



Southington High School

“A School of Excellence”

Dear Parents and Guardians,

It's my pleasure to welcome you to Southington High School, home of the Blue Knights! While we are one of the largest high schools in Connecticut, our dedicated staff works very hard to meet the needs of all students, and maintain personal connections with their families.

We invite you to become an active participant in our school community through volunteering, joining our PTO, or attending and supporting school events. Research clearly supports that when parents /guardians participate and are involved in your child's education, there is a greater likelihood of academic success for the child.

We truly believe that communicating is the key to a successful educational experience. Together, we can work to improve the culture of our school, one that embodies a welcoming, positive and respectful atmosphere. Our goal is to create an environment that will give our students the best opportunity to be college and career ready and successful future citizens of our country.

Education is a partnership between the school, students, parents/guardians and community. All children are more successful when we work as a team to achieve high standards and individual educational goals.

Please become aware of the contents of this handbook and review all pertinent information with your child.

If you have any questions or concerns, please feel free to contact us.

Brian Stranieri
Principal



Southington High School

Student handbook

2017-18

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New items are highlighted

I. Introduction

Southington Public Schools Mission Statement

Students engage in a range of educational experiences to become informed, adaptive problem solvers who effectively communicate, rise to challenges, and are committed to improve themselves and their communities.

Southington High School Mission Statement

Southington High School students construct knowledge and grow from challenges by asking questions, exploring ideas, conducting investigations, producing work and evaluating results. Students make deliberate choices in their effort to pursue passions and balance individual interests with the welfare of others to improve quality of life.

Southington High School Learner Expectations

ACADEMIC EXPECTATIONS

- Apply prior and current knowledge to address new and existing challenges.
- Access, interpret and evaluate information and ideas from a variety of sources.
- Work independently and collaboratively to produce, evaluate, and improve work.
- Communicate effectively based on audience, purpose and form of expression.
- Draw connections/develop conclusions based on information.

SOCIAL EXPECTATION

- Work cooperatively to promote a positive learning environment.

CIVIC EXPECTATION

- Demonstrate and understand the role of a responsible citizen.

Equal Opportunity

Discrimination among students attending our schools with respect to race, color, religion, ancestry, national origin, gender, age, pregnancy, sexual orientation, gender identity and expression, socioeconomic status, academic status, physical appearance, 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 is prohibited.

SOUTHINGTON PUBLIC SCHOOLS LEADERSHIP

Superintendent

Timothy F. Connellan

Assistant Superintendent for Curriculum and Instruction

Steve Madancy

Board of Education

Brian S. Goralski, Chairperson

Terri C. Carmody, Vice Chairperson

Colleen W. Clark, Secretary

Robert S. Brown

Juanita Champagne

David J. Derynoski

Terry G. Lombardi

Zaya G. Oshana

Patricia A. Queen

SOUTHINGTON HIGH SCHOOL ADMINISTRATION

Principal

Brian Stranieri

Assistant Principals

Michael Halloran

Dianne Holst-Grubbe

Jeff Shaw

Richard Aroian (Ninth Grade Academy)

Jessie Levin (ALTA)

Director of Athletics

Greg Ferry

Coordinator of Special Education Services at Southington High School

Evette Corujo-Aird

Ninth Grade Academy

The transition from middle school to high school, especially a high school as large as Southington High School, can be intimidating to ninth graders. Students of all academic abilities can experience difficulties with academic, social, and emotional issues. The familiar support system that students had in the middle schools is gone. As expectations for academic work and preparation outside the classroom increase, time management and organizational strategies need to be strengthened.

The Ninth Grade Academy within SHS addresses these issues. Ninth grade home rooms, lockers, and most ninth grade classes are located in the east wing of the building to minimize the amount of travel to and from lockers and classrooms. One of the high school assistant principals and two school counselors are dedicated exclusively to ninth grade students. This allows these staff members the opportunity to focus on the academic progress of freshmen and to identify issues that could negatively impact their first year experience. A developmental school counseling program which focuses on student acquisition of effective strategies designed to help freshmen meet the high school's learner expectations and to make positive adjustments to the high school is an integral part of the Ninth Grade Academy. Moreover, an Early Intervention Planning Team assigned to ninth grade meets weekly to review student progress.

ALTA

ALTA is an extension of Southington High School that provides students with an alternative educational setting designed to meet their needs. It is a school of choice. Students apply for acceptance into the program. Please contact any member of the Counseling Department for additional information.

All ALTA students are expected to follow and adhere to the guidelines, rules, and procedures stated in this handbook.

DEPARTMENT LEADERS

Agriculture Science and Technology

Marion Stannard

Art Department

Thomas Horanzy

Business & Finance Technology

Lillian Schena

Family and Consumer Sciences Department

Mary-Lynn Osborne

Language Arts Department

Rebecca Migliaro

Mathematics Department

Robert Lasbury

Music

Sara Ossias

Physical Education & Health Department

Scott Ottochian

Science Department

Nicole Raccio

Social Studies Department

Heather Allenback

Special Education

Gail Lessard

Technology & Engineering Education Department

Justin Mirante

World Language Department

Tina Riccio

SCHOOL COUNSELORS

Jen Discenza, Director

Mark Bugnacki
Jessica Anthony
Mark Hill (ALTA)

Geoffrey Davis
Ana Napolitano
Sherry Russman

David Gleba
Jessica Wallace
Beth Viens

HEALTH SERVICES

Jean Griglun, R. N.

Lisa Meccariello, L.P.N.

Zoe Backus, L.P.N.

Southington Public Schools

2017



2018

FIRST DAY OF SCHOOL: AUG 31

M	T	W	TH	F
AUGUST 2017 1 DAY				
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
WD	PD	PD	FD	

M	T	W	TH	F
SEPTEMBER 2017 20 DAYS				
				1
4	5	6	7	8
11	12	13	14	15
18	<PD>	20	21	22
25	26	27	28	29

M	T	W	TH	F
OCTOBER 2017 21 DAYS				
2	3	4	5	6
9	10	11	12	13
16	<PD>	18	19	20
23	24	25	26	27
30	31			

M	T	W	TH	F
NOVEMBER 2017 17 DAYS				
		1	2	3
6	PD	8	9	10
13	14	15	16*	17
20	21	22	23	24
27	28	29	30	

M	T	W	TH	F
DECEMBER 2017 16 DAYS				
				1
4	5*	6*	7	8
11	12	13	14	15
18	19	20	21	<22>
25	26	27	28	29

M	T	W	TH	F
JANUARY 2018 21 DAYS				
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	<PD>	24	25	26
29	30	31		

ADOPTED SCHOOL CALENDAR

AUG 28	Convocation/Work Day
AUG 29	Professional Development Day
AUG 30	Professional Development Day
AUG 31	FIRST DAY OF SCHOOL - FULL DAY
SEPT 4	Labor Day
SEPT 19	Professional Development Day - Early Dismissal
OCT 9	Columbus Day
OCT 17	Professional Development Day - Early Dismissal
NOV 7	Election Day/Prof. Dev. Day
NOV 10	Veterans Day
NOV 16*	High School Conferences - Early Dismissal
NOV 22-24	Thanksgiving Recess
DEC 5*	Elem/Mid School Conf./HS PD - Early Dismissal
DEC 6*	Elementary School Conferences - Early Dismissal
DEC 22	Early Dismissal for Students
DEC 25 -	Holiday Recess
JAN 1	(Includes Christmas and New Year's Day)
JAN 15	Martin Luther King Day
JAN 23	Elem/Mid School Prof. Dev. - Early Dismissal
FEB 16	Professional Development Day - Early Dismissal
FEB 19	Presidents' Day
FEB 20	Professional Development Day
MAR 19-20*	Elementary School Conferences - Early Dismissal
MAR 27	Professional Development - Early Dismissal
MAR 30	Good Friday
APR 9-13	Spring Break
APR 24	Professional Development - Early Dismissal
MAY 15	Professional Development - Early Dismissal
MAY 28	Memorial Day
JUNE 12	Projected Last Day

= Holiday/School Recess - No School for Students and Staff

PD = Professional Development - No School for Students

<PD> = <PD> Professional Development - Early Dismissal for Students

< > = Early Dismissal for Students

* = Early Dismissal Only for Designated School

SCHOOL ENDS: JUNE 12

M	T	W	TH	F
FEBRUARY 2018 16 DAYS				
			1	2
5	6	7	8	9
12	13	14	15	<PD>
19	PD	21	22	23
28	27	28		

M	T	W	TH	F
MARCH 2018 21 DAYS				
			1	2
5	6	7	8	9
12	13	14	15	16
19*	20*	21	22	23
26	<PD>	28	29	30

M	T	W	TH	F
APRIL 2018 16 DAYS				
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	<PD>	25	26	27
30				

M	T	W	TH	F
MAY 2018 22 DAYS				
		1	2	3
7	8	9	10	11
14	<PD>	16	17	18
21	22	23	24	25
28	29	30	31	

M	T	W	TH	F
JUNE 2018 8 DAYS				
				1
4	5	6	7	8
11	<LD>	13	14	15
18	19	20	21	22
25	26	27	28	29

SCHOOL ENDS JUNE 12

If weather or other emergencies require the closing of school, these days will be made up after the projected last day to June 29th. If additional weather related days are needed beyond these 13 days we will begin with April 13th and move backward.

Board Adopted 11/27/17 ca

Schedules

Regular Day		HR Day		Early Dismissal		2 Hour Delay	
Warning Bell 1	7:32	Warning Bell 1	7:32	Warning Bell 1	7:32	Warning Bell 1	9:32
Warning Bell 2	7:36	Warning Bell 2	7:36	Warning Bell 2	7:36	Warning Bell 2	9:36
		HR	7:37-7:42				
1	7:37-8:25	1	7:46-8:31	1	7:37-8:10	1	9:37-10:10
2	8:29-9:15	2	8:35-9:20	2	8:14-8:45	2	10:14-10:45
3	9:19-10:05	3	9:24-10:09	3	8:49-9:20	3	10:49-11:20
4	10:09-10:55	4	10:13-10:58	4	9:24-9:55	4	11:24-11:55
5	10:59-11:45	5	11:02-11:47	5	9:59-10:30	5	11:59-12:30
6	11:49-12:35	6	11:51-12:36	6	10:34-11:05	6	12:34-1:05
7	12:39-1:25	7	12:40-1:25	7	11:09-11:40	7	1:09-1:40
8	1:29-2:15	8	1:30-2:15	8	11:44-12:15	8	1:44-2:15

3 Hour Delay	
Warning Bell 1	10:32
Warning Bell 2	10:36
1	10:37-11:02
2	11:06-11:29
3	11:33-11:56
4	12:00-12:24
5	12:28-12:52
6	12:56-1:20
7	1:24-1:48
8	1:52-2:15

II. Academics

Graduation Requirements

A. The Southington High School graduate must earn a minimum of 22 credits, meet the credit distribution requirements and the district's performance standard in literacy and mathematical problem solving.

B. Credit distribution requirements:

English (Freshman, Sophomore, Junior, Senior English and Elective)	4 credits
Social Studies (Including U.S. History & Civics)	3 credits
Mathematics	3 credits
Science	2 credits
The Arts or Voc. Ed.	1 credit*
Physical Education	1 credit**
Health	1 credit
Other (Electives)	7 credits
Literary Performance Standard	Demonstrated
Mathematical Performance Standard	Demonstrated
 	<hr/>
TOTAL	22 Credits

*The Arts or Vocational Education – 1 credit can be earned in any of the following subject areas: agricultural science and technology, art, business education, family/consumer sciences, music, technology education, or work experience.

**Students must earn 1/4 credit in physical education in each year of their attendance at Southington High School. A full credit in physical education is required for graduation.

Physical Education

Physical Education is required of all students. Every attempt will be made to provide a modified program for those students who have special needs. Temporary exemption may be obtained because of illness or injury upon written recommendation of a physician and presentation to the school nurse. Grading is determined on the basis of attitude, ability, participation and attendance. In order to receive credit in Physical Education, a student must participate in a minimum of 86 percent of all classes from which the student is not medically excused. Students are allowed ten school days in which to make up an excused absence unless they are physically unable to do so. Any student who is medically excused for more than 75% of the scheduled classes (45 classes) will not receive the yearly required 1/4 credit. However, the 1/4 credit requirement for that year will be waived. Unexcused absences cannot be made up. A student's final average may be teacher directed to a failing grade (regardless of numerical average) if the student has not participated in a minimum of 86% of the scheduled classes.

Students who do not complete graduation requirements with their class are entitled to continue to pursue a high school diploma until the student reaches twenty-one years of age. Any student enrolled for more than four years of high school may take only the minimum number of credits needed to complete graduation requirements.

Class Placement

Class placement is based on the number of credits previously earned. Minimum requirements for official class standing and promotion are

Freshman Standing	Completion of Grade 8
Sophomore Standing	4 credits
Junior Standing	9 credits
Senior Standing	15 credits

Grading System

Most grades are reported to students in numerical form. The following is the grading system used at Southington High School:

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

In some instances, other letter grades will be used. The following are the letter grades that may appear on report cards/transcripts:

P = Passing	E or EX = Excused
INC = Incomplete	WP = Withdrawn Passing
NG = No Grade	WF = Withdrawn Failing
F = Failing	

Parents/Guardians and students are encouraged to log onto the Power School website and review the student's progress using their approved password.

Evaluating Student Progress

Grades will be reported to students numerically on a scale of 100. Grades of 60 or above are considered passing. Exceptions are made for courses taken on a Pass/Fail (P/F) basis and for courses excluded from class rank (see further details in "Excluding Courses from Class Ranking" found on page 11). Letter grades will be used to report student progress in these courses.

Final Course Grade

Final grades in a course will normally be determined by counting the grade received each marking period as two times the exam grade. That is, in a full year course each of the four marking periods will count as 20% of the final grade, and the midterm and final exam will count as 10% each. In a semester course, each of the two marking periods will count as 40% of the

final grade, and the final exam will count as 20%. Seniors enrolled in full year and second semester courses who earn a 90 average or higher, including a 90 in the fourth quarter, may be exempted from the final exam.

Exceptions to this may occur when a student has failed to meet a PRE-STATED REQUIREMENT for passing the course or when the student is exempted from the final exam.

Additional Information Regarding Courses/Report Cards

1. Students must take at least five subjects per semester in addition to Physical Education and Health.
2. All students are encouraged to choose a schedule which includes a full lunch period. Students are not allowed to schedule more than seven instructional periods without parental permission.
3. Questions regarding a student's course selections, level of instruction, or other concerns related to the planned program of studies should be addressed with the student's school counselor.
4. Report cards will be prepared by computer and will be issued to students approximately ten school days after the end of the first three marking periods. Report cards are mailed home at the end of the school year.

Course Level Descriptions

Courses at Southington High School are offered at three instructional levels distinguished by the type of instruction, the pacing of the learning, and the depth of standards. Students are recommended for these levels based on teachers' evaluations.

Honors/AP/UConn ECE (H)

This instructional level balances individual inquiry and collaborative analysis, which will help students to discuss and exchange ideas effectively. Rigorous coursework is geared toward the mastery of state and national standards extending beyond the typical high school curricula including Advanced Placement and UConn Early College Experience courses. The pace of classes mirrors college level learning.

Competitive College Preparatory (CCP)

This instructional level balances individual and collaborative learning experiences, which will help students to strengthen their learning capacity. Challenging coursework is geared toward the mastery of state and national standards. The pace of classes prepares students for college level learning.

College and Career Preparatory (CP)

This instructional level provides comprehensive instruction focusing on modeling and guided practice, which will help students to progress as independent learners. Engaging coursework is geared toward the mastery of core state and national high school standards. The pace of classes provides students with a strong foundation for college level learning.

Course Weighting System

Course weights are assigned to courses solely for the purpose of determining rank in class. These rankings are used by colleges to differentiate among applicants on the basis of academic achievement in high school. Most colleges feel that this differentiation should be based upon academic skills developed in the course. Course weights measure the degree of academic difficulty of the reading, writing, reasoning, and research skills that are developed in the courses. They do not reflect, in any way, upon the quality, importance, or practical relevance of the course. They are strictly a reflection of the degree of academic difficulty. The class ranking system in the Southington Public Schools uses three levels of course weights. Only courses taken in grades 9 -12 in the Southington Public Schools will be used in determining class rank.

Weighting Factors

Weight Factor

Honors/Advanced Placement//ECE Courses	1.20
Competitive College Preparatory Courses	1.10
College and Career Preparatory Courses	1.00

Examples of the effects of this weighting on grades are

Grade	H Level	CCP Level	CP Level
95	114	104.5	95
90	108	99	90
85	102	93.5	85
80	96	88	80
75	90	82.5	75
70	84	77	70
65	78	71.5	65
60	72	66	60

Class Rank

Class rank is a listing of students by class year in order of their academic standing, based on the grades received in all courses. If a student transfers to SHS from a regionally accredited high school, those grades earned will be factored into SHS class rank after two semesters.

To qualify as Valedictorian, Salutatorian or Essayist, a senior must have been in attendance at SHS for at least four of the seven semesters starting in grade 9 and ending in January of the senior year.

NOTE: Community Service, Ensembles, Greater Hartford Academy of the Performing Arts, Health, Independent Study, Physical Education, Home School courses, and Pass/Fail courses are not computed in class rank.

Excluding Courses From Class Ranking

Students must include all required courses for earning a diploma in their class ranking. Students may elect to take courses beyond the required courses and exclude those grades from their class rank. This can only be done for courses taught at the **CP Level** which will exceed the required 22 credits for graduation. Courses that are weighted H or CCP Levels cannot be excluded from class rank. The student must be taking at least 5 1/2 credits in order to take an additional course or courses on this basis. The student must also submit an exclusion from class rank form to the student's school counselor prior to enrollment in the course(s). Courses excluded from class ranking will be given letter grades which will appear on the student's transcript and report card.

Honor Roll

In order to qualify for the Honor Roll in a marking period, a student must be taking a minimum of five credits in that marking period. First Honors is awarded to students who earn an unweighted average for all courses of 89.5 and above. Second honors is awarded to students who earn an unweighted average for all courses of 84.5 to 89.49. Any grade below 70 or an "I" in any course will disqualify a student from Honor Roll consideration. This includes courses such as PE and Health, even though grades in these courses are not included in the determination of Honor Roll status.

NOTE: The following courses and/or programs WILL NOT be considered for Honor Roll Status: Health, PE, Home School courses, Community Service, and Independent Study.

National Honor Society

The National Honor Society is sponsored by the National Association of Secondary School Principals in order to extend special recognition to students who combine outstanding scholarship with demonstrated leadership, extensive service, and the highest standards of character.

Students may be selected for membership in the National Honor Society in February of their junior year or in September of their senior year. Students must have been enrolled at Southington High School for at least one semester to be eligible for consideration. Juniors and seniors with cumulative averages of 98 or above will be considered. Selection for membership will be by a faculty council with those students being selected who best combine superior scholarship, leadership, service, and character.

The service criterion involves a commitment to both school and community. Service is fulfilled by giving time and effort to academically non-credited school activities such as athletics, school sponsored clubs, and/or class functions. Students who qualify for consideration of membership in NHS must be able to verify that they are currently active and

contributing members of at least two SHS activities per year. A history of involvement in various school activities must originate in the ninth grade and continue throughout the student's enrollment in Southington High School. Transfer students must submit proof of service rendered to their former high school; however, it is strongly recommended that transfer students establish a record of service to Southington High School. In addition, eligible students must fulfill and be able to provide verification of their service to the greater Southington Community by volunteering time and demonstrating effort to serve the out of the school community in at least one activity that shows an on-going commitment or multiple activities totaling a minimum of 20 hours.

The leadership criterion is two-fold. A student must demonstrate an active role by holding a leadership position in either the school or the community, and this must be verified by a supervisor or sponsor. In addition, students must exemplify the qualities and attributes which are a positive influence on others and maintain a loyal school attitude.

Regarding the criterion of character, candidates for the National Honor Society must demonstrate the highest standards of the six pillars of character: respect, responsibility, trustworthiness, fairness, caring, and citizenship. In addition, members must maintain and demonstrate the highest standards of honesty, reliability, morality, and ethics. Violations of this criterion include, but are not limited to, cheating, plagiarism, discipline referrals, and criminal law infractions. Be aware that character assessment begins in grade nine.

Students who do not meet any of the above criteria risk gaining acceptance into the National Honor Society. Students who fail to gain membership will be informed that their selection criteria were deemed deficient by the selection committee. Students may not appeal the committee's decision.

Once accepted into the Society, members who fail to maintain any of the standards which gained them acceptance will receive an official warning and may be brought before the faculty council to be placed on probation or recommendation for dismissal. Questions relating to eligibility, selection, and/or dismissal should be directed to the Society's advisor.

Change of Schedule

Students will be able to add and/or drop courses until **August 1, 2017**. When students enter Southington High School on August 30, 2017, they will be able to actively participate in each class on the first day of school, knowing that their schedule has been set.

Students must select courses carefully with the assistance of their school counselors, teachers, and parents/guardians. Changes in student schedules can have an adverse effect on class sizes and are generally discouraged. Changes will be allowed for the following reasons:

1. Lacking a prerequisite
2. Printout containing a scheduling error
3. Lacking graduation requirements
4. Academic misplacement.

After the first marking quarter of a course, requests for other changes, including levels, will only be considered for good, substantive reasons and will require an administrator's approval based upon input from the student's parent/guardian, the student's school counselor, and the teachers affected by the changes.

Learning Academy

The Learning Academy is an after school tutorial program available to ninth and tenth graders who need academic assistance. Notification is sent to the parents of those students encouraging them to enroll their children in this program. There are two sessions per week facilitated by language arts, math, science, and social studies teachers. Students are given strategies to help them improve their time management and organizational skills along with help in completing homework and other coursework. There is no enrollment fee and transportation home is provided by the school system, provided the student is eligible to take a bus to school. For more information about this service, please contact Assistant Principal Richard Aroian.

Summer School

Southington High School has its own Summer School program which is held after the regular school year has concluded. Summer School traditionally has been for makeup credit only. Tuition is charged for each course a student opts to take. The following guidelines govern the Summer School program:

CREDITS

Students are limited to making up 3 credits during Summer School.

ELIGIBILITY REQUIREMENT

Students are eligible to take a summer school course if one of the following criteria exists:

1. Student has failed a course with a grade of 50-59 for the academic year.
2. Student has passed a course (60 or above) but credit has been withdrawn as per the Attendance Policy.
3. Student has failed a course with at least a grade of 50-59 and credit has been withdrawn as per the Attendance Policy.

LENGTH OF SUMMER SCHOOL TERM AND CLASSES

Summer School classes will meet for a total of thirty-six hours over the course of four weeks.

REQUIREMENTS FOR CREDIT

Students should be aware that there is a strict attendance policy. Students must attend classes to receive credit. Students going on vacation during the Summer School session should not register for credit. A student who meets the attendance requirements and successfully completes all work assigned during the Summer School course will be assigned credit associated with the course.

This may be counted toward meeting graduation requirements.

If a course is not offered in Southington High School's Summer School program, the student may make up a course through a bona fide college course or in another accredited school's summer school program. Prior approval of the building principal is required. If a student takes a course in another summer school program, the student must supply a signed letter on that institution's letterhead indicating the student's attendance and course grade. Once that has been

provided, the student must take and pass Southington High School's exam for that course in order to be awarded SHS credit.

Any questions regarding Summer School should be addressed to the student's school counselor.

Home-Schooled Students

Students who wish to enroll at Southington High School and who have been instructed in a home school setting must pass department examinations in courses required for graduation in order to receive credit for work done prior to their enrollment. Students who fulfill this requirement will be awarded credit and a grade of pass (P) will be recorded on their transcript.

Early Completion of Requirements

Students who successfully complete the minimum course requirements for graduation and who present a compelling reason may petition for early completion.

REQUIREMENTS

Minimum graduation requirements must be successfully completed. A student wishing early completion must successfully complete that portion of Physical Education for which the student is enrolled.

APPLICATION PROCEDURES

1. Students requesting completion after 7 semesters should file an application for early completion by April 1 of the junior year.
2. Students requiring completion after 6 semesters should file an application for early completion by April 1 of the sophomore year.
3. The student's parents/guardians must sign a Request For Early Completion form after a conference with the student's guidance counselor.
4. Notification of approval to pursue an early completion program will be given prior to the end of the school year in which the request is indicated.
5. Final approval for early school completion will be given by the principal when the principal is satisfied that the student has a definite commitment for full-time work, schooling, or another appropriate reason.

Graduation Ceremony

A graduation ceremony is held yearly to award eligible students a high school diploma. Students who have acquired 22 credits, including all required courses, and who have met all other academic requirements (as defined on page 7) and returned or paid for lost textbooks, any other educational materials, and have paid class dues are eligible to participate in the graduation ceremony.

III. SHS Rules

Southington High School Code of Conduct

All members of the Southington High School community, including staff, students, parents, etc. have the right to an environment that promotes a quality education. Accordingly, this high school has established behavioral expectations that seek to ensure this right. These expectations are to

- arrive at school and be in class on time
- be where one is expected to be
- know and follow school rules and policies
- be accountable for one's actions
- respect others and self
- respect the personal property of others
- work cooperatively to promote a positive learning environment
- refrain from language that is offensive to others
- behave in a manner that is considerate of one's safety and the safety of others
- be kind and considerate of all.

School Rules Overview

The following rules may be elaborated upon in other sections of this handbook. They are listed here so that parents and students may be able to educate themselves about these behavioral expectations in an efficient manner. Please be aware that there are additional rules and standards of which students, parents and others need to be aware such as the Attendance Policy, the Behavioral Referral Process, classroom rules established by individual teachers, athletic rules, cafeteria rules, etc.

Procedural:

1. If a student is suspended from school, the student is not allowed to participate in any co-curricular activity on the day(s) of suspension.
2. Students must abide by the rules and regulations of each team, club, or organization to which the student belongs.

3. If students have food or beverages in the school, they are responsible for properly disposing of them and must cooperate with any staff requests related to these matters.
4. All materials, which are distributed or displayed within the Southington High School building, must be submitted to the office and stamped for approved distribution or posting.
5. Clothing with offensive language, messages, or illustrations is not allowed.
6. Clothing meant to be worn as an undergarment is not allowed to be worn as an outer garment. (See entire dress code regulations.)
7. Students are not allowed to write on or deface lockers in any manner.
8. Students removed from class must report directly to the Main or Ninth Grade Academy offices, according to where **the teacher** has directed them to go.
9. With twenty-four hours' prior notice, students are required to make arrangements to attend a teacher-assigned detention.
10. Students must refrain from entering "staff only" areas such as faculty workrooms, mailroom, and bathrooms without the permission of a staff member.
11. Students must arrive on time to the cafeteria during a lunch or study period.
12. Students must report to the Attendance Office to request and obtain permission before leaving the building for any reason. They must also sign out in the Attendance Office.
13. Students are to report to the Screening Office (C352) when they are issued passes or their names are paged over the intercom.
14. Students are not allowed to loiter in the building or on the grounds at the end of the school day.

Attendance:

15. Under no circumstances may a student leave the building during school hours without permission from the Attendance Office, Nurse, or an administrator. He/she must also sign out in the Attendance Office.
16. All students must be in their first period classes by 7:37 a.m. or they are considered tardy. When a student is tardy to school after 7:37 a.m., the student must report to the Attendance Office, present a reason for being late, and sign in.
17. Students must continue to attend class and participate in all classroom activities even if they have lost their course credit due to the school's Attendance Policy.
18. Students who have early dismissal must leave the building and school grounds at the specified time.
19. A student who needs to leave school early must bring a note from a parent to the attendance officer before school (7:37 a.m.). The request will be evaluated and will either be approved or denied. If approved, the student will be issued a pass and must sign out in the Attendance Office before leaving the school building and grounds.
20. If a student is absent from school, the student will not be allowed to participate in any school activity on the day of the absence. An exception to this rule may be made with the prior permission of an administrator.
21. A student may not appear on school grounds or at a school activity while suspended. Any exception to this rule may be made with the prior permission of an administrator.
22. Student attendance is required at all assemblies and scheduled programs.
23. If a student chooses not to participate in a field trip, attendance in school is still mandatory on that day.

24. When students are absent from a class or study hall, they are responsible for providing information to that period's teacher regarding their whereabouts.
25. Students using the Library/Media Center must report there at the start of the period.
26. **Freshmen** must **sign in** for attendance at the library's main desk. **They may not go to the cafeteria during a study hall.**
27. Whenever a student leaves an assigned location, aside from passing times, the student is required to have a pass signed by a staff member.
28. All students with an eighth period study are assigned to the cafeteria. They must **sign in** for attendance.

General:

29. Students shall be held responsible for the proper care of books and supplies entrusted to their use.
30. Students and their parents or guardians are personally liable for any damage done to school property or equipment.
31. Cell phones usage is allowed in the library, hallways and cafeteria. Cell phones are to be used during class time for teacher directed educational purposes only. (See cell phone regulations.)
32. Ear buds are allowed in the library and cafeteria only. No ear buds in hallways. No headphones are allowed to be used in the building unless for educational purposes.

Health & Safety:

33. **Any medication, either prescription or "over-the-counter," which needs to be administered to a student during the school day must first be delivered directly to the health office in the original labeled container by a parent, guardian, or other responsible adult. An official form will need to be completed by the parent and physician. Speak to the nurse, in advance, for specific details about compliance with Board of Education policy.**
34. During any emergency or drill (fire, lockdown, secure school or shelter in place), all students must follow the directions of any school employee or other person(s) in charge.
35. **No student shall bring to school, keep or store in an area, any item which endangers the health, safety, or welfare of members of the school community.**
36. Student use, possession, and/or distribution of tobacco products or facsimile, including e-cigarettes or vapes, is banned at any time on school property or at any school activity.
37. **Students must keep their Identification Card on their persons at all times during the school day. They must also present it to staff upon request.**
38. Hazing/Bullying will not be tolerated among students of the school district. (Refer to pages 24-25.)
39. Sexual harassment will not be tolerated among students of the school district. (Refer to pages 25-26.)
40. Students from other schools are not permitted in the building or on school grounds during the school day without prior administrative approval.

School Rules: Policies & Regulations (alphabetical)

Assemblies

Student attendance is required at all assemblies and scheduled programs. Failure to report at the assigned time will be considered an unexcused absence. All performers and speakers should be treated with courtesy. Students are expected to be attentive and polite to the people presenting these programs. There should be no talking, booing, or other rudeness shown. Disruptive behavior in the auditorium or gymnasium will be treated in a manner consistent with the Code of Conduct.

Attendance

All regulations below are to ensure compliance with [policy 5113](#) and align with the beliefs and values of the Southington Board of Education.

The administration has established an attendance regulation which reflects that time lost from class is essentially irretrievable in terms of opportunity for instructional exchange; that excessive absences rob teachers and students of instructional time that could be better spent on programs and activities; and that a student has an obligation to give, as well as receive, in the context of the classroom setting. Attendance for Southington High School students follows the Southington High School Handbook requirements.

Definitions

The following is a listing of definitions pursuant to this regulation.

1. "Absence" is when a student in grades 9-12 is absent from an entire day or class or school with or without parental or guardian permission.
A student is considered to be "in attendance" if present at his/her assigned school, or an activity sponsored by the school (e.g., field trip), for at least half of the regular school day. A student who is serving an out-of-school suspension or expulsion should always be considered absent.
2. "Excused Absence" include absences from school for absences one through nine, and appropriate documentation is provided by the student's parent/ guardian approving the absence, due to
 - A. Illness or injury (with doctor's verification after the tenth absence and all subsequent absences thereafter)
 - B. Death in the family
 - C. Religious holidays
 - D. Court appearances
 - E. Lack of transportation that is normally provided by a district other than the one the students attends (This reason does not require documentation **and does not apply to exclusion from transportation for disciplinary reasons.**)
 - F. Limited absence from school for special activities or extraordinary educational opportunities with parental or guardian consent, subject to the advance approval of the Principal or his/her designee, in accordance with SDE guidelines.

3. For the tenth absence and all others thereafter, the same reasons cited above shall constitute "excused" absences. Documentation by a medical professional is required for illness, regardless of the length of the absence.
The administration will determine whether absences are excused or unexcused. The school does not consider all absences from class or school which have been explained by parents/guardians to be excused. However, for purposes of the reporting of truancy to the SDE, the state approved definitions of "excused" and "unexcused" absences will be used. The District is not precluded from using separate definitions on such absences for its internal uses.
Students who have been absent from school must turn in a note from a parent/guardian or have a parent/guardian call to explain the student's absence if it is to be considered excused; otherwise it will be treated as an unexcused absence. The school does not consider all absences from class or school which have been explained by parents/guardians to be excused.
4. "Unexcused Absence" is an absence from any entire regularly scheduled school day for which the absence is not excused as defined above. A student's absence shall be considered unexcused unless the absence meets the definition of an excused absence, listed above, including the fulfillment of the documentation requirements, or if an absence is the result of school or District disciplinary action.
5. "Chronically absent child" is an enrolled student whose total number of absences at any time during a school year is equal to or greater than ten percent of the total number of days that such student has been enrolled at such school during such school year.
6. "Absence" means an excused absence, unexcused absence or disciplinary absence, as those terms are defined by the State Board of Education or an in-school suspension that is greater than or equal to one-half of a school day.
7. "District chronic absenteeism rate" means the total number of chronically absent children in the previous school year divided by the total number of children under the jurisdiction of the Board of Education for such school year.
8. "School chronic absenteeism rate" means the total number of chronically absent children for a school in the previous school year divided by the total number of children enrolled in such school for such school year.
9. A "Class Cut" occurs when a student misses a class and has no legitimate reason for doing so or is tardy to or leaves school and does not have a legitimate excuse.
10. "Tardiness" occurs when a student arrives at school later than the beginning of school. Tardiness may be explained by a parent/guardian but any absence from class that results will be considered as an accumulated absence and the student may lose credit. Students tardy to school are responsible for work done in classes missed as well as assignments given or due.

11. A "Truant" is any student who has four (4) unexcused absences from school in any one month or ten (10) unexcused absences from school in any school year.
12. A "Habitual Truant" is any student who has twenty (20) unexcused absences within a school year.

The high school staff considers classroom attendance to be an integral part of a student's course of study. Each student must be aware of the school's Attendance Regulations and abide by them. In cases where students fail to comply with the regulations, penalties will be imposed. Any student who exceeds the maximum number of allowable absences for a course and is unable to justify those absences will lose credit for the course.

Absences and tardiness become part of the student's permanent record which, many times, is requested by higher institutions and potential employers. Therefore, punctual and regular attendance is extremely important. Every attempt should be made to confine necessary appointments to after school hours and vacation periods. In order to take advantage of special services (such as the collection of homework assignments for the student who must be out for several days), parents are advised to keep the school informed of their child's health status. In cases of prolonged or regular illness, a note from a physician should be sent to the school explaining the nature of the illness.

Southington High School has an Attendance Policy which states that classroom attendance is an integral part of the student's course of study. The following are its standards:

1. COURSE CREDIT

To earn credit in any course a student is obligated to

- A. Fulfill the course requirements as established by the teacher.
- B. Earn a minimum grade of 60.
- C. Fulfill attendance requirements as established by the school.

2. ATTENDANCE STANDARDS

- A. The maximum number of absences allowed in any half-year course is eight (8) days from school or from class.
- B. The maximum number of absences allowed in all full-year courses is seventeen (17) days from school or from class.
- C. When a student is absent, the student's parent/guardian should contact the school in the morning (by 10:00 a.m.) of the day of the student's absence by telephoning 628-3229 (Ext. 389). The attendance office is equipped with 24-hour voice mail. If there is no answer, please leave a message with the student's name, grade, and reason for absence.
- D. Students who exceed the maximum number of absences allowed will lose credit in the course unless an extension has been granted by the Screening Committee.

3. EXCUSED ABSENCES

A student's absence from school shall be considered excused if written documentation of the reason for the absence has been submitted within ten school days of the student's return to school (CGS Section 10-210) and meets the following:

- A. For absences one through nine, a parent approves such absence and submits appropriate documentation; and

- B. For the tenth absence and all absences thereafter, a student's absences from school are considered excused for the following reasons:
1. Illness of the student (Note: all student illness absences from school must be verified by an appropriately licensed medical professional to be deemed excused, regardless of length of absence).
 2. Student's observance of a religious holiday.
 3. Death in the family or other emergency beyond control of the student's family.
 4. Mandated court appearance.
 5. The lack of transportation that is normally provided by a district other than the one the student attends (no parental documentation is required for this reason).
 6. Extraordinary educational opportunities pre-approved by district administrators and in accordance with Connecticut State Department of Education guidance.
 7. Other valid reasons as determined by a school administrator.

The determination of whether an absence is excused will be made by the building principal, or his designee.

Student Absences Due to Communicable Diseases

We want only well students in school and will exclude those who are not well. All exclusions are made through the school nurse, and an explanation for the exclusion will be given to the parent either by telephone or by personal contact at the time of exclusion. Students who have been absent because of the following communicable diseases will be required to obtain a medical re-admission slip from the Southington Director of Health:

Bacterial Meningitis	Poliomyelitis
Diphtheria and Carriers	Small Pox
Encephalitis	

Students who have been absent because of the communicable diseases listed below may be readmitted with a note from their own physician.

German Measles (Rubella)	Pertussis (Whooping Cough)
Impetigo	Ringworm (scalp or body)
Infectious Hepatitis	Tuberculosis
Measles (Rubeola)	Viral Meningitis
Mumps	

Students who have been absent because of the communicable diseases listed below may be readmitted by the nurse with a note from their parent/guardian or physician stating the disease and dates of absence.

Chicken Pox (Varicella)	Pediculosis (head or body lice)
Conjunctivitis (Pink Eye)	Scabies
Mononucleosis	Streptococcal Infections (respiratory)

All pupils readmitted to school with any of the above diseases are to be referred to the school nurse upon return to school.

4. UNEXCUSED ABSENCE

A student's absence from school shall be considered unexcused unless they meet one of the following criteria:

- A. absence meets the definition for an excused absence (including documentation requirements)
- B. the absence meets the definition of a disciplinary absence.

UNEXCUSED ABSENCE/(CUT)

An unexcused absence is **an absence of 10 or more minutes from a class without permission.**

5. CONSEQUENCE FOR UNEXCUSED ABSENCES

A student who has two cuts/unexcused absences in any course will lose credit at the time of the second cut/unexcused absence regardless of the number of excused absences in that course.

Truancy Policy

The Board of Education recognizes the importance of early intervention for students exhibiting truancy behavior. Connecticut State Statute Section 10-198a defines a “truant” as a student aged 5–18 who has four (4) unexcused absences in one month, or ten (10) unexcused absences in a year. A “habitual truant” means any student, aged 5–18, 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 a 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 and assist them in remedying and preventing truancy. Parents of habitually truant students who fail to cause their children to attend school may be subject to arrest and fines.

6. DISMISSAL FROM SCHOOL

Dismissal from school exceeding one-half of a given class period (or periods) will be equivalent to an excused absence from the class.

7. TARDINESS

The high school staff considers a commitment to being punctual an integral part of a student’s education. Each student must be aware of the school’s Attendance Regulations as they relate to tardiness and abide by them.

In cases where students fail to comply with these regulations, consequences will be imposed.

Absences and tardiness become part of the student’s permanent record which is forwