

Great Path Academy
Middle College High School
at
Manchester Community College



Student/Parent Handbook
2011-2012



Great Path Academy at Manchester Community College

August 2011

Dear Students and Parents:

Welcome to the 2011-2012 school year. We are thrilled that you have selected Great Path Academy, and are looking forward to partnering with you at this point in your academic journey. We at Great Path Academy at Manchester Community College have exciting teaching and learning opportunities waiting for you.

This Student/Parent Handbook highlights our policies and procedures. It is important that students and parents read and discuss its contents. As a middle college high school, our students are expected to meet and exceed a number of expectations, which include class participation, academic responsibility, leadership, and involvement in the Great Path Academy community.

We expect our students to take advantage of the many opportunities in our school by challenging themselves in our rigorous courses, enrolling in college classes, and participating in our social and civic extracurricular activities. We will work with you in an effort to guide learning and prepare our students for college and other post-secondary pursuits. We are excited for the challenges and successes ahead of us. Welcome to our partnership!

Sincerely,

Leslie Torres-Rodriguez, Ed.D.

Principal



Great Path Academy does not discriminate on the basis of race, color, religion, national/ethnic origin, age, sex, sexual orientation, or disability in its programs, activities, and employments practices.

Great Path Academy does not discriminate on the basis of a disabling condition as it applies under Section 504 of the Rehabilitation Act of 1973.

GPA prohibits all forms of harassment, discrimination and hate crimes based on race, color, religion, national origin, ethnicity, sex, sexual orientation, age or disability. The civil rights of all community members are guaranteed by law and the protection of those rights is of utmost importance to our school. This document is written in compliance with regulations of the Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title VI of the Civil Rights of 1964 and 1987, Title II of the Americans with Disabilities Act of 1991.

Please be aware that violation of the Title IX may be a criminal matter and require police intervention. In addition, violations of the Title IX may be considered a violation of child abuse legislation and warrant Department of Children and Families (DCF) intervention.



Manchester Community College and the community college system of the State of Connecticut will not discriminate against any person on the grounds of race; color; religious creed; sex; age; national origin; ancestry; present or past history of mental disorder; marital status; mental retardation; sexual orientation; learning disability; or physical disability, including, but not limited to, blindness; or prior conviction of a crime, unless the provisions of sections 46a-60(b), 46a-80(b), or 46a-81(b) of the Connecticut general statutes are controlling or there is a bona fide occupational qualification excluding persons in one of the above protected groups. With respect to the foregoing, discrimination on the basis of sex shall include sexual harassment as defined in section 46a-60(8) of the Connecticut general statutes. Although it is recognized that there are bona fide occupational qualifications that provide for exception from employment prohibitions, it is understood these exceptions are to be applied pursuant to section 46a-68-33 of the administrative regulations. Further, the system does not discriminate against any individual on the grounds of political beliefs or veteran status.

**Great Path Academy
Middle College High School
At
Manchester Community College**

Great Path
P.O. Box 1046, MS #20
Manchester, CT 06045-1046
(860) 512-3700
Fax (860) 512-3701
www.crec.org/greatpath

Principal: Dr. Leslie Torres-Rodriguez, Ed.D.
Interim Assistant Principal: Mr. Douglas McCrory

School Hours

Regular School Day 8:00 AM – 2:20 PM

Early Dismissal Day 8:00 AM – 12:30 PM

(90-Minute Delay) 9:30 AM- 2:20 PM

For inclement closings and early dismissals we follow Manchester Public Schools.

CREC

Capital Region Education Council
Central Office
111 Charter Oak Avenue
Hartford, CT 06106
(860) 247-2732

Executive Director: Dr. Bruce Douglas, Ph.D
Deputy Executive Director, Superintendent of CREC Schools:
Mrs. Denise Gallucci

Staff Information

Great Path Academy

MS #20

Area Code (860)

Main Office.....	512-3700
Great Path Fax.....	512-3701
Principal: Leslie Torres-Rodriguez.....	512-3702
Office Administrator: Chantel Gardner.....	512-3703
School Resource Officer: Eric Pagel.....	512-3686
Receptionist: Elva Ayon.....	512-3700

Support Services

Guidance Fax.....	512-3711
Guidance Counselor for Grade 10 and 11(Last Names A-L): Paul Muska.....	512-3713
Guidance Counselor for Grade 11(Last Names A-L): Elizabeth Woods.....	512-3723
Guidance Secretary: Danah Serrano.....	512-3712
Nurse: Joy Latvis.....	512-3717
Nurse: Susan Vousden.....	512-3722
Nurse's Fax.....	512-3721
Student Conduct Interventionist: Caroline Adams.....	512-3700
Special Education: Maryann Molis.....	512-3004, Press #2, x 7745
Special Education Teacher: Laura Rzeszutek.....	512-3727
Associate Instructor: Alison O'Keefe.....	512-3704

Humanities

Art Teacher: Anne Hebebrand.....	512-3748
Business Teacher: Diane Perreault.....	512-3744
Culinary Arts Teacher: Julia Porter.....	512-3750
English Teacher: Mary Caplan.....	512-3735
English Teacher: Travis Meyer.....	512-3737
English Teacher: Tara Taylor-Jackson.....	512-3738
English Teacher: Paul Zotos.....	512-3736
Language Teacher: Patrick Nobou.....	512-3745
Language Teacher: Dennis Luciano.....	512-3746
Social Studies Teacher: Gary Jameson.....	512-3741
Social Studies Teacher: Michael Sirois.....	512-3740
Social Studies Teacher: Arley Skoglund.....	512-3742

Math/Science/Health

Health Teacher: James Fogarty.....	512-3761
Math: Dionne Francois.....	512-3700
Math Teacher: Edward Mickiewicz.....	512-3752
Math Teacher: Lindsey Pascarelli.....	512-3753
Math: Nancy Rosenbaum.....	512-3754
Math Teacher: Chun-Kong Wong.....	512-3004, Press #2, x7744
Science Teacher: Mary Brady.....	512-3004, Press #2, x 3758
Science Teacher: Karolyn Miner.....	512-3700
Science Teacher: Isamar Luciano.....	512-3700
Technology Teacher: William Wright.....	512-3004, Press #2, x 3756

Great Path Academy

- 22-24 New Teacher Academy
- 25 Professional Day-No School
- 26 Fallstaff 45 – No School
- 29 **GPA First Day of School /**
MCC Fall Semester Begins

AUGUST (3)						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	PD	26	27
28	S1	30	31			

SEPTEMBER (21)						
S	M	T	W	Th	F	S
				1	2	3
4	LD	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

- 2 Picture Day
- 5 Labor Day – No School
- 22 Senior Night
- 28 Open House

- 10 Columbus Day – No School
- 12 PSAT Day
- 14 Professional Day-No School
- 21 Picture Day (retake)
- 28 Professional Day - **Half Day**
12:30 p.m. dismissal

OCTOBER (19)						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	CD	11	12	13	PD	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

NOVEMBER (20)						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	TK	TK	26
27	28	29	30			

- 8 Election Day – No MCC Classes
- 10-11 Parent/Teacher Confer.
Half Day 12:30 p.m. dismissal
- 18 Professional Day - **Half Day**
12:30 p.m. dismissal
- 23 **Half Day**–12:30 p.m. dismissal
- 24-25 Thanksgiving Break

- 12 Last Day of MCC Classes
- 13-19 MCC Exams
- 16 Professional Day – **Half Day**
12:30 p.m. dismissal
- 26-30 Winter Recess

DECEMBER (17)						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	WR	WR	WR	WR	WR	31

JANUARY (20)						
S	M	T	W	Th	F	S
NY	NY	3	4	5	6	7
8	9	10	11	12	13	14
15	MK	17	18	S2	20	21
22	23	24	25	26	27	28
29	30	31				

- 1 New Years Day
- 2 NYD Observed-No School
- 11-17 GPA Fall Exams
- 13 Professional Day - **Half Day**
12:30 p.m. dismissal
- 16 MLK Day–No School
- 18 Professional Day - **Half Day**
12:30 p.m. dismissal
- 19 GPA/MCC Spring Semester Begins

- 17 Professional Day – **Half Day**
12:30 p.m. dismissal
- 20-24 February Recess

FEBRUARY (16)						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	FR	FR	FR	FR	FR	25
26	27	28	29			

MARCH (21)						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	PD	31

- 5-23 CAPT Testing
- 16 Professional Day – **Half Day**
12:30 p.m. dismissal
- 19-23 MCC Spring Recess
- 26 MCC Classes Resume
- 30 Professional Day-No School

- 5 No MCC Classes
- 6 Good Friday – No School
- 11-12 Parent/Teacher Confer.
Half Day 12:30 p.m. dismissal
- 16-20 Spring Recess
- 26 Junior College Night

APRIL (15)						
S	M	T	W	Th	F	S
1	2	3	4	5	GF	7
8	9	10	11	12	13	14
15	SR	SR	SR	SR	SR	21
22	23	24	25	26	27	28
29	30					

MAY (22)						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	MD	29	30	31		

- 7 Last day of MCC Classes
- 8-14 MCC Exams
- 25 Professional Day – **Half Day**
12:30 p.m. dismissal
- 28 Memorial Day-No School

- 13 Student Last Day/Half Day
(Tentative)
- 14 Professional Day-No School

JUNE (9)						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	PD	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

To report an absence, please call the main office at 860-512-3700. Please state your name, your child's name and the reason for the absence.

**FIRST HALF = 91 DAYS
SECOND HALF = 92 DAYS
183 TOTAL STUDENT SCHOOL DAYS**

Rev. July 22, 2011

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School Model

Great Path Academy is an inter-district, magnet high school located on the campus of Manchester Community College. As a magnet school, our primary goals are to promote an academically rigorous program and to reduce racial and economic isolation by recruiting a diverse learning community, which draws students from towns within the CREC region. In addition to celebrating diversity, our magnet school's curriculum is based on the school model known as "middle college high schools." Middle college high schools are part of a nationally growing trend to establish high schools on college campuses. The purpose of a middle college high school is to bridge the gap between secondary and postsecondary education by immersing high school students into the college community, as well as to provide access to college coursework.

Great Path Academy's Mission Statement

The mission of Great Path Academy at Manchester Community College is to provide students with personalized and innovative learning in a middle college high school environment on the campus of Manchester Community College that supports students from diverse backgrounds in developing the goals, values, self-discipline, work habits, academic and life skills needed to achieve success.

Manchester Community College's Mission Statement

Manchester Community College advances academic, economic, civic, personal and cultural growth by providing comprehensive, innovative and affordable learning opportunities to diverse populations. We are a learning- centered community committed to access, excellence and relevance.

Guiding Principles

Shared Understanding • Shared Responsibility • Shared Leadership

High School Graduation Requirements

The graduation requirements for Great Path Academy reflect our school's magnet theme as a middle college high school. The organization of the school, the curriculum, and resulting graduation requirements are based on The New England Association of Schools and Colleges standards on teaching and learning as well as the Connecticut State Department of Education's Secondary School Redesign Initiative. Below are the graduation requirements.

Subject Area	GPA Graduation Requirements (Credit/Credit Equivalent)
English	4
Mathematics	4
Social Studies (including US History, Civics, World History)	3
Science	3
Physical Education and Health	2 (1.5 P.E., 0.5 Health)
Fine Arts (Art, Drama, Music or Dance)	1
Electives	3 (can include STEM, Humanities, and MCE)
Career and Life Skills	2
World Language	2
Capstone Experience	1
Total	25

Students at Great Path have access to the state-of-the-art facilities at Manchester Community College, including the science and technology labs as well as the College's library. GPA students must demonstrate the requisite maturity needed to navigate a college campus. Unlike a traditional high school setting, there are no bells or bathroom passes. Consequently, students must be responsible, independent learners in order to succeed in this environment. Great Path Academy is designed to prepare students for the "college experience" prior to their exit from high school. We believe our students are well prepared for success in higher education. As GPA graduates they will have demonstrated their ability to handle the freedoms of a college campus and the demands of college coursework through our middle college program.

Manchester Community College Academic Calendar for 2011-12

FALL SEMESTER, 2011

Thursday August 25 Fall semester begins
Thursday, Friday August 25, 26 Professional days
Monday August 29 Fall Classes Begin
Monday September 5 Labor Day (College closed)
Monday October 10 Columbus Day (College closed)
Monday October 24 Last day to make up incompletes
Monday November 7 Last day to drop classes w/o penalty
Tuesday November 8 Election Day (no classes)*
Wednesday November 23 Thanksgiving recess begins (no classes)*
Thursday November 24 Thanksgiving Day (College closed)
Friday November 25 No classes*
Monday November 28 Classes resume
Monday December 12 Last day of classes
Tuesday December 13 Final exams begin
Monday December 19 Final exams end
Thursday December 22 Final grades due (by 12:00 p.m.)
Fall semester ends

SPRING SEMESTER, 2012

Monday January 16 Martin Luther King Day (College closed)
Tuesday January 17 Spring semester begins
Tuesday and Wednesday January 17, 18 Professional days
Thursday January 19 Classes begin
Monday February 20 Presidents' Day (College closed)
Monday March 19 Last day to make up incompletes
Monday March 19 Spring recess begins (no classes)*
Monday March 26 Classes resume
Monday April 2 Last day to drop classes w/o penalty
Thursday, Friday April 5, 6 Spring weekend (no classes)*
Friday April 6 Good Friday (College closed)
Monday May 7 Last day of classes
Tuesday May 8 Final exams begin
Monday May 14 Final exams end
Thursday May 17 Final grades due (by 12:00 p.m.)
Thursday May 31 Commencement
Friday June 1 Spring semester ends.

APPROVED BY THE COLLEGE SENATE:

*Administrative offices open.

The term "College closed" means that no classes will be held and no College services will be available. The "no classes" dates do not apply to Continuing Education classes. *Please note: start and end dates vary for Continuing Education non-credit courses. Please check Continuing Education course catalogues.*

College Career Pathways Program

Great Path Students in the College Careers Pathways program (CCP) can select from a variety of career and core courses and can earn up to 14 college credits while in high school. CCP courses at Great Path Academy include:

Algebra II
Bakeshop 2
Education
Effective Communication
Human Biology
Introduction to Computers
Introduction to Criminal Justice
Introduction to Early Childhood
Quantitative Literacy
Student Success
Video/Filmmaking

What is a pathway?

A pathway is a coherent, articulated sequence of rigorous academic and career related courses. Through careful exploration of career clusters with our Career Services Department staff, students will be able to narrow their focus on career directions, which are appropriate for them.

As students narrow focus, they may participate in College Career Pathways, which will enable them to obtain a full semester's worth of college credit with Manchester Community College. Great Path Academy students have the opportunity to accumulate up to an entire year's worth of college credit.

Who should participate?

Any student interested in raising his or her educational and employment goals can benefit from the College Career Pathways Program. The higher educational aspirations, when coupled with job shadows and internships provide a chance to test one's career plans in a relatively low risk way. As they evaluate their plans, students can gain increased confidence and additional skills necessary for success.

How do I get involved?

Students entering Grades 11 and 12 must return completed applications to the Guidance Office.

Direct College Courses

Juniors and seniors may enroll in direct college classes if they have earned a 'B' average (3.0 GPA), have the recommendation of the principal, and have met the course pre-requisites, if there are any. Students are expected to be able to work independently and at an accelerated level to perform well in college classes. The fall and spring schedules for college courses are normally available in early spring for the fall term, and in October for the spring term. Eligible students will be scheduled into college classes after they have been approved as being on schedule to meet high school graduation requirements. Students, who are dually enrolled at Great Path and MCC, are expected to adhere to both institutions' rules, policies, and regulations and in the event that their behavior is not in accordance with rules of either organization, they will be subject to discipline by the Dean of Students and/or the Principal.

Academic Honesty

An academically honest student submits for evaluation only such work, including test performance, papers, reports, ideas and any other communication, that has been written, performed or formulated solely by that student. On those occasions when the stated rules of a course permit collaborative effort, the contributions of other individuals and sources should be appropriately acknowledged. It is, at all times, the responsibility of the student to maintain conduct consistent with the concept and definition of academic integrity, including not only avoidance of plagiarism, but other actions further outlined under College Policies in the MCC Student Handbook.

Great Path Academy is committed to academic integrity. Academic dishonesty is a serious offense and carries progressive discipline consequences. Examples of academic dishonesty include, but are not limited to the following:

- Plagiarism (the act of taking someone else's idea, writing or work and passing it in as one's own)
- Cheating (e.g. sharing ideas or work with others when explicitly instructed not to do so)
- Taking, buying or receiving a paper written or translated by someone else and presenting it as one's own work
- Turning in the same or similar work two or more times for credit (e.g. using the same paper for more than one assignment)

Accountabilities

Students are accountable for books, locks, etc. If these are not returned or are damaged, the student will be charged to replace them. Teachers and office staff, upon completion of both the semester and school year, will issue accountability slips.

Any student with an outstanding accountability will not be permitted to attend field trips or graduation activities until payment arrangements are made.

Athletics

Great Path Academy acknowledges that sports are an important part of many students' lives. Even though sports are not part of the GPA Operation Plan, under CIAC regulations, all magnet school students are eligible to participate in their sending districts interscholastic athletic program as long as the sports program is not in existence at the magnet school. Students interested in participating in sports at his/her sending high school, please read and adhere to the following:

1. Athletic programs at sending districts are open to all high school students in grades 10 – 12 at GPA.
2. It is the responsibility of the student and his/her parent/guardian to make contact with the sending high school.
3. GPA students must know and adhere to the following information in order to participate at the sending high school:
 - Parents/Guardians must provide transportation to their sending school – Transportation is not provided by Great Path Academy.
 - It is your responsibility to contact your sending school's Athletic Director to get information on athletic programs and practice schedules.
 - All students must meet eligibility requirements (having an overall C average).
 - A parent/guardian permission form from the sending school must be turned into the coach prior to the first practice.
 - All students must obtain a note from a doctor verifying their fitness to participate.
 - An early dismissal form must be completed and turned in to GPA before a student will be allowed to leave the building for practices and/or games.
 - All student athletes are responsible for all of their assignments and class work missed due to athletics. It is the student's responsibility to make arrangements with their teachers.

In order for a student to be eligible for a fall sport, he/she must have met CIAC eligibility based on fourth quarter grades from June of the previous school year. Students must have a C average or better. If a student fails one course, he/she may still be eligible, as long as the C average is maintained. However, if a student fails two courses, he/she will not be eligible, regardless of grade average.

Please obtain an early release form from the main office for sports. **ALL STUDENTS MUST SIGN OUT IN THE MAIN OFFICE BEFORE LEAVING GPA!**

Attendance

Main Office

Telephone: 860-512-3700

Fax: 860-512-3701

Reporting an Absence

If a student is absent three or more days due to an illness, a parent or guardian must speak with the school nurse or school administrator before sending their child back to school. Problems that are of a serious nature will be communicated to the staff in a confidential manner. School counselors will communicate with parents/guardians regarding attendance concerns.

Attendance Policy

Courses offered at Great Path Academy require extensive classroom participation because interaction with faculty and peers is paramount to a student's academic achievement. Consistent attendance is essential to a student's success in the program. Consequently, GPA announces the following attendance policy:

Students who exceed the maximum number of allowable absences from any one course will be denied credit in that course. Loss of credit will occur after the seventh (7) absence in each semester.

*A student will be considered absent if he or she arrives more than 15 minutes late to a class or leaves class for more than 15 minutes. Additionally, once a student accumulates three (3) tardies it will count as one absence.

Parent/Guardian Responsibilities

If a student is absent to school it is the parent or guardian's responsibility to inform the office of the reason for the absence and the date(s) which the student will not be in school. Proper documentation (ex. doctor's note, court notice, etc.) must be provided within a week of the absence(s) in order to have an absence excused. Parent notes are not considered excused absences unless otherwise approved by an administrator. All notes should be sent to the Main Office within one week of the absence. In addition to written documentation, it is the parent or guardian's responsibility to call the Main Office at 860-512-3700 before 8:00 a.m. each day that the student is absent. If a student is absent three or more days due to an illness, a parent or guardian must speak with the school nurse or school administrator and provide proper medical documentation before sending their child back to school. Any absence that has not been communicated to the Main Office in a timely manner will be considered an unexcused absence.

