the first day of absence.

Alternative Procedures and Programs Prior to Referral to Special Education:

Before school personnel refer a student to a Planning and Placement Team (PPT), alternative strategies and programs in general education are explored and, where appropriate, implemented. The Student Assistance Team at Fitch High School works collaboratively with the teachers and parents to develop and monitor the effectiveness of alternative strategies and supplemental interventions to assist the student within the general education program. For students who do not demonstrate a response to the targeted interventions over a specified time period, a referral to the Planning and Placement Team is made for additional testing to determine eligibility for special education services under IDEA.

The Student Assistance Team is also available to assist students with personal problems which are adversely affecting their educational performance. Referrals to the SAT may be made to a team member by parents, teachers, peers, or by the student personally.

Parents will be contacted by a team member when a referral is made. The team will attempt to provide support to enable the student to successfully cope with the situation. Confidentiality is maintained in all cases. A referral to the SAT may be made by contacting any guidance counselor, the school social worker or the school psychologist.

APPENDIX

Groton Board of Education Goals and Policies

1. The Groton Public School System is committed to increasing student achievement.
2. The Groton Public School System is committed to improving the quality of curriculum and instruction.
3. The Groton Public School System is committed to providing a safe and supportive environment in which everyone behaves responsibly and respectfully toward others.
4. The Groton Public School System is committed to providing the facilities necessary to conduct an educational program of the highest quality ensuring the most stimulating and effective learning environment.
5. The Groton Public School System is committed to providing effective communication with students, staff, parents and the community at large.
6. The Groton Public School System is committed to continuous examination and evaluation of the effectiveness of all district programs from both student achievement and fiscal perspectives, supported by the analysis of data.

TOBACCO

In the face of overwhelming evidence about smoking as a health hazard, and in keeping with the teachings in our school curriculum, and as a further deterrent and prevention against smoking by young persons, the Groton Board of Education institutes the following policy:

Smoking and/or possession of tobacco products by students are prohibited in school buildings, on school grounds, at school activities, and on school buses at all times.

DANGEROUS INSTRUMENTS

The Board of Education, concerned for the safety and welfare of all students and school personnel in school and at school-sponsored activities, prohibits carrying of a dangerous instrument on, or introducing a dangerous instrument onto, school grounds or at school-sponsored events or on any school vehicle.

Possession and/or use of any such dangerous instrument by a student shall result in an expulsion hearing, as required under Board of Education Policy 5114-1.

OFF-SCHOOL MISCONDUCT

Students are subject to discipline, up to and including suspen-

sion and expulsion for misconduct, even if such misconduct occurs off-school property and during non-school time.

Such discipline may result whether: 1) the incident was initiated in the school or on school grounds, or 2) even if the incident occurred or was initiated off-school grounds and non-school time; if after the occurrence there was a reasonable likelihood that return of the student would contribute to a disruptive effect on the school education or its process by threatening:

1. the schools orderly operations;
2. The safety of the school property; or
3. The safety and welfare of the persons who work or study there.

Examples of the type of such off-school misconduct that may result in such discipline include, but not limited, to:

1. Use, possession, sale, or distribution of dangerous weapons;
2. Use, possession, sale, or distribution of illegal drugs; or
3. Violent conduct, where any such activity has the reasonable likelihood of threatening the health, safety or welfare of school property, individuals thereon, and/or the educational process.

For example, if it is determined that a student's use, possession, or sale of drugs in the community has a reasonable likelihood of endangering the safety of students or employees because of the possibility of such sales in the school; or if violent conduct in the community present a reasonable likelihood of repeating itself in the school environment, or if any similar type of misconduct in the community has a reasonable likelihood of being continued or repeated in school or of bringing retaliation or revenge into the school for such off-school misconduct, the Board may impose discipline up to and including suspension and/or expulsion.

ALCOHOL, DRUGS AND TOBACCO

It is the policy of the schools to take appropriate action in the handling of incidents in the schools involving the possession, sale, and/or use of behavior affecting substances. These substances shall include but not be limited to alcohol and controlled substances as defined by the Penal Code of the State of Connecticut and inhalable substances (including gases, solvents, butane propane, adhesives).

In the event that the student is under the influence of a drug or alcohol, or engaged in the illegal activity of possessing or selling drugs and/or alcohol, he/she will be suspended /expelled from school in accordance with Policy 5114.

Personal privacy rights of students shall be protected as provided by law.

School properties may be inspected by school authorities in the interest of maintenance, health and safety. Inspections for the location of drugs, narcotics, liquor, weapons, poisons and missing properties are matters relating to health and safety and may be regarded as reasonable purposes for inspection by school personnel. (cf. 5145.12 - Search and Seizure)

The Board is also concerned that other substances, not listed as "controlled substances", such as contained in common household items and inhalants, if purposely used inappropriately, can also have a stimulant, depressant or hallucinogenic

effect on students. Inappropriate use, possession, sale or distribution of these non-controlled substances will result in disciplinary action, including but not limited to, suspension and/or expulsion. Further, grade level appropriate education pertaining to proper use of these materials and the danger of abuse shall be presented.

Smoking and/or possession of tobacco products by students are prohibited in school buildings, on school grounds, at school activities and on school buses at all time.

HOMEWORK POLICY

The Groton Board of Education acknowledging the research evidence indicating a positive correlation between homework and student performance and achievement, supports regular homework assignments of students. Homework assignments should:

- be related to classroom instruction;
- be age and developmentally appropriate;
- provide reinforcement and enrichment of classroom instruction which can be independently completed by the student;
- emphasize critical thinking, problem-solving and written expression;
- emphasize quality over quantity;
- be reviewed/assessed once submitted;
- contribute to the evaluation of the student's performance.

SEXUAL HARASSMENT POLICY FOR ADULTS AND STUDENTS

It is the policy of the Board of Education to maintain a learning and working environment that is free from sexual harassment. The Board of Education prohibits any form of sexual harassment.

It shall be a violation of this policy for any employee, individual under contract, volunteer, or student subject to the control of the Board to harass an employee, individual under contract, volunteer, or student through conduct or communication of a sexual nature as defined by this policy.

Sexual harassment is defined as unwelcome or inappropriate conduct of a sexual nature, whether verbal or physical, including but not limited to, insulting or degrading sexual remarks or conduct, threats or suggestions that an individual's submission to or rejection of unwelcome conduct will in any way influence a decision regarding that person's employment or education. Sexual harassment is unwelcome or inappropriate conduct of a sexual nature that interferes in any way with the persons employment or educational performance or creates an intimidating, hostile or offensive work or educational environment.

Sexual harassment by an employee, individual under contract, volunteer, or student will result in disciplinary action up to and including dismissal or expulsion.

Any person who believes he or she has been the victim of sexual harassment by an employee, individual under contract, volunteer, or student of the Board of Education is encouraged to promptly report such complaint to the school official who shall be designated by the Superintendent of Schools. Complaints will be investigated promptly. Confidentiality will be maintained by all persons involved in the investigation (consistent with the investigative process) and no reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment. Corrective action

will be taken when charges are verified. The investigation and corrective action, if any, shall be conducted pursuant to procedures developed by the Superintendent of Schools with approval of the Board of Education. When an investigation of allegations of sexual harassment yields insufficient evidence to support the allegations, the Superintendent of Schools shall ensure that all material leading to the complaint is removed from the individual's file, unless the person against whom the complaint was filed requests that certification of the finding of insufficient evidence be placed in his/her file. Failure by a complainant to follow approved procedures will constitute withdrawal of a complaint.

A record of complaints shall be maintained and periodically reviewed, consistent with confidentiality, to ensure compliance with this policy.

ATTENDANCE POLICY

The Groton Board of Education recognizes that regular attendance in school is fundamental to a child's achievement. Instructional experiences that occur in school are meaningful and essential components of the learning process. Time lost from class is irretrievable. It shall be the policy of the Groton Public Schools to encourage regular, daily attendance by all students.

It is the responsibility of parents or guardians of all children between the ages of five and under eighteen to cause their children to attend school regularly. School personnel shall act cooperatively with parents or guardians to support and assist them in this effort. The schools will make all reasonable efforts to keep parents and students informed as to attendance problems and will make all reasonable efforts to help students improve their attendance when such improvement is warranted. Only when all local resources are exhausted is referral to legal authorities recommended.

This policy shall not apply to any child receiving equivalent instruction (either in private school or otherwise) in accordance with Connecticut General Statute 10-184.

Absence From School

The Board of Education believes a student should not be absent from school without the parents knowledge or consent. Therefore, verification of each absence shall be in writing by parent or guardian.

An absence shall be considered excused when it is the result of:

- illness or injury
- death in the family
- religious obligation
- court appearance
- school-sponsored activity
- suspension from school
- college visitation
- participation in an educational program organized and/or sponsored by a recognized institution of learning
- an emergency deemed legitimate by the building principal.

All other absences shall be deemed unexcused. School personnel shall notify parents of all unexcused absences.

Tardiness and Class Cutting

All students are expected to arrive at school on time and to

attend all classes in which they are registered. Elementary students who arrive in class after the announced starting time of the school day shall be determined to be tardy. Middle school and high school students who arrive after the announced starting time shall be determined to be tardy. Students who absent themselves from class without the prior approval of an appropriate school official shall be determined to have “cut” the class. Tardiness and “cutting” of classes shall subject the student to disciplinary action.

Truancy

Any student in grades K-12 who has accumulated four (4) unexcused absences in any one month, or ten (10) unexcused absences in any school year shall be determined to be a truant. Any student who has accumulated twenty (20) or more unexcused absences shall be determined to be an habitual truant. Each building principal shall develop procedures to monitor student attendance which, as a minimum, shall include the following:

- a) Annually notifying parents or guardians of each child enrolled in school of the obligations under the attendance policy. Specifically, that parents or guardians shall (1) notify the school by telephone on the date of a child’s absence, and (2) write an excuse note to be delivered to the school upon the child’s return to school.
- b) Holding a meeting with the parents or guardians of truants to review and evaluate the reasons for the child being truant. This meeting shall be held not later than ten (10) school days after the child’s fourth (4th) unexcused absence in a month or tenth (10th) unexcused absence in a school year.
- c) The coordination of services with referrals of children to community agencies providing child and family services.
- d) Obtaining from each parent or other persons having control of an enrolled child, a telephone number or other means or contacting such parent or other person during the school day.
- e) Making a reasonable effort to notify, by telephone, the parent(s) or other such persons whenever a child fails to report to school on a regularly scheduled school day and no indication has been received by school personnel that the child’s parent or other person is aware of the student’s absence.

If the parent or other person having control of a child who is truant fails to attend the meeting described at section b. above (after a fourth unexcused absence in a month, or tenth unexcused absence in a school year), or if such parent or other person otherwise fails to cooperate with the school in attempting to solve the truancy problem, the superintendent of schools shall file a written complaint with the superior court for each such truant pursuant to Connecticut General Statutes Sec.46b-149 alleging that the acts or omissions of the child are such that his/her family is a family with service needs.

Attendance Parameters For Excused or Combination of Excused and Unexcused Absences

Credit for a course shall be denied after 12 absences, unless reversed in an Appeals process. These absences include excused and unexcused absences, as outlined in the Student Handbook. Additionally, three tardies equal one absence, as outlined in the Student Handbook.

The Superintendent of Schools shall:

- a. Assure that this policy is implemented equitably in each of

the schools of the district through a standard set of procedures. These procedures shall provide appropriate incentives to encourage regular attendance. They may require disciplinary actions, including exclusion from extra-curricular and athletic activities, to stimulate regular attendance. No student shall be automatically dropped from a class or from enrollment at school due to excessive absence.

- b. File a monthly report on student enrollment attendance with the Board of Education.
- c. Provide an annual report to the State Department of Education on a school by school basis listing the number of children enrolled who are habitual truants.

SUSPENSION/EXPULSION

All employees in the school system shall have an obligation to monitor the behavior of students and to report student misbehavior in accordance with the terms of the Groton Board of Education policy on Suspension/Expulsion. A complete description of the board’s policy is included with this student handbook.

Definitions of significant words and phrases in the sections of the policy are included here. Refer to the policy to fully understand the Expulsion/Suspension topic.

Note to students: If for any reason you are in possession of anything that you have a question about, discuss this with any adult in the school.

Definitions

- A. “Exclusion” is any denial of public school privileges to a student for disciplinary purposes.
- B. “Removal” is the exclusion from a classroom for all or part of a single class period, provided the exclusion does not extend beyond ninety (90) minutes.
- C. “In-School Suspension” is the exclusion from regular classroom activity for no more than five (5) consecutive school days, but not exclusion from school, provided the exclusion does not extend beyond the end of the school year in which the in-school suspension was imposed.
- D. “Suspension” is the exclusion from school privileges, or from transportation services only, for no more than ten (10) consecutive school days, provided the exclusion does not extend beyond the end of the school year in which the suspension was imposed.
- E. “Expulsion” is the exclusion from school privileges for more than ten (10) consecutive school days, and is deemed to include, but not be limited to, exclusion from the school to which the student was assigned at the time the disciplinary action was taken, provided the exclusion does not extend beyond a period of one calendar year.
- F. “Emergency” is a situation under which the continued presence of the student in school poses such a danger to persons or property or such a disruption of the educational process that a hearing may be delayed until a time as soon after the exclusion of the student as possible.
- G. “Firearm” is any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any firearm muffler or firearm silencer, or any explosive, incendiary, or poison gas such as a bomb, grenade, rocket having a propellant charge of more than one-quarter ounce, mine or any similar device, and excluding an

antique firearm, as defined in 18 U.S.C. 921, as amended.

H. "Deadly weapon" is any weapon, whether loaded or unloaded, from which a shot may be discharged, or switch-blade knife, billy, blackjack, bludgeon, or metal knuckles, as defined in C.G.S. § 53a-3(6).

I. "Dangerous instrument" is any instrument, article, substance or device which is capable of causing death or serious physical injury, or which poses a serious threat to school personnel, students or property, including by way of example, but not limited to any knife with a metal blade or a razor, utility knife, box cutter, or 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 to persons or property.

J. For purposes of determining the availability of an alternative educational opportunity, or a statutorily mandated expulsion, a "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, including a vehicle, as defined in C.G.S. § 53a-3(7).

K. "Martial arts weapons" is a nunchaku, kama, kasari-fundo, octagon sai, tonfa or chinese star, as defined in C.G.S. § 53a-3(21).

L. The term "seriously disruptive of the educational process" means a marked interruption or severe impediment of the day to day operation of the school. In making such a determination the administration may consider, but shall not be limited to: whether the incident occurred within close proximity of a school; whether other students from the school were involved, or whether there was any gang involvement; whether the conduct involved violence, threats of violence, or the unlawful use of a weapon, as defined in C.G.S. §29-38, and whether any injuries occurred; and whether the conduct involved the use of alcohol or drugs. This definition of "seriously disruptive of the educational process" shall apply to all portions of this Policy.

M. Bullying is defined as repeated and systematic harassment and attacks on others, perpetrated by individuals or groups. Bullying takes many forms and can include many different behaviors, as:

1. physical violence and attacks,
2. verbal taunts, name-calling and put-downs including ethnically-based verbal abuse and gender-based put downs,
3. threats and intimidation, extortion or stealing of money and possessions.
4. Cyberbullying

SUSPENSION/EXPULSION POLICY OUTLINE

Section I	Definitions [provided above]
Section II	Removal of students from class
Section III	In-school suspension of students; Reassignment
Section IV	Suspension of students
Section V	Expulsion of students
	A. Procedure
	B. Alternative education opportunity
	C. Special Education
	D. Student records, transfers and withdrawals
	E. Readmission

Section VI	Standards governing suspension and expulsion
	A. Statutorily required expulsion proceedings
	B. Administratively required expulsion proceedings
	C. Discretionary proceeding for suspension and/or expulsion

Section VII Notice of disciplinary policies and action

Section VIII Statutory modification

Policy Revised: December 13, 2004

NON-DISCRIMINATION POLICY

The Groton Board of Education reaffirms that all educational opportunities taught by the Groton Public School System are offered without regard to race, color, national origin, sex, creed, religion, age, handicap, ancestry, physical or mental disability or lack of proficiency in the English language.

The Board further designates the Assistant Superintendent of Schools, 1300 Flanders Road, Mystic, CT 06355, as the Coordinator of grievances.

Anyone who alleges discrimination may appeal in writing beginning at the appropriate level as follows:

- Step 1: Referral to chief administrator at individual school building level. The school administrator will reply in writing within 10 days.
- Step 2: If the matter is not resolved at Step 1, referral to the Assistant Superintendent of Schools. The Assistant Superintendent will reply in writing within 10 school days.
- Step 3: If the matter is not resolved at Step 2, referral to the Board of Education with hearing within 10 school days after receipt of referral. Written decision by the Board will be rendered within five (5) school days after the hearing.

Appeals beyond the Board of Education shall be made in accordance with procedures specified under law.

In the event an appeal is filed at a date such that a resolution could hold over until the beginning of the next school year, both parties may, upon mutual agreement reduce the time limits set forth so that the appeal procedure will be exhausted prior to the end of the school term or as soon after as is practicable.

Compliance Review Officer for Civil Rights is Sally A. Keating, Asst. Supt., 572-2120.

Compliance Officer for Title IX (Sexual Harassment) is Denise Doolittle, 572-2150.

Section 504 Coordinator (Rehabilitation Act of 1973) may be contacted at 572-2150 (Denise Doolittle).

STUDENTS ELIGIBILITY TO PARTICIPATE IN INTERSCHOLASTIC ATHLETICS

Any student enrolled in the Groton Public Schools shall be eligible to participate in the interscholastic athletics program at his/her school provided that the student:

A. Meets the criteria established by the Connecticut Interscholastic Athletic Conference (CIAC) and

B. Has not been enrolled for more than (8) consecutive semesters in grades nine to twelve, inclusive.

It shall be the responsibility of the administration to determine each student's eligibility to participate in interscholastic athletics. The principal shall publish eligibility criteria to all interested students annually.

The Superintendent of Schools shall issue administrative regulations implementing this policy which shall include an explanation of CIAC may, from time to time, make in its requirements.

Legal Reference: Connecticut General Statutes 10-241
C.I.A.C. Regulations

POTASSIUM IODIDE PILLS

In the event of an accident at any of the nearby nuclear reactors, it is possible that radioactive iodine will be released into the atmosphere. Radioactive iodine can be absorbed into the thyroid gland. Potassium iodide, also known by its chemical name "KI," is an over-the-counter drug that protects the thyroid gland from radioactive iodine. Your child's school has been stocked with enough KI pills for all staff and students. All students are asked to fill out a potassium iodide (KI) student medication authorization form. This form must be filled out only once for the time your child is enrolled in the Groton Public Schools. Prior to filling out the form, you may want to consult your physician especially if your child has a known allergy to iodine, has thyroid problems or has hypocomplementemic vasculitis. If a form has not been filled out and returned to the school, it should be ASAP. If you have filled out a form and wish to change your preference, please fill out a new form and indicate your preference either to have the pill administered to your child or not. The forms are available from the school nurse. In an emergency situation, the Governor and the Commissioner of The Connecticut Department of Public Health have the authority to order use of the pill. Failure to fill out and return the form will be taken as a positive permission to administer KI to your child under a Governor's Emergency Declaration. This procedure will remain in effect until rescinded by the State of Connecticut.

PARENT INVOLVEMENT

A child's educational success is a partnership shared by school and family, including all those who play an important role in the child's well-being. Student achievement increases when families are active in the learning process. Educators recognize and acknowledge the family's role as the primary facilitator of their children's education.

Families are welcome in all Groton schools. Their support and assistance are actively sought in their child's social, emotional, and academic development.

Parent involvement programs in our schools support and respect family responsibilities and diversity, as well as link parents to programs and resources within the community. All families will be provided opportunities for involvement.

Family and school communications are two-way, regular,

meaningful, and respectful. Effective communication requires that both the family and the school initiate contact and provide vital information about a child's strengths, challenges, and accomplishments.

BREATHALYZER TESTING

No student shall possess, use, be under the influence of, 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.

Violation of this policy shall constitute reason for disciplinary action including suspension or expulsion from school and suspensions or dismissal from athletic teams.

At school or school-sponsored events, students will be randomly selected to take the breathalyzer test. When an administrator has reasonable suspicion that a student is under the influence of alcohol at school or a school-sponsored event, the student shall be given the option to take a Breathalyzer 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, he/she shall be subject to appropriate disciplinary action as set out in the District's disciplinary policies.

Reasonable suspicion shall refer to any of the following:

1. Observed use or possession of alcohol;
2. Apparent physical state of impairment of motor functions;
3. Marked changes in personal behavior not attributable to other factors; or
4. 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.

Students who test positive on a confirmation alcohol test shall be subject to disciplinary action.

BULLYING

Bullying, hazing, menacing and/or abuse of students or school personnel will not be tolerated. Bullying is any overt act (including, electronically transmitted acts – i.e. internet, cell phone, personal digital assistant (pda), or wireless hand held device) by a student or group of students directed against another student with the intent to ridicule, harass, humiliate or intimidate the other student, cause the student physical or emotional harm or damages his or her property, put the student in reasonable fear of harm or property damage, create a hostile school environment for the student, infringe on the student's rights at school, or substantially disrupt the education process or a school's orderly operation, which acts are committed more than once against any student during the school year. Such behavior is considered harassment or bullying whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle. Any student or group of students who engage in bullying behavior shall be subject to appropriate disciplinary action, which may include suspension, expulsion and/or referral to law enforcement officials.

Bullying may take many forms, such as, but not limited to:

1. Physical violence or attacks;

2. Verbal taunts and name-calling;
3. Discriminatory slurs, including, but not limited to, insulting, disparaging or derogatory comments regarding a person's race, sex, sexual orientation, religion, national or ethnic background, or disability;
4. Threats and intimidation;
5. Extortion or stealing of money or other property;
6. Exclusion from the peer group.
7. Cyberbullying

A comprehensive program to address bullying at all school levels is essential to reduce incidents of bullying. Therefore, bullying prevention and intervention programs shall be implemented at all Groton Public Schools. These programs will strive to develop a school environment:

- which firmly limits bullying behavior;
- where non-hostile, non-physical negative consequences are consistently applied in cases of bullying behavior;
- where adults act as authorities and positive role models; and
- where students and parents are included in efforts to improve the school climate.

Prevention and intervention strategies may include, but not be limited to the following:

- Implementing an evidenced-based model for positive behavioral interventions;
- A school climate survey;
- A bullying prevention committee;
- Clear display and reinforcement of school rules;
- Adult Supervision;
- School-wide training related to a safe school environment;
- Provision for the inclusion of language in student codes of conduct concerning bullying and annual notification of the process for reporting bullying.

The following standards shall be observed in dealing with observed bullying behavior:

1. Students are encouraged to report acts of bullying to teachers and school administrators, on an anonymous basis, if necessary or appropriate.
2. Parents or guardians of students may file written reports of suspected bullying with the school principal.
3. Teachers and other school staff members who witness acts of bullying or receive student or parent reports of bullying are required to notify the school principal/designee immediately and in writing. This immediate communication must be accompanied by an acknowledgement that the principal/designee has received the information.
4. Principals or other designated school administrators shall investigate all written reports and review all anonymous reports of bullying, and report their findings to the Superintendent of Schools. Each such report shall include an intervention strategy where appropriate. No disciplinary action shall be taken solely on the basis of an anonymous report. An anonymous report may lead to a more thorough investigation.
5. The parents or guardians of students who commit any verified acts of bullying and the parents or guardians of any victims of bullying shall be notified of the bullying behavior, including a description of the response of school staff to such acts and any consequences that may result from the commission of further acts of bullying. Both sets of parents/guardians will receive in writing an invitation to attend separate meetings to discuss intervention efforts.

Documentation of invitations shall be maintained.

6. Appropriate corrective action shall be taken by school administrators to insure that bullying behavior does not continue and to prevent retaliation against any person who reports, or is the victim of such bullying, including disciplinary and/or counseling action where appropriate.
7. Each of the Groton Public Schools shall maintain a list of the number of verified acts of bullying and shall make such list available for public inspection.
8. Reasonable training will be made to all staff holding an educational certificate where there is not an evidence-based model approach.
9. If anyone feels appropriate action has not been taken, a written complaint can be filed to the Title IX Coordinator.

PHYSICAL EXAMINATIONS

Sports Physicals

It is the Policy of the Board of Education to require physicals for participation in sports. Physicals for participation in sports for athletes shall be required within thirteen months prior to the date the student is to participate in interscholastic sports. Documentation of this physical must be placed in the student's health record.

The Board of Education recommends that all physicals be performed by the student's own physician. If, for some reason, this is not feasible, sports physicals will continue to be provided by the school physician. Annual written parental permission will be required before physicals can be performed by the school physician.

Mandated Physicals

It is the Policy of the Board of Education to require periodic health assessments prior to Kindergarten, Sixth and Tenth grades, unless objected to in writing on religious grounds by the parents or guardian of the student (or by the student if age 18 or over). No record of such medical examination shall be open to public inspection.

PSYCHOTROPIC DRUG USE

The Board of Education prohibits all school personnel from recommending the use of psychotropic drugs for any student enrolled within the school system. This shall not prohibit (nor require) a recommendation by the school's medical staff, including school nurses and/or the District's medical advisor, for evaluation by an appropriate medical practitioner. Further, upon the consent of the student's parents or guardian, school personnel may consult with the medical practitioner regarding such use.

The refusal of a parent or other person having custody of a child to administer or consent to the administration of any psychotropic drug to the child shall, not, in and of itself, constitute grounds for referral to the Department of Children and Families (DCF) unless such refusal causes such child to be neglected or abused, as defined in C.G.S. §46b-120.

PLEDGE OF ALLEGIANCE

Each school within the district shall provide time each school day for students to recite the Pledge of Allegiance. Such recitation is voluntary. If, because of some personal philosophy or belief, a student has made the personal decision not to recite the Pledge, such student may choose to remain seated and silent. Students may wish to use this time to reflect on their philosophy, belief, or remember loved ones. In any event,

all students must be courteous and respectful of the beliefs of others.

PREVENTION AND REPORTING OF CHILD ABUSE

School personnel are in a unique position to observe signs of abuse, maltreatment or neglect of students by their parents, guardians or by school employees. Any person (employee, volunteer, contracted service provider, etc.) having reasonable cause to suspect that abuse, maltreatment or neglect of a Groton student has been caused or may be caused by the parent, guardian or person responsible for such child's health, welfare or care or by a person given access to such child by such responsible person including any school employee, shall immediately report this suspicion orally to the Commissioner of Children and Families or a law enforcement agency within 24 hours, and as otherwise required by the Connecticut General Statutes and this policy.

Definitions:

"Child abuse" is defined as a situation in which any child under the age of eighteen (18) years has had physical injury or injuries inflicted upon him/her other than by accidental means, or has injuries which are at variance with the history given of them, or is in a condition which is the result of maltreatment such as, but not limited to, malnutrition, sexual molestation, deprivation of necessities, emotional maltreatment or cruel punishment.

"Child neglect" is defined as a situation in which any child under eighteen (18) years has been abandoned, or is being denied proper care and attention, physically, educationally, emotional or morally, or is being permitted to live under conditions or circumstances injurious to the child's well being, or has been abused.

ON-CAMPUS RECRUITMENT

The same directory information and on-campus recruiting opportunities will be made available to all recruiters. These shall include representatives of the armed forces of the United States of America and state armed services, nonmilitary recruiters, recruiters for commercial concerns and recruiters representing institutions of higher education.

Lists of student names may be distributed. If a parent/guardian or a student who has attained majority status objects to such distribution in writing to the principal, that student name shall not be released. Parents must be notified of this new federal obligation and be provided an opportunity to object to the release of information.

The school administrator may make the determination of when the recruitment meetings are to take place and reserves the right to deny such meeting where the holding of such meeting will materially and substantially interfere with the proper and orderly operation of the school.

Any person or organization denied the rights accorded under this policy shall have the right to request a review of the decision by the Board of Education by filing a written request with the Superintendent of Schools.

SURVEYS OF STUDENTS (STUDENT PRIVACY)

In this policy, "surveys, analyses, or evaluations" refer to methods of gathering data for research purposes.

No student shall be required as part of any program to submit to any survey, analysis, or evaluation that reveals information concerning:

- A. Political affiliations or beliefs of the student or the student's parent;
- B. Mental or psychological problems of the student or the student's family;
- C. Sex behavior or attitudes;
- D. Illegal, anti-social, self-incriminating, or demeaning behavior;
- E. Critical appraisals of other individuals with whom respondents have close family relationships;
- F. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
- G. Religious practices, affiliations, or beliefs of the student or student's parents; or
- H. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program without the prior written consent of the student's parent/guardian.) For the purpose of this policy, "instructional material" does not include academic tests or assessments.)

All instructional materials, regardless of format, including teachers' manuals, films, tapes or other supplementary material which will be used in connection with any such survey, analysis, or evaluation shall be available upon request for inspection by the student's parent/guardian, or of the student, if he/she is 18 years of age or older. Academic tests and assessments are not included.

A parent may inspect, upon request, a survey created by a third party before the survey is administered or distributed to a student.

The Superintendent/designee will be responsible for implementing any procedures necessary to protect the privacy of participating students and to provide parents with access to surveys within a reasonable time before administration or distribution.

The schools will notify parents of this policy at least annually at the beginning of the school year and within a reasonable time of any substantive change in policy. Insofar as practicable*, schools will also directly notify parents annually at the beginning of the school year when surveys, analyses, or evaluations are scheduled or anticipated. Parents shall have the opportunity to exclude their children from participating in such surveys, analyses, or evaluations.

** "Insofar as practicable" acknowledges that there may be circumstances in which a research request is made or is approved only after the school year has begun. When this occurs, the school unit should notify parents far enough in advance for them to access surveys and related instructional materials and to exclude their children from participating, if desired.*

HOMELESS STUDENTS

Children who meet the Federal definition of “homeless” will be provided a free and appropriate public education in the same manner as all other students of the District and will not be stigmatized or segregated on the basis of their status as homeless. No homeless student will be denied enrollment based on lack of proof of residency or lack of documentation of required immunization. No Board policy, administrative guideline, or practice will be interpreted or applied in such a way as to inhibit the enrollment, attendance, or school success of homeless children.

Homeless students will be provided services comparable to other students in the District in compliance with federal and state law.

The Superintendent will appoint a Liaison for Homeless Children who will perform the duties as assigned by the Superintendent. Additionally, the Liaison will coordinate and collaborate with the State Coordinator for the Education of Homeless Children and Youth as well as with community and school personnel responsible for the provision of education and related services to homeless children and youths.

MIGRANT STUDENTS

The Superintendent will develop and implement a program to address the needs of migrant children in the District. Migrant students are students who move with itinerant workers (parent(s)/guardian(s) who travel from one area to another in search of work.)

This program will include a means to:

1. Identify migrant students and assess their educational and related health and social needs.
2. Provide a full range of services to migrant students including applicable Title I programs, special education, gifted education, vocational education, language programs, counseling programs and elective classes.
3. Provide migrant children with the opportunity to meet the same statewide assessment standards that all children are expected to meet.
4. Provide advocacy and outreach programs to migrant children and their families and professional development for district staff.
5. Provide parents/guardians an opportunity for meaningful participation in the program.

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

Parent(s)/guardian(s) of migrant students will be involved in and regularly consulted about the development, implementation, operation, and evaluation of the migrant program.

Parent(s)/guardian(s) of migrant students will receive instruction regarding their role in improving the academic achievement of their children.

For purposes of this policy, the term “migrant” student shall

mean a student who is, or whose parent or legal guardian is, a migratory agricultural worker, including a migratory dairy worker and migratory fisher worker, and who, within the preceding thirty six (36) months, has changed school districts to obtain, or for his/her parents to obtain, agricultural, fishing or dairy work.

Health

ASBESTOS MANAGEMENT

The school district complies with Asbestos Hazard Emergency Response Act of 1986 (AHERA). Specifically accredited/certified persons will be utilized as required to inspect all school buildings for asbestos-containing material. Appropriate action will be taken to control the release of asbestos fibers upon completion of inspections. Corrective steps and long-range maintenance in a management plan shall be made available to all concerned persons and filed with the Department of Public Health.

Employees, parents and the public shall be notified of this plan. Records shall be maintained of the location of all known asbestos and records shall be maintained of all abatements. Further information concerning the school district’s procedures for asbestos control, removal and disposal can be found in the school district offices.

GREEN LEARNING PROGRAM

Environmentally preferable cleaning products that minimize the potential harmful impact on the environment and human health are chosen for use in the Groton Schools. Products are chosen that meet or exceed standards approved by the Federal Department of Administrative Services in consultation with the Commissioner of Environmental Protection. Such products include but are not limited to general purpose cleaners, bathroom cleaners, carpet cleaners, glass cleaners, floor finishes, floor strippers, hand cleaners, and soaps. Employees, students, parents and others entering Groton Public School facilities are prohibited from bringing any cleaning products into the schools

PESTICIDE/HERBICIDE APPLICATION PLAN

The use of pesticides/herbicides in the Groton schools is regulated. Pesticides/herbicides are used only when there is no alternative and then only after regular school hours and when there are no planned activities except when there is an immediate health threat and then only non-restricted pesticides/herbicides are used. Children are not allowed into the area of use until it is safe to do so per the directions for use of the pesticide/herbicide label.

Parents/guardians and staff may register with the school principal to be notified before the date of application of the active pesticide/herbicide ingredients and the location of the application. Records of pesticide/herbicide use for the past 5 years are available for review at each school.

No pesticides have been used in recent years. Use of herbicides has been limited to athletic fields at Fitch High School.

The pesticide/herbicide management plan is available by contacting C. Wesley Greenleaf, Director of Buildings and Grounds (860-572-2190).

NOTES

GROTON PUBLIC SCHOOLS

SCHOOL CALENDAR 11 • 12

AUGUST				
1 days, 1 accrued				
M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
18	17	18	19	20
23	24	25	26	27
30	31			

SEPTEMBER				
21 days, 22 accrued				
M	T	W	TH	F
			1	2
LD	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

OCTOBER				
19 days, 41 accrued				
M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
CD	19	19	20	21
24	25	26	27	28
31				

NOVEMBER				
18 days, 59 accrued				
M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	TG	25
29	30			

DECEMBER				
17 days, 76 accrued				
M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

JANUARY				
20 days, 96 accrued				
M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
MLK	17	18	19	20
23	24	25	26	27
30	31			

FEBRUARY				
19 days, 115 accrued				
M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
PD	21	22	23	24
27	28	29		

MARCH				
22 days, 137 accrued				
M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

APRIL				
15 days, 152 accrued				
M	T	W	TH	F
2	3	4	5	6
9	10	11	12	GF
16	17	18	19	20
23	24	25	26	27
30				

MAY				
22 days, 174 accrued				
M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
MD	29	30	31	

JUNE				
7 days, 181 accrued				
M	T	W	TH	F
				1
4	5	6	7	8
11	12**	13**	14**	G**
18	19	20	21	22
25	26	27	28	29

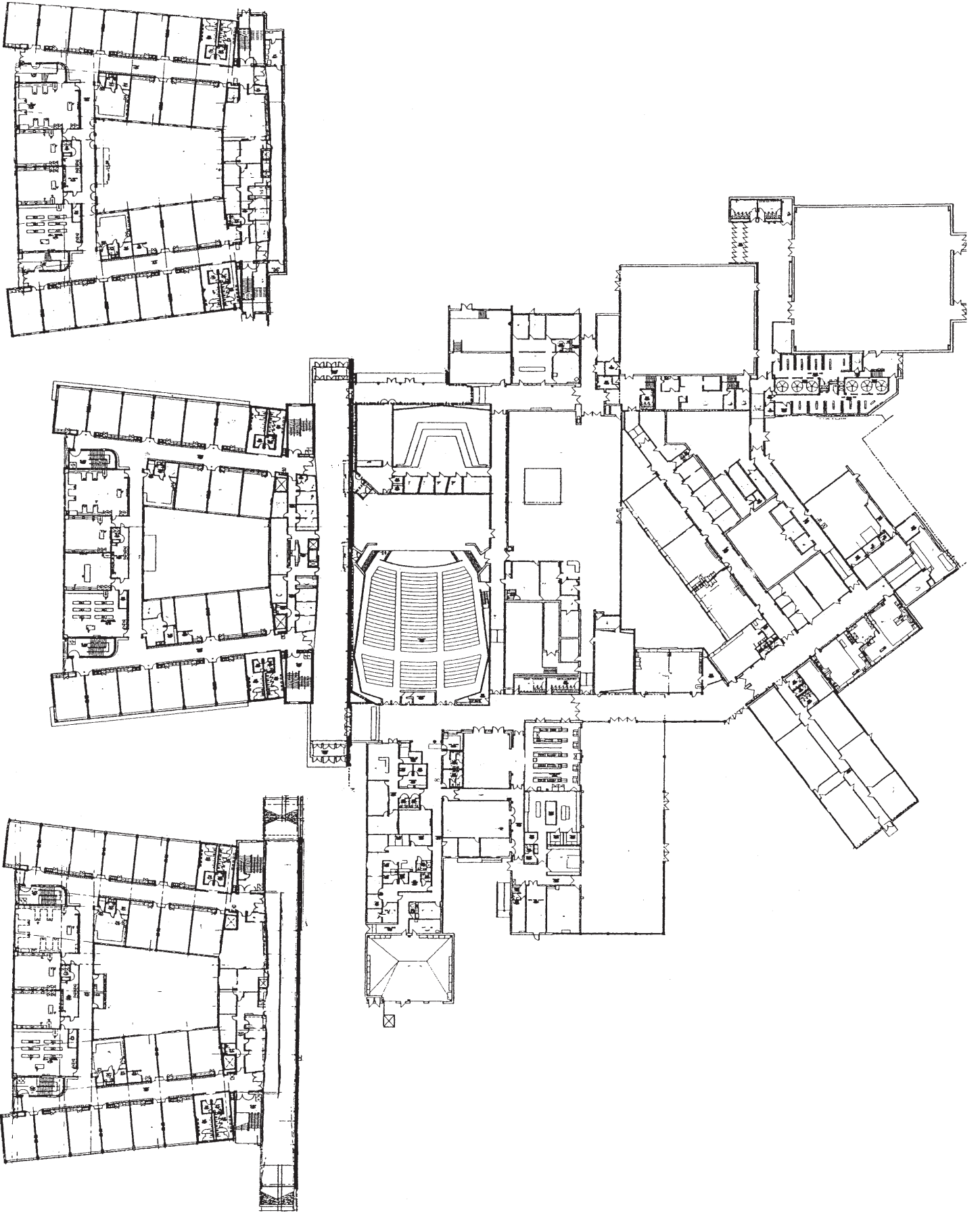
MARKING PERIODS
 Grades 9-12
 PERIOD ENDS
 November 4
 January 20
 March 27
 June 11

Report Cards will be distributed within 10 school days after marking period ends.

July 2-5 July 4th Holiday Recess	Feb. 10 PD President's Day (Lincoln and Washington) Recess
Aug. 25, 26 Freshman Orientation, 8:00-11 a.m., at Fitch High School	Mar. 5-30 CMT/CAPT Test Dates
Aug. 31 * First Day of School for Students	Mar. 28-30 Early Dismissal for Elementary School Conference Days, K-5 Only
Sept. 5 LD Labor Day	Apr. 6-13 Spring Recess/Good Friday
Sept. 29 Rosh Hashanah (Informational Only)	April 24 Early Dismissal (CEU)
Oct. 8 Yom Kippur (Informational Only)	May 25 Early Dismissal (CEU)
Oct. 11 CD Columbus Day	May 28 MD Memorial Day
Oct. 26, 27, 28 Elementary/Middle School Conference Days, K-8	June 11 LAST DAY OF SCHOOL
Nov. 8 [] Professional Development Day for Teachers - no school for students	June 15 [G] GRADUATION, early dismissal
Nov. 11 VD Veterans' Day	June 12, 13, 14, 15. ** Storm make-up days, if necessary.
Nov. 23 Early dismissal due to Holiday Recess	
Nov. 24, 25 TG Thanksgiving Holiday Recess	
Dec. 23 Early dismissal due to Holiday Recess	
Dec. 24, Jan 2 Holiday Recess	
Jan. 16 MLK Martin Luther King Birthday Observed	

○ Early Dismissal Session

HIGH SCHOOL HOURS 7:25 A.M.-2:07 P.M.



FITCH HIGH SCHOOL