GPA is required to meet its responsibilities as a secondary education institution. Thus, parent contact and documentation regarding student attendance is a requirement of our program. The faculty and administration at GPA expect that parents will support us in our common goal to ensure the academic success of each student in the program.

GPA Faculty/Staff Responsibilities

- GPA teachers will take attendance during the first five minutes of class through Power School.
- GPA teachers will document the time of arrival for all students who are tardy to class. (Example T-15 for 15 minutes)
- GPA teachers will be available for parent/student meetings to ensure the student's successful participation in all courses.
- GPA teachers will be present in the hallways during all passing times including arrival and dismissal.
- The office arranges for automated calls to be made to students' homes to alert of an absence and then email the staff with a daily attendance sheet.
- Guidance counselors will send home a letter and discuss credit recovery options.

Student Dismissal During Day/Leaving Campus

Parents or guardians must contact the Main Office and speak with a GPA staff member prior to giving student permission for an early dismissal. For planned early dismissals, students should bring in proper documentation the morning of the absence or before. Notes must include the date, time and reason for the early dismissal. The Main Office will issue a pass to the student for the dismissal time from the classroom. For unplanned dismissals, documentation must be turned in upon the student's return to school. Parents, upon arrival at school, will sign out the student in the Main Office. Early dismissal will not be granted to any student without parent or guardian authorization

** With all health issues, the Nurse will determine if a student will be picked up by a parent/guardian. Students may not dismiss themselves.

Bullying

The CREC Council promotes a secure and positive school climate, conducive to teaching and learning, that is free from threat, harassment, and any type of bullying behavior. Any staff member, employee, student or group of such who engages in overt acts more than once during the school year, that injures, degrades, intimidates or disgraces another student or staff member, disrupts the educational process, or interferes with a student's opportunity to obtain an education, shall be subject to appropriate disciplinary action. Therefore, it shall be the policy of the CREC Council that bullying of others either on school grounds, on a bus, or outside of the school setting if it has a direct and negative impact on a student is prohibited.

Public Act No. 11-232 defines bullying as:

(A) the repeated use by one or more students of a written, oral, or electronic communication, such as cyberbullying, directed at or referring to another student attending school in the same school district, or

(B) a physical act or gesture by one or more students repeatedly directed at another student attending school in the same school district, that: (i) Causes physical or emotional harm to such student or damage to such student's property, (ii) places such student in reasonable fear of harm to himself or herself, or of damage to his or her property, (iii) creates a hostile environment at school for such student, (iv) infringes on the rights of such student at school, or (v) substantially disrupts the education process or the orderly operation of a school.

Physical acts or gestures, based on any actual or perceived differentiating characteristics, such as: race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, socioeconomic status, academic status, gender identity, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics are to be considered under the classification of bullying.

"Cyber-bullying" means any act of bullying through the use of the Internet, interactive and digital technologies, cellular mobile telephone or other mobile electronic devices or any electronic communications.

"Mobile electronic device" means any hand-held or other portable electronic equipment capable of providing data communication between two or more individuals, including, but not limited to, a text messaging device, a paging device, a personal digital assistant, a laptop computer, equipment that is capable of playing a video game or a digital video disk, or equipment on which digital photographs are taken or transmitted.

"Electronic communication" means any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo-optical system.

A student who engages in any act of bullying is subject to appropriate disciplinary action which may include suspension, referral for expulsion or to law enforcement officials.

A bullying prevention program shall be implemented, which strives to develop a school and home environment:

- characterized by warmth, positive interest and involvement by adults;

- firm limits to unacceptable behavior;
- where non-hostile, non-physical negative consequences are consistently applied in cases of violations of rules and other unacceptable behaviors;
- where adults act as authorities and positive role models; and
- where students are included in efforts to improve school climate.

The District's program:

1. Permits anonymous reports of bullying by students and written reports by parents or guardians;
2. Requires teachers and other school staff to notify school administrators of bullying acts they witness and students' reports they receive in writing;
3. Requires school administrators to investigate any written reports and review students' anonymous reports, no disciplinary action will be taken solely on the basis of an anonymous report.
4. Requires each school to maintain a publicly available list of the number of verified bullying acts that occurred there;
5. Requires each school to have an intervention strategy for school staff to deal with bullying, including the publication of the bullying policy in student codes of conduct;
6. Requires notice to parents or guardians of all students involved in verified acts of bullying. The notice shall be simultaneously mailed to the parent/guardian with whom the student primarily resides and to the other parent/guardian if requested, of both the perpetrator and the targeted student. Parents/guardians will be invited to attend at least one meeting dealing with the verified acts of bullying. Results of the meeting describing the school's response and any consequences that may result will be sent to all parties involved;
7. Requires the development of case-by-case interventions for addressing reported incidents of bullying against a single individual or recurrently perpetrated bullying incidents by the same individual;
8. Identifies the appropriate school personnel responsible for taking and investigating a bullying report, such individuals may include but are not limited to pupil service personnel; and
9. Requires students to be notified annually of the process by which they may make reports of bullying.

The CREC Council expects prompt and reasonable investigations of alleged acts of bullying. The Principal/Director of each school or his/her designee is responsible for handling all complaints of alleged bullying.

The Executive Director/Designee shall develop rules and procedures, which carry out the provisions of this policy. In addition, the Executive Director/Designee shall provide that students and parents/guardians of students are notified annually of this prohibition against bullying and the penalties for violating the prohibition and the process by which students may make anonymous reports of bullying.

This policy shall not be interpreted to prohibit a reasonable and civil exchange of opinions, or debate that is protected by state or federal law.

- (cf. 0521 - Nondiscrimination)
- (cf. 5114 - Suspension and Expulsion/Due Process)
- (cf. 5131 - Conduct)
- (cf. 5131.21 - Violent and Aggressive Behavior)
- (cf. 5131.912 - Aggressive Behavior)
- (cf. 5131.91 - Hazing)
- (cf. 5144 - Discipline/Punishment)
- (cf. 5145.4 - Nondiscrimination)
- (cf. 5145.5 - Sexual Harassment)
- (cf. 5145.51 - Peer Sexual Harassment)
- (cf. 6121- Nondiscrimination)
- (cf. 6121.1- Equal Educational Opportunity)

Legal Reference: Connecticut General Status
 PA Act 02-119, An Act Concerning Bullying Behavior in Schools and Concerning the Pledge of Allegiance
 PA 06-115 An Act Concerning Bullying Policies in Schools and Notices Sent to Parents or Legal Guardians
 10-222d and 10-222a C.G.S Policy on bullying behavior

10-15b Access of parents or guardians to student's records. Inspection and subpoena of school or student records.

10-222g and 10-222h C.G.S. pursuant to P.A. 08-160 as amended, policy on bullying behavior

Policy adopted: June 18, 2003

Revised: September 19, 2007

Revised: June 17, 2009

CAPITOL REGION EDUCATION COUNCIL

Hartford, Connecticut

The administration and faculty will follow up on reports of bullying in accordance with the changes in statute through definition and consequences of bullying.

Camera/Building Surveillance

There are 16 surveillance cameras on Great Path Academy's campus recording movement into and out of the building. These cameras are monitored by both Campus Police and Great Path Academy Administration.

Cell Phones/Personal Electronic Devices: "Off and Away"

Once students enter the school they are to turn off and put away cell phones, iPods, MP3 players, Bluetooth, PSPs, earphones/plugs or any other electronic device. It is the responsibility of the students to store and keep these items out of sight, not activated and not used during the school day. Students who are in possession of these items will have them confiscated and sent to the main office to the attention of the school administration. Parents will be contacted to come to the school and pick up the item in question. Reoccurring incidents will result in the escalation of consequences including detention and suspension.

Laser pointers are not allowed unless required for educational purposes.

Great Path Academy will not be responsible for any lost or stolen electronic devices.

Child Abuse and Neglect

The public policy for the State of Connecticut mandates that any person paid to care for children in any public or private facility licensed or governed by the state is required to report any suspected case(s) of child abuse and/or neglect. The purpose of the public policy is to protect children whose health and welfare may be adversely affected through injury and neglect; to strengthen the family and make the home safe for the children; to enhance parental ability to provide good child care; and, to provide a temporary or permanent safe environment for the child(ren) if needed. CREC respects and honors this policy mandated by the State of Connecticut regarding child abuse and neglect. It is the expectation and responsibility of all CREC employees to report any suspected child abuse or neglect cases they may encounter.

Reporting of Child Abuse and Neglect

The Capitol Region Education Council recognizes that it is the responsibility of employees designated by law to report suspected cases of child abuse/neglect or at-risk children in order to protect children whose health and welfare may be adversely affected through injury and neglect.

The CREC Council recognizes that student's mental and physical health will have an effect on the student's ability to obtain the most benefit from attending school. In order to increase the student's ability to learn while in school, the CREC Council realizes the importance and legal responsibility of mandated reporters in identifying students who may be suffering from abuse.

Mandated reporters are required to report if they suspect or believe that a child has been abused, neglected (CGS 17a-101a), may be abused, or placed in imminent risk of serious harm. CREC shall not discharge or in any manner discriminate or retaliate against any mandated school employee who in good faith makes a report pursuant to CGS 17a-101 or is involved in any proceedings pertaining to the alleged child abuse or neglect.

Reporting of Alleged Child Abuse Inflicted by Person Responsible for Child

1. Suspected abuse believed to be caused by a person responsible for a child under the age of eighteen, in accordance with CGS 17a-101, requires a mandated reporter to report such incidents orally to the Department of Children and Families Careline within twelve (12) clock hours.
2. This is to be followed within 48 hours with a written report (Form 136) filed with the Department of Children and Families. This form is to be completed to the specifications indicated on the form.
3. The student's LEA is to be notified of the filing of a DCF report as soon as is reasonable.

Class Schedules

Sophomore Academy Schedule

Periods	Start Time	End Time	Class time
1	8:00	8:40	40 minutes
2	8:45	9:25	40 minutes
3	9:30	10:10	40 minutes
4	10:15	10:55	40 minutes
5	11:00	11:40	40 minutes
Lunch wave 2	11:40	12:10	30 minutes
6	12:15	12:55	40 minutes
Sophomore Elective	1:00	2:20	80 minutes

- During a 90-Minute Delay Opening, Sophomore Academy will begin at 9:30am in Period 3.

Junior and Senior Schedules

Bell Schedule with Lunch Wave #1			
Blocks	Start Time	End Time	Class time
1	8:00	9:25	85 minutes
2	9:30	10:55	85 minutes
Lunch Wave # 1	11:00	11:30	30 minutes
3	11:35	12:55	80 minutes
4	1:00	2:20	80 minutes

Bell Schedule with Lunch Wave #3			
Blocks	Start Time	End Time	Class time
1	8:00	9:25	85 minutes
2	9:30	10:55	85 minutes
Lunch Wave # 3	12:25	12:55	30 minutes
3	11:35	12:55	80 minutes
4	1:00	2:20	80 minutes

- During a 90-Minute Delay Opening, Juniors and Seniors will begin at 9:30am in Block 2.

rev. 8/20/2011

College Textbooks

Great Path Academy will pay for the first \$100 dollars of a college textbook required for a direct college class for qualifying students upon approval from administration. The student is required to pay the remaining balance for direct college textbooks. If the textbook is for a direct college class that is not necessary for high school graduation, the student or family will be responsible for purchasing the college textbook. If the textbook is in GPA's library of college textbooks, the student may borrow the textbook for the semester.

Computer Usage – Acceptable Use Policy (Internet)

Access to the school's computer system will enable students to explore libraries, databases, etc... Such access is provided solely for education-related purposes. Use of the computer systems will be allowed only for students who act in a considerate and responsible manner in using such systems. Violations may lead to withdrawal of the access privilege and/or disciplinary measures.

It is important that students and parents understand that internet websites such as MySpace, Facebook, music sites are not considered acceptable or appropriate, and must not be accessed through the schools computers.

Counseling Services

Social services and counseling are rendered by professionally qualified members of the school staff. The responsibilities of the school social worker and school guidance counselors include helping the student function more successfully within the school environment.

School Counseling

Counseling is an opportunity to talk with someone about things that are important to students. These opportunities to talk may be personal, social, educational, career or vocational. Counselors will listen and be open and honest with students. Appointments can be arranged by filling out a Guidance Appointment request form in the office, stopping by the guidance office before school, between classes or after school, or obtaining a pass from a teacher.

Social Work

The School Social Worker sees students on a temporary or ongoing basis for social, emotional or behavioral concerns. The social worker's primary role is to service special education students who are mandated to receive counseling hours, to counsel non-mandated students who are struggling, and to act as a consultant to teachers, staff and parents. Students are seen individually and/or in a group setting. Community referrals are also made as needed.

*Concerns of an urgent nature must be reported to someone immediately. Please contact the School Social Worker or School Counselor as soon as concerns arise. If the School Social Worker or School Counselor is not available, please contact administration immediately!

To refer a student for social work services, please contact our school.

Discipline

GPA has a progressive discipline policy that can include: reflection room, lunch detentions, after school detentions, Saturday detentions, in-school suspension, out-of-school suspension, and expulsion.

Detention, Suspension and Expulsion/Due Process

I. Definitions

A. "Detention" is the retention of a student in a supervised classroom after school for disciplinary reasons. This time may be assigned by a teacher or administrator. Detention will begin at 2:30 and conclude at 3:30 unless otherwise specified. Students assigned a detention must adhere to the following rules:

1. Students will do academically oriented work for the entire detention. That means students are responsible for bringing school related work or something to read.

2. Students are to remain silent for the entire detention.
3. Any student violating detention procedures will be assigned a further consequence. The teacher in charge may extend the detention time that particular day or issue an additional day of detention.
4. Students who refuse to attend after-school detention for two (2) consecutive days will be assigned an in-school suspension.
5. Parents or guardians will be given 24-hour notice.
6. Detention may be served on the same day of the infraction with parental permission.
7. Students are responsible for arranging their own transportation from detention.

Teachers or administrators assigning a detention will contact the parent or guardian. Upon the issuance of a third detention over all, a parent-teacher meeting will be called to review expectations as stated in the student contract.

B. "Suspension" means an exclusion from school privileges, for disciplinary reasons by an authorized member of the administrative staff for not more than ten consecutive days, provided such suspension shall not extend beyond the end of the school year in which such suspension is imposed. Should a student with disabilities be subject to suspensions totaling 10 days or more during one school year, a Planning and Placement Team (PPT) review must be requested of the local school district to evaluate the placement. A student may be suspended for conduct as described in Section II. Suspension applies to students enrolled in CREC programs whether by IEP, district authorization, or as private payers.

C. "In-School Suspension" from regular class activities (Permitted by Public Act 79-236) may not exceed five consecutive days; extend beyond the school year; and be imposed more than 15 times or have more than a total of 50 days in one school year, whichever is fewer. Authorized school administrators may impose in-school suspension only in cases where a student's conduct endangers persons or property or seriously disrupts the educational process or is violative of publicized policy. In-school suspension may not be imposed on a student without an informal hearing by the Principal. It is a disciplinary alternative to the traditional student suspension. The same due process safeguards which apply to suspended students shall apply to students who have been excluded from classroom activity under an in-school suspension. In-school suspension applies to students enrolled in CREC programs whether by IEP, district authorization, or private payers.

Should an In-school or Out of School suspension be required, a parent-teacher meeting will be called to review expectations as stated in the student contract.

D. "Expulsion" means the exclusion from school privileges for more than ten consecutive school days by the sending Board of Education provided such exclusion shall not extend beyond the length of one school year, normally 180 days. Such period of exclusion may extend to the school year following the school year in which such exclusion was imposed.

CREC does not expel students. The local Board of Education enrolling the student in a CREC program may expel a student from the Local Education Agency (LEA) if, after a full hearing, the LEA's Board finds that the student's conduct endangers persons or property, is seriously disruptive of the educational process, or is violative of a publicized Board of Education policy.

E. Exclusion and Termination of Program Placement

CREC may exclude a student from any of its special education programs, whether placed by IEP, or by parental choice, for the reasons noted in this policy. Notwithstanding any other provisions of this policy, CREC may terminate a student's program placement when, in the Executive Director's judgment, it no longer has the capacity to deal with the student's behavior or conduct, or the program is no longer appropriate for that student. CREC shall give notice to the local education agency prior to such exclusion and termination of placement. CREC programs shall notify the student's local district immediately of CREC action to exclude or terminate the CREC program placement of the student along with the reasons. Such an exclusion from CREC programs will be in accordance with state and federal law pertaining to a change in placement. In the case of a hearing, stay put conditions may apply.

II. Actions Leading to Suspension or Exclusion and Termination of Program Placement

The following breaches of conduct on school property, school transportation, or at any school-sponsored activity may lead to consideration of suspension or exclusion and termination of program placement. Off-site misconduct which directly affects the orderly operations of CREC may also be grounds for suspension or exclusion and termination of placement in CREC schools/programs. The wearing of gang related colors, symbols, or the displaying of gang related signs/gestures with their hands is prohibited. It is considered a very serious offense which will result in disciplinary action.

- A. Willfully striking or assaulting a student or any member of the school staff.
- B. Theft.
- C. The use of obscene or profane language or gestures.
- D. Deliberate refusal to obey a member of the school staff.
- E. A walkout from or sit-in within a classroom or school building.
- F. Blackmailing, threatening or intimidating school staff or other students.
- G. Possessing in school, on school grounds or at school-sponsored activity any kind of weapon or dangerous instrument, including a pistol, firearm, knife, blackjack, martial arts weapon, etc.
- H. The willful destruction of school property.
- I. Possession, purchase or offering for sale or distribution of a controlled substance, as defined in Connecticut General Statutes.
- J. Sexually harassing any individual.

Under Connecticut General Statutes, LEA's must expel students: (1) found to be in possession of a firearm, deadly weapon, dangerous instrument or martial arts weapon on school grounds or at a school-sponsored activity; (2) found to be in possession of a firearm on school grounds or found to have possessed or used such a firearm, dangerous instrument, deadly weapon or martial arts weapon in the commission of a crime; or (3) on or off school grounds offered for sale or distribution a controlled substance as defined under Connecticut General Statutes, 10-76a et seq., and 504 of the Rehabilitation Act.

The disciplinary exclusion of students with disabilities attending CREC schools/programs requires review by the CREC program staff, LEA's and appropriate others in order to establish whether misbehavior is a manifestation of the student's handicapping condition consistent with applicable state and federal law.

Legal Reference: Connecticut General Statutes

4-176e through 4-180a. Contested Cases. Notice. Record.
 10-233a through 10-233f. Suspension, removal and expulsion of students, as amended by PA 95-304, PA 96-244, and PA 98-139.
 53a-3 Definitions.
 53a-217b Possession of Firearms and Deadly Weapons on School Grounds.
 PA-94-221 An Act Concerning School Discipline and Safety.
 GOALS 2000: Education America Act, Pub. L. 103-227
 18 U.S. C. 931 Definitions
 Title III – Amendments to the Individuals with Disabilities Education Act
 Sec. 314 (Local Control Over Violence)
 Elementary and Secondary Act of 1965 as amended by the Gun Free Schools Act of 1994.
 P.L. 105-17 The Individuals with Disabilities Act, Amendment of 1997.
 Kyle P. Packer PPA Jane Packer v. Thomaston Board of Education

Dress Code/Student Dress

The Capitol Education Regional Council and the Great Path Academy Board of Governors has determined that reasonable regulation of school attire contributes to a safer school environment by:

- 1) Reducing distraction and loss of self-esteem caused by teasing or competition over clothing;
- 2) Providing an environment where students can focus more on learning;
- 3) Enhancing school safety by making it harder to conceal weapons or contraband;
- 4) Creating a greater sense of community amongst the students;
- 5) Preparing students for the future roles in both college and the professional workplace;
- 6) Creating an atmosphere reflecting seriousness of purpose about education;
- 7) Presenting a more positive image to the community;
- 8) Minimizing disruptions from wearing inappropriate clothing or possessing inappropriate items at school.

Dress Code

In order to maintain an environment conducive to the educational process, the Governing Board and Great Path Academy **prohibits** the following from wear during the academic school day:

- a. Clothing considered to be outerwear will be kept in lockers during regular schools hours.
- b. Only head coverings worn as part of a students' religious practice are allowed.
- c. Items disallowed in a. and b. above must be secured in the student's locker before school starts. Items not stored will be confiscated.
- d. Footwear will be safe and appropriate.
- e. Only prescription eyewear is allowed.
- f. Any item that may be used as a weapon or which may present a safety hazard to the student, other students, or staff is not allowed.
- g. Attire or accessories may not be offensive.
- h. Clothing (shirts) must cover the abdomen, chest, and undergarments.
- i. Clothing may not be transparent or see-through.
- j. Clothing (skirts, shorts) must cover the mid-thigh and undergarments.
- k. Backpacks, personal items and all electronics shall be kept in lockers.
- l. Pants and shirts will be appropriately sized.

It is the responsibility of parents/guardians to ensure that their children's dress conforms to requirements set forth below. The health, safety and education of the child must be the concern of every parent/guardian. It is recommendation of professional school personnel that parents/guardians hold their children to the highest standard in regards to school attire.

In order to maintain an environment conducive to the educational process, the Capitol Region Education Council and the Great Path Academy Board of Governors **prohibits** the following from wear during the academic school day:

- a. Coats, jackets, or other attire normally worn as outwear. Outerwear includes: coats, jackets, windbreakers, nylon pullovers, down vests, and other clothing the administration deems inappropriate. Such clothing or outerwear shall not be worn, carried, or kept in the classroom during regular school hours.
- b. Head coverings of any kind, including but not limited to scarves, bandanas, masks, headbands, visors, kerchiefs, athletic sweatbands, hats, caps or hoods. Approved coverings worn as part of a student's religious practice or belief shall not be prohibited under this policy. Head coverings shall not be worn, carried, hung on belts or around the neck, or kept in the classroom during regular school hours.
- c. Items a. and b. above must be secured in the student's locker before school starts. Items not stored will be confiscated and kept until such time as he/she feels it is appropriate to return them.
- d. Footwear which mars floors, causes damage to floors, excessive noise or is a safety hazard.
- e. Sunglasses, whether worn or carried or eyewear that is not medically necessary.
- f. Spiked or studded bracelets, brass knuckles, oversized or multi-finger rings, belts or any other article of attire with spikes or studs attached, or any other clothing item that may present a safety hazard to the student, other student, or staff.
- g. Attire or accessories which contain overly offensive or disruptive writing or pictures likely to unduly disrupt the educational environment, or which constitute "fighting words", etc., which depict the logo or emblems of drugs, tobacco products or alcoholic beverages; or attire or accessories that encourage the use of such products.
- h. Shirts and/or blouses which reveal the abdomen, chest, or undergarments.
- i. See-through clothing, tank tops, spaghetti straps or strapless.
- j. Shorts, miniskirts, or pants which reveal the upper thigh or undergarments.

- k. Students are permitted to have cell phones, pagers or beepers at school, but they may not be visible, used, or turned-on while school is in session. The possession and/or use of unauthorized electronic devices such as lasers are not permitted on school grounds.
- l. Pants that reveal any portion of the torso or the undergarments.

Religious and Health Accommodations

Where the bona fide religious beliefs or health needs of a student conflict with the school attire policy, the school will provide reasonable accommodation. Any student desiring accommodation shall notify the school principal in writing of the requested accommodation and the factual basis for the request. Approved coverings worn as part of a student's bona fide religious practices or beliefs shall not be prohibited under this policy.

Dress Code



**Students that are in direct college classes at MCC are not required to adhere to the prescribed dress code stated below. They are however, required to dress appropriately for school.

The following items of clothing are acceptable:



- Dockers style pants, chinos, corduroys or dress pants in either blue, black or tan. All pants must be worn at the waist line and belt loop pants must be worn with BELTS.
- Solid white, blue, gray, or black shirt collared or button down shirt which are tucked in. Solid sweaters and sweater vests over collared shirts.
- For girls, skirts of reasonable length and coverage in either blue, black or tan.
- Shoes or sneakers.

The following items or clothing are not acceptable:



Tops not acceptable


- Tee shirts and sweat shirts of any kind. 
- Tank tops or sleeveless garments (including cap sleeves).
- Shirts with writing, numbers or pictures of ANY kind are not permissible (2 inch manufacturer's logo in the left corner is ok.) 
- Shirts which advertise drugs, alcohol, tobacco, violence, or contain insulting or offensive language.

Bottoms not acceptable

- Jeans, wide leg pants, cargo pants/skirts or pants/skirts with oversized pockets, wind pants or sweatpants 
- Capris or cropped pants where the ankle is exposed, stretch pants, leggings, shorts, or skorts.
- Pants/skirts with designs, writing, visible zippers, or decorations on the legs 
- Pajamas

Other not acceptable

- Clothing which is soiled, torn, or with holes is not allowed
- Clothing made of fleece, velour, knit sweat or terry cloth, or denim (jeans material) 
- Clothing made of Spandex, Lycra®, nylon, camouflage or see-through material (including fishnet items)
- Visible undergarments/long sleeves worn under a short sleeved collared shirt
- Hats, hoods of ANY kind, or other headwear (including bandannas, sweatbands, do-rags, visors, scarves, headwraps, etc.). These items should be stored in the student's locker before school begins.
- Outdoor coats/jackets worn when in the building
- Shirts or jackets tied at the waist 
- Any oversized metal chains, metal spiked/studded apparel, or accessories (including chains attached to pants or wallets)
- Sunglasses worn in the school building
- Flip flops/shower shoes/slipper
- Clothing which is provocative or distracting to the learning environment

 Acceptable clothing for students enrolled in direct MCC classes

Early Intervention Process (EIP)

Great Path Academy utilizes the Early Intervention Process (EIP) to help all students succeed both academically and behaviorally in the general education environment. EIP is a direct result of the reauthorization of IDEA 2004 and the fact that all schools must design and implement coordinated early interventions services for students who are not currently receiving special education services. This three-tiered model has two main goals. First, EIP supports all students through providing high-quality, research-based instruction in the least restrictive environment. Second, the process aims to identify and provide supplementary supports for students to succeed academically and reduce the number of referrals and students who qualify for special education and Section 504 services.

Emergency School Closings/Delays

School Closings and Delays

Great Path Academy is located in Manchester. Thus, the school will follow the lead of the Manchester Public Schools in relation to closings, delays and early dismissals. If Manchester decides to close schools, GPA will be closed. If Manchester decides to delay school, GPA will employ the same delay. Great Path Academy is listed as a separate institution on television and radio to announce any closing, delay or dismissal.

*If either CREC Central or Manchester Community College decides to close, GPA will be closed. *

Entrance Procedures

Students are not to arrive before 7:45 AM. Students must report directly to their first block class upon entrance into school. They are not to loiter outside the building. Entrance locations will only include the main entrance located at the front of the Great Path Academy school building. All students are to be in their first block class by 8:00 AM.

Exit Procedures

Students are not to leave before 2:20 PM unless otherwise specified by administration or school nurse. Students may only exit the building through the main entrance located at the front of the Great Path Academy school building.

Field Trips

Field trips are scheduled for educational, cultural, or extracurricular purposes. GPA Field Trips are extensions of the classroom, and as such, students are expected to attend. A written permission form and any fee must be received from a parent or guardian to participate in a field trip. All aspects of the Great Path Academy's Code of Conduct apply on field trips. Any student whose behavior is considered inappropriate or unsafe may be excluded from participation in the field trip without a refund. While on a trip, all students are considered to be "in" school. This means that conduct and dress code standards will be followed for the field trip activity. A student will be denied permission to attend a field trip if he/she has demonstrated continual poor academic performance, repeated behavioral problems resulting in two internal suspensions or one out of school suspension, or unacceptable behavior during a previous school-sponsored field trip or event. All student accountabilities must be paid in full in order to attend any field trip or extra-curricular social activity.

Field Trip Policy/Social Probation

Social probation means that a student is prohibited from attending and/or participating in any school-sponsored field trips, social and/or any co-curricular activities. A student may be placed on social probation under any of the following conditions:

1. Continual poor academic performance: He/she will be placed on social probation for that marking period (Administrator's discretion).
2. Repeated behavioral problems resulting in two internal suspensions or one out of school suspension: He/she will be on social probation for determined period of time (Administrator's discretion).
3. Unacceptable behavior during a previous school-sponsored field trip or event: He/she will be placed on social probation for a determined period of time (Administrator's discretion).

4. A student placed on social probation will have his/her behavior and/or academic record reviewed by the administration halfway through his/her probationary period. If his/her conduct/performance has improved sufficiently he/she will be removed from social probation status (Administrator's discretion).

Fire Drills, Evacuations Drills and Lockdown/Shelter-In-Place Drills

To comply with the Connecticut's fire laws, monthly drills will be conducted. Students are expected to follow their teacher out of the building to their designated location. Students should remain quiet during these drills. Students and staff will not be allowed back into the building until the Fire Department has inspected the building and given an "all clear".

Grade Reporting

Grades

Student learning over time will be reflected in each student's semester grades. Students and parents will receive numerical grades and comments from each teacher. Parents are encouraged to discuss these with their child. Incomplete grades are given in circumstances such as illness. Students must complete additional work within a time frame determined by the teacher. Parents/Guardians are encouraged to regularly monitor their child's progress through the use of the Parent Portal website at www.powerschool.crec.org. Login information can be obtained through the guidance counselor office.

Earned credit is awarded at the end of each semester. Grades are based on class participation, tests, quizzes, papers, and other assessments of learning that are taken throughout the course. Progress reports are mailed home mid-semester to notify parents and students of academic standing. Grades are awarded as follows:

A+	97-100	D+	67-69
A	93-96	D	63-66
A-	90-92	D-	60-62
B+	87-89	F	Under 60
B	83-86		
B-	80-82		
C+	77-79		
C	73-76		
C-	70-72		

The final grade for a semester course is determined as follows:

- 90% Course Grade
- 10% Final Exam
- 100% Final Grade

Honor Roll

Students will be recognized for academic achievement with the following parameters:

Honors with	Distinction –	All A's	97 + average
	High Honors –	All A's/one B	93 + average
	Honors -	One C permitted	83 + average

Plus and Minus Numerical Scale

97 – 100	A+	87 -89	B+	77 -79	C+	67 -69	D+
93 – 96	A	83 – 86	B	73 – 76	C	63 – 66	D
90 – 92	A-	80 -82	B-	70 -72	C-	60 -62	D-
						Below 60	F

Progress Reports

Progress reports are sent on a regular basis throughout the school year by e-mail and/or school mailings at mid-semester. These reports include commendations and recommendations. A parent/teacher or student-led conference may be scheduled at any time during the school year if required by the student, parent/guardian, or teacher. Conferences may be scheduled during grade level team planning time or after school.

Guidance Services

Academic Counseling

Academic counseling is available to all students to help them understand their individual strengths, to set goals, and to assist them in planning an appropriate program of studies. Counselors, teachers, and parents will work together to support and encourage all students in reaching their full potential. Some of the areas in which a counselor may work with students and parents are:

- planning a high school program relevant to student's interests, abilities, and post high school plans
- assisting students in selecting appropriate courses each year
- checking each student's progress through a review of semester report cards and interim progress reports
- counseling students experiencing academic difficulty and developing strategies for improvement, including referral to various academic resources at the high school
- being available to meet with parents of all students
- reviewing credit status leading to graduation
- being available to meet with students and parents to review standardized test results

Career Center (Student Appointments)

Students are welcome to make an appointment for counseling at any time in the school year. Students may set up an appointment with the guidance secretary before school, after school or during lunch. Students will not be allowed to set up an appointment during class time. During the month of September, seniors will meet individually with a counselor to discuss graduation, the college process and career planning.

Career Advising

Career advising is designed to help students begin the process of exploring various career options moving toward the ultimate goal of specific career selection. Recognizing that career development begins with self-knowledge, the goal of many activities is to help students learn about themselves and, subsequently, to match this knowledge with information about the world of work. By senior year, students should have gained knowledge and experience to help them develop a general career direction. Counselors assist students in this process through the following activities:

- individual and small group counseling at all grade levels to identify and clarify each student's interests, abilities, and goals
- conferences scheduled with all juniors to develop post high school plans
- review of high school program to insure that the student's courses provide adequate preparation for potential career choices
- use of career resources including computer software, reference books, and career pamphlets
- administration and interpretation of career interest inventories, aptitude assessments, career exploration resources

College Counseling

College counseling is offered to all students seeking post-high school education. Designed to help students identify and clarify their abilities, interests and goals, college counseling assists students in making appropriate educational decisions. The formal college planning process begins with individual and group sessions in the junior year conducted by the school counselor. These sessions continue through the senior year, and in order to assist students fully, the following activities will take place:

- students will be encouraged to take interest inventories and complete career search assessments in a timely fashion
- students will be encouraged to take appropriate standardized tests
- students will be encouraged to utilize the facilities of the College Counseling Center, which includes computer-based college search programs
- students will have scheduled mandatory appointments with their counselor and are encouraged to attend
- students and parents will attend college nights, college fairs, and financial aid programs, when appropriate

Personal Counseling

Personal counseling is available to all students to assist them in managing the normal developmental issues that arise during adolescence. School counselors help students to enhance self-understanding and to learn effective problem solving skills so that they will be better equipped to deal with the variety of concerns that high school students encounter. Students, staff or parents/guardians may initiate individual counseling sessions. When warranted, referrals will be made to an appropriate community agency. Among the many issues that may be discussed are:

- relationship and/or family situations
- peer concerns of physical and sexual abuse
- substance abuse stress
- transition academic pressure
- inappropriate behavior communication issues

Harassment

Harassment will not be tolerated among students of the school district. It is the policy of the Board of Education that any form of sexual harassment is forbidden whether by students, supervisory or non-supervisory personnel, individuals under contract, or volunteers subject to the control of the Board. Students are expected to adhere to a standard of conduct that is respectful and courteous to employees, fellow students and the public.

Sexual Harassment

It is the policy of the Capitol Region Education Council (CREC) to maintain a learning and working environment that is free from sexual harassment. The Council prohibits any form of sexual harassment. All complaints of sexual harassment will be investigated promptly in accordance with Administrative Procedures.

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

Sexual harassment is defined as unwelcome conduct of a sexual nature, whether verbal, non-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 or that it will interfere in any way with a person's employment or education or create an intimidating, hostile, or offensive work or educational environment. Sexual harassment is prohibited regardless of the sex of the victim or that of the harasser.

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

Pursuant to Title IX of the Education Amendments of 1972 and its implementing regulations, no individual may be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

Persons who feel that they have been denied equal opportunities on the basis of sex may file a complaint with CREC's Title IX Compliance Officer, Human Resources Director who can be reached at: 111 Charter Oak Avenue, Hartford, (860) 509-3606 or the Executive Director who can be reached at 111 Charter Oak Avenue, Hartford, (860) 247-2732.

Legal References: Civil Rights Act of 1964, Title VII, 42 U.S. §2000-e2(a)
Equal Employment Opportunity Commission Policy Guidance (N-915.035) on Current Issues of Sexual Harassment, Effective 10/15/88
Meritor Savings Bank, FSB v. Vinson 477 US.57 (1986)
29 CFR Para. 1604.11 (EEOC)
Faragher v. City of Boca Raton, No. 97-282 (U.S. Supreme Court, June 26,1998)
Burlington Industries, Inc. v. Ellerth, No. 97-569, (U.S. Supreme Court, June 26,1998)

Policy adopted:

August 16, 2000

CAPITOL REGION EDUCATION COUNCIL

Policy readopted:

September 17, 2003

Hartford, Connecticut

Sexual harassment is prohibited. Sexual harassment can occur when, but is not limited to:

1. Submission to, or rejection of, the conduct by the individual is used as the basis of academic decisions affecting the individual.
2. The conduct has the purpose or effect of having a negative impact upon the individual's academic performance, or of creating an intimidating, hostile, or offensive educational environment.
3. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding services, honors, programs, or activities available at or through the educational institution.
4. Suggestive or obscene letters, notes, invitations, derogatory comments, slurs, jokes, epithets, assault, touching, impeding or blocking movement, leering, gestures, display of sexually suggestive objects, pictures or cartoons.
5. Continuing to express sexual interest after being informed that the interest is unwelcome.
6. Coercive sexual behavior used to control, influence, or affect the educational opportunities, grades, and/or learning environment of student, including promises or threats regarding grades, course admission, performance evaluations, or recommendations; enhancement or limitation of student benefits or services (e.g. scholarships, financial aid, work study job).
7. Inappropriate attention of a sexual nature from peer(s), i.e. student to student, employee to employee.

Complaint Procedure

1. If an individual believes that he/she is being or has been harassed, that person should immediately inform the harasser that his/her behavior is unwelcome, offensive, in poor taste, unprofessional, or highly inappropriate.
2. As soon as that person feels that he or she has been subjected to sexual harassment, he or she should make a written complaint to the appropriate school personnel. The individual will be provided a copy of this policy and regulation and made aware of his or her rights.
3. The complaint should state the:
 - A. Name of the complainant
 - B. Date of the complaint,
 - C. Date of the alleged harassment,
 - D. Name or names of the harasser or harassers,
 - E. Location where such harassment occurred,
 - F. Detailed statement of the circumstances constituting the alleged harassment.
4. Any person who makes an oral complaint of harassment to any of the above mentioned personnel will be provided a copy of this regulation and will be instructed to make a written complaint pursuant to the above procedure.
5. If the complainant is a minor student, the person to whom the complaint is given should consider whether a child abuse report should be completed.
6. All complaints are to be forwarded immediately to the Program Director/Principal unless that individual is the subject of the complaint, in which case the complaint should be forwarded directly to the Human Resource Director.

If the offensive behavior is repeated following a request to the harasser that it cease, the employee shall have the option of pursuing either an informal complaint procedure designed to educate the harasser and to eliminate the problem, or a formal complaint procedure that is defined below.

Any student or employee who makes an informal oral complaint of harassment to his or her supervisor, site administrator, counselor, teacher or Human Resource Director will be provided a copy of these regulations and will be encouraged to pursue the formal procedure should the informal investigation and intervention, if required, prove unsuccessful in eliminating the objectionable behavior. **HOWEVER, IT IS NOT NECESSARY FOR THE PERSON BEING HARASSED TO WAIT UNTIL THE OFFENSIVE BEHAVIOR IS REPEATED BEFORE FILING A COMPLAINT. OFFENSIVE BEHAVIOR OF AN EGREGIOUS NATURE WOULD WARRANT AN IMMEDIATE AND FORMAL COMPLAINT BE FILED.**

If, following requests to cease objectionable, harassing behavior, said behavior continues, and if the informal procedure has also proven unsatisfactory, or unacceptable, the employee may pursue the formal complaint procedure which involves submitting a written complaint to his or her supervisor, site administrator, counselor, teacher or Human Resource Director. The complaint should list the name of the complainant, the date of the complaint, the date of the alleged harassment, the name(s) of the harasser(s), where such harassment occurred, and a detailed statement of the circumstances constituting the alleged harassment.

If the complainant is a minor student, the person to whom the complaint is given should consider whether a child abuse report should be completed. See Policy #5141.4, Reporting Child Abuse and Neglect.

All formal complaints and informal complaints involving staff are to be forwarded immediately to the Human Resource Director unless that individual is the subject of the complaint, in which case the complaint should be forwarded directly to the Executive Director.

Upon receiving a formal complaint, the building level administrator in concert with the Human Resource Director will, as soon as possible, commence an effective, thorough, objective and complete investigation of the complaint. The investigator shall consult with all individuals reasonably believed to have relevant information, including the complainant and the alleged harasser, any witnesses to the conduct, and victims of similar conduct that the investigator reasonably believes may exist.

The investigation shall be free of stereotypical assumptions about either party. The investigation shall be carried on discreetly, maintaining confidentiality insofar as possible while still conducting an effective and thorough investigation. Throughout the entire investigative process, the due process rights of the alleged harasser will be upheld. The investigator shall make a written report summarizing the results of the investigation and proposed disposition of the matter, and shall provide copies to the complainant, the alleged harasser, and, as appropriate, to all others directly concerned.

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

If after a thorough investigation, there is reasonable cause to believe that harassment has occurred, the district shall take all reasonable actions to ensure that the harassment ceases and will not recur. Actions taken in response to situations of harassment may include reprimand, reassignment, transfer, suspension, expulsion, disciplinary action, or discharge from employment.

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

All employees, and supervisors shall be provided copies of the Council policy concerning harassment and the policy will be reproduced in all employee and student handbooks.

Regulation approved:

September 17, 2003

CAPITOL REGION EDUCATION COUNCIL

Hartford, Connecticut

Health Office

The Health Office of Great Path Academy will be available to students. The Health Office will be staffed by a registered nurse. Great Path Academy administrators and teachers will be available to assist students in the event the school nurse is unavailable.

School Health Requirements:

Grade 10

A complete physical exam is required for students. This is to be performed by a medical doctor, nurse practitioner or physician's assistant. This physical exam must be documented on a BLUE State of CT, Health Assessment Record. Blue State of CT forms are available at your physician's office.

This physical exam needs to include:

- Vision, hearing and postural screening and Hgb or Hct (finger stick).
- Documentation of a completed immunization schedule including:
 - 2 doses MMR
 - Complete series of Hepatitis B (3 shots)
 - Varicella (Chickenpox) vaccine or proof of illness documented by a medical doctor

Grade 11

If a student in grade 11 has not had a complete physical exam for 10th grade (in the last year), then a complete physical exam following the above guidelines should be scheduled. Please call your pediatrician or MD to find out the date of the student's last physical exam.

Grade 12

Students should keep in mind that if they are planning to apply to college, most colleges and universities require a recent physical exam. Many schools now require a recent PPD or tuberculin test, a meningococcal vaccine and a tetanus/pertussis booster. Grade 12 students may wish to schedule their college entrance physicals sometime during their senior year, and bring along any college entrance paperwork. There will be forms that need to be signed by a physician.

Illness

CREC policy states that any student who is "too ill to remain in school" and needs to be dismissed for illness must go through the main office in order to be released into the care of a parent or guardian. GPA students are not allowed to drive themselves or walk home if they are ill and require early dismissal related to illness. The student's parent or guardian will be notified of the student's illness and will be required to transport the student home. The school nurse and/or main office will determine if a student should leave school because of illness. Students who have been diagnosed with strep throat and require antibiotics must be on medication for 24 hours before returning to school. Students who are ill, with a fever higher than 100 degrees Fahrenheit need to remain at home until they have been fever free for 24 hours. If a student is absent three or more days due to an illness, a parent or guardian must call the school to speak with the school nurse or school administrator before sending this student back to class.

Medications

All medications are to be administered by the school nurse or a trained Great Path staff member. The Medical Director for CREC has written a standing order for the administration of acetaminophen and ibuprofen for Great Path students. The student's parents or guardian must also sign a medication administration authorization form in order for their child to receive either of these medications during the school day.

If a student requires any other medication, the family must obtain a medication authorization form from the student's personal physician. This form must be completed for all other medications including over-the-counter cold medication, allergy medication, stomach upset medication, or prescription medication of any kind. The medical authorization form must include: student name, date of birth, address, condition for which the condition is being administered, name of the medication, the amount of medication

to be administered, how often the medication is to be given, why the medication must be administered in school, any side effects to watch for, the start and stop dates the medication will be administered, the physician's DEA number, physician's signature, address, telephone number and date form was completed. This form must also be signed by a parent or guardian. This procedure will allow Great Path Academy personnel to administer medication to the student. All medications must be transported to the school by an adult, clearly labeled in the original packaging, and must be kept by the nurse in the health office. Students are NOT TO CARRY OR SELF-ADMINISTER medications while attending school (see "Search and Seizure Policy" in handbook.) Parents of students with asthma who require the use of an inhaler, or students requiring an epi-pen for life threatening allergy should speak with the nurse on an individual basis.

To contact the school nurse, please call (860)512-3717 or (860) 512-3722

Services

The Medical Director for Capitol Region Education Council provides standing orders to assist Great Path Academy students. First Aid, medication administration and required State of Connecticut health screenings are available to all students enrolled.

CREC Nursing Services Mission Statement

"Nursing Service envisions a comprehensive approach to health care for health promotion, health maintenance, prevention, planning, coordination and treatment of students within the school environment. School nurses act as liaisons between school, home and the medical community regarding concerns that are likely to impact a child's ability to learn. Our primary aim is to collaborate with health care providers, support staff, teachers and parents to promote a healthy environment for students to learn."

Homework

Homework is an important part of a student's school experience in high school. The program of homework is geared closely to the developing maturity of young adults throughout the grades and their increasing ability to profit from independent study. There is a steady increase in the amount of homework expected of students from freshman through senior year in high school. The opportunity for students to grow is supported by the roles of administration, teachers and parents. Cooperation between home and school is essential for student success.

The Role of the Parent

Parental involvement is necessary for successful implementation of homework. In order to ensure that homework assignments are meaningful, parents should:

- Communicate regularly with teachers. Parents should be acquainted with the Great Path Academy regulations regarding homework,
- Provide a quiet, positive home environment conducive to reading, studying and learning,
- Encourage children to have strong study and work habits, and responsibility for their own efforts,
- Reinforce and motivate children in their efforts, and
- Review their child's academic performance on a daily basis through Power School.

Identification Cards

- The student I.D. policy is a mandatory part of our schools decorum/safety policy.
- Students will be provided with a school-issued I.D. that must be worn on a lanyard.
- Students enrolled in direct college courses are required to wear their I.D.s at all times.
- The recipient is responsible for the safekeeping of his/her student I.D. If it is lost, it must be reported immediately.
- Students are not to deface their I.D.

Lockers/Property and Equipment

Students are allowed access to their locker at the following times:

1. Prior to homeroom
2. After lunch
3. During passing time
4. At the close of the school day

Lockers are the property of the school, loaned to students for their convenience during the school year. Lockers should be kept in good order, not abused and may be opened and subject to inspection from time to time by school officials. Students may not bring in locks from home and attach them to assigned lockers. The right to inspect desks, lockers, laptops, and other equipment assigned to students may be exercised by school officials to safeguard students. School officials may search students, if there is reasonable cause that student possesses illegal matter, such as a dangerous weapon or illegal drugs. Students are warned to not bring large sums of money or valuables to school; liability for these items remains with the students.

Students are responsible for any loss of or damage to the property of the school when the loss or damage occurs through fault of the student. Any student damaging or defacing school property will be financially liable for restoring the property regardless of the condition of the property at the time of the destructive act, in addition to any other discipline up to and including arrest or civil prosecution as deemed appropriate. In addition, anyone who witnesses such an act and fails to report it to the proper authorities will be considered as having contributed to that action. Such charges for damaged property will be exactly those which the school must incur to repair the damage. The following items must be stored in the assigned locker during school hours: backpacks, large purses, outerwear, hoodies, etc. (see dress code section).

Loitering

All visitors to a school building are to present themselves at the main office to make their presence in the building known to the administration.

High school students wishing to visit staff members (after school hours) must sign the visitor's book in the office.

Lost and Found

Any articles which are found in the school and/or on school grounds should be returned to the main office. Unclaimed articles will be disposed of at the end of each month. Loss or suspected theft of personal and/or school property should be reported to the main office immediately.

Lunch

Lunch is held in GPA's cafeteria. Students are expected to demonstrate good manners and restaurant protocol. Students may either purchase a lunch or bring a lunch from home. Students on either the free or reduced lunch program may be provided with a free lunch or lunch at a reduced cost.

Positive Behavioral Interventions and Supports (PBIS)

Positive behavior interventions and supports (PBIS) is a proactive, comprehensive, systemic and individualized continuum of support designed to provide opportunities to ALL students, including students with disabilities, for achieving social and learning success, while preventing problem behaviors.

The following matrix details expected student behavior in various school settings.

The PATH To Follow	All Settings	Corridors/ Lockers/ Breakout Areas/ Courtyard	Classrooms/ All Labs	Internet Café/ MCC Cafeteria	Library	Bus	Gym	Community Commons/ Auditorium
Be Respectful <ul style="list-style-type: none"> • Self • Others • Property 	<ul style="list-style-type: none"> *Use quiet voices and appropriate language *Keep hands/feet to yourself *Be kind *Be on task *Clean up! Recycle! *Keep electronic devices/food in appropriate areas *Respect personal space of others 	<ul style="list-style-type: none"> *Walk *Use quiet voices *Keep hands/feet to yourself *Go to locker quickly so other students can use their lockers *Go to lockers before school and at the end of lunch 	<ul style="list-style-type: none"> *Heads up! Speak up! Participate! *Actively listen to others *Follow posted rules in all labs and classrooms *Treat school property with care 	<ul style="list-style-type: none"> *Use good table manners *Use quiet voices and appropriate language 	<ul style="list-style-type: none"> *Follow posted MCC Library rules *Study, read, compute *Whisper with study partners 	<ul style="list-style-type: none"> *Be courteous to bus driver *Be courteous to fellow riders *Dispose of trash properly 	<ul style="list-style-type: none"> *Use equipment in approved manner *Be prepared for class with proper clothing *Use locker rooms appropriately *Keep hands, feet, objects to yourself *Demonstrate good sportsmanship 	<ul style="list-style-type: none"> *Listen! Watch! *Stay quiet and focused during presentation *Sit up in your seat *Ask appropriate questions when permitted *Show appreciation to presenters
Be Responsible	<ul style="list-style-type: none"> *Come prepared to learn *Clean up! Recycle! *Be on task *Ask for help *Keep personal property secure *Demonstrate self-control *Follow GPA dress code 	<ul style="list-style-type: none"> *Observe the passing time *Arrive at your destination on time *Help keep our school clean *Use only your assigned locker *Always keep your locker and surrounding areas clean 	<ul style="list-style-type: none"> *Be prompt *Sign out when you leave the classroom *Bring textbooks, notebooks, writing materials to class *Use agendas daily *Treat textbooks with care *Listen, watch, work *Ask for help when you need it *Treat school property with care *Use bathroom quickly *Keep personal property secure 	<ul style="list-style-type: none"> *Clean up! Recycle! *Stay in area until dismissed *Use only your banner ID/Log-in *Follow posted café rules 	<ul style="list-style-type: none"> *Return books and materials promptly *Treat books and computers with care 	<ul style="list-style-type: none"> *Be on time to your bus stop *Watch for your bus stop *Monitor your personal belongings 	<ul style="list-style-type: none"> *Return equipment to proper areas *Follow expected behavioral guidelines in gym *Monitor your personal belongings *Clean machines after you finish using them *Participate actively and safely in class 	<ul style="list-style-type: none"> *Treat property with care *Keep feet on the floor *Enter and exit quietly
Be Safe	<ul style="list-style-type: none"> *Keep hands/feet to yourself *Interact with familiar people *Share concerns with an adult *Keep confidential information only for yourself 	<ul style="list-style-type: none"> *Walk! *Stay to the right *Keep all electronic devices, headgear, and outerwear safely in locker 	<ul style="list-style-type: none"> *Follow expected behavioral guidelines *Keep log-in information confidential 	<ul style="list-style-type: none"> *Push in chairs *Stay seated while eating 	<ul style="list-style-type: none"> *Push in chairs *Keep log-in information confidential 	<ul style="list-style-type: none"> *Stay seated, Face the front *Follow expected behavioral guidelines *Keep all aisles clear 	<ul style="list-style-type: none"> *Walk! *Follow expected behavioral guidelines in gym 	<ul style="list-style-type: none"> *Walk *Keep feet on the floor

Parent Involvement/Conferences/Communication

Parents are encouraged to become partners in their child's education. Conferences with teachers may be held at any time during the school year. Parents and students, as well as teachers, counselors or administrators may initiate a conference. A parent or student may arrange a conference with an individual member of the school staff or a group conference with school staff members. Conferences are generally held during schools hours, but every effort will be made to accommodate parents' schedules.

Rules and Expectations

Students are subject to discipline, up to and including suspension and expulsion for misconduct, which is seriously disruptive of the educational process and violates CREC policies even if such conduct occurs off school property and during non-school time.

- Alcohol, drugs and tobacco are forbidden on school property.
- Smoking is also prohibited.
- Displaying of gang related signs, symbols or gestures with hands are prohibited.
- Bullying is not allowed per state law and all allegations will be investigated and in confirmed cases discipline will follow. Teachers are required to put events of bullying that they witness in writing to the administration.

School Resource Officer

Officer Eric Pagel, MCC

What is a School Resource Officer?

The School Resource Officer program is designed to place a certified law enforcement officer within the educational environment. The goal is to work closely with the school administration, staff, and students to provide a safe learning environment, law related education, and the knowledge of a trained law enforcement officer on campus.

Goals as a School Resource Officer

- Help bridge the gap between police and students and increase positive attitude toward police.
- Reduce and prevent crime within the building by helping students formulate awareness of rules, authority and justice.
- Teach crime prevention.
- Take a personal interest in students and their activities.
- Provide students a realistic picture of the local law and legal system.

Who is referred to the School Resource Officer?

- Any student(s) who have been a victim of a crime within the school. Students who are experiencing problems in their home who may be seeking guidance or advice.
- Students looking to be educated on what the job as a police officer actually entails.
- Any student or staff who may have a security concern which may jeopardize the safety of the school should report this to the SRO immediately.

Search and Seizure Policy

Students are entitled to the guarantees of the Fourth Amendment and they are subject to reasonable searches and seizures. CREC officials are empowered to conduct reasonable searches of a particular student and CREC property when there is reasonable cause to believe that the student may be in possession of drugs, weapons, alcohol, stolen property and other materials in violation of CREC policy or state law.

According to the decision of the Supreme Court of the United States, "a student may be searched if there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated either the law or the rules of the school." A particular student's effects are also subject to the same rule. Effects may include automobiles located on school property.

The scope of the search must be "reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction."

Legal Reference: Connecticut General Statutes

46b-121 "Juvenile matter" defined Authority of court. Fee.
46-b124 Confidentiality of records of juvenile matters. Exceptions.
46b-134 Investigation by probation officer prior to disposition of delinquency case. Physical mental and diagnostic examination.
46-b140 Disposition upon conviction of child as delinquent.
53-206c Sale, carrying and brandishing of facsimile firearms prohibited. Class B misdemeanor.
54-761 Records confidential. Exceptions.
10-233a through 10-233g re: student suspension, expulsion...Public Act 94-221 Public Act 95-304
10-233h Arrested students. Reports by police to superintendent, disclosure, confidentiality

Desks and School Lockers

Desks and school lockers are the property of the schools. The right to inspect desks and lockers assigned to students may be exercised by school officials to safeguard students, their property and school property with reasonable care for the Fourth amendment rights of students.

The exercise of the right to inspect also requires protection of each student's personal privacy and protection from coercion. An authorized school administrator may search a student's locker or desk under three (3) conditions:

1. There is reason to believe that the student's desk or locker contains the probable presence of contraband material.
2. The probable presence of contraband material poses a serious threat to the maintenance of discipline, order, safety and health in the school.
3. The student(s) have been informed in advance that school Board policy allows desks and lockers to be inspected if the administration has reason to believe that materials injurious to the best interests of student and the school are contained therein.

Use of drug-detection dogs and metal detectors, or similar detective devices may be used only on the express authorization of the CREC Executive Director.

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

Student Search

A student may be searched if there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school the scope of the search must be reasonably related to the objectives of the search and the nature of the infraction.

Students may be searched by law enforcement officials on school property or when the student is under the jurisdiction of the district upon the request of the law enforcement official. Such requests ordinarily, shall be based on warrant. The school Principal or designee will attempt to notify the student's parents in advance and will be present for all such searches.

Legal Reference: Connecticut General Statutes 10-221 Boards of education to prescribe rules

New Jersey v. T.L.O., 469 US 325; 105 S.CT.733

Transportation

Bus Students

Students taking the school bus to and from school will be picked up and dropped off in the circle directly in front of the main entrance.

Van/Minivan Students

Students taking a van or minivan to or from school will be picked up and dropped off at the smaller semi-circle next to the MCC Library.

Student Use of Automobiles and Pick-ups

At Great Path, seniors and students who reside in towns without transportation to Great Path have a privilege to drive their own cars and park in accordance with MCC policy on student parking.

All other students must obtain permission from school administration prior to driving themselves to school. Student use of automobiles is a privilege and is governed by CREC Council policy and motor vehicle laws. Disregard for safety and improper use may be cause to revoke the privilege. Student drivers and students being picked up will park and/or be picked up/dropped off in Lot B.

Behavior on School Buses

Bus privileges are extended to students conditional on their satisfactory behavior on the bus. Students are hereby advised that they may be suspended from transportation services for unsatisfactory conduct while waiting or receiving bus transportation to and from school which endangers persons or property or violates CREC policy or administrative regulations. Video surveillance may occur on school buses.

Bus Company Contact Information

Transportation for Great Path Academy students is provided by each individual sending district. Please contact your town's transportation department to determine your student's plan.

Textbook Care and Obligations

Students are responsible for the care of books and supplies entrusted to their use. They will be assessed damage to textbooks, equipment or materials. In accordance with state law, the Great Path Academy reserves the right to withhold grades, transcripts, or report cards until the student pays for or returns the textbooks or other loaned educational materials.

Truancy Policy

Truancy is defined by Connecticut law as four (4) unexcused absences in any one month or ten (10) unexcused absences in any school year. Please refer truancy concerns to support staff so that CREC's Truancy procedures may be followed.

The GPA Governance Board recognizes the importance of early intervention for students exhibiting truancy behavior. By Connecticut General Statute (Section 10 – 198a) a “truant” means a student aged 15 – 18 who has four (4) unexcused absences in one month, or ten (10) unexcused absences in a year. A “habitual truant” means any student, aged 15 – 18, who has twenty (20) unexcused absences within a school year. An unexcused absence is defined as any absence from a scheduled school day which does not fall under one of the following categories:

- A. Reasons of health, including illness, incapacity, or doctors' visits. The district reserves the right to require a physician's or other appropriate certification for absences in excess of five (5) consecutive days or total of fifteen (15) days in any school year.
- B. Religious holidays
- C. Court appearance
- D. Funeral
- E. Approved school activities
- F. Suspension
- G. Limited absences from school with parental consent, subject to the approval of the principal. The determination of whether an absence is excused will be made by the building principal.

School personnel, whenever possible, will seek cooperation from parents/guardians, and assist them in remedying and preventing truancy.

Finally, the law now requires the Executive Director file a “family with services needs” (F.W.S.N.) petition with the Superior Court if the parent or other person responsible for the education of a child fails to attend the school meeting designed to assist, remedy and prevent truancy.

Visitors to GPA

All visitors must sign in at the main office before entering any other areas of the school. If parents want to see a teacher or a grade level team, an appointment should be set up prior to the visit.

Parent/Student Handbook Acknowledgment/Receipt Form 2011-2012

Remove this page and return to Great Path Academy by October 14, 2011.

I have read and agree to abide by the policies set forth in this handbook.

PRINT Student's Full Name _____

Parent/Guardian's Signature

Date

Student's Signature

Date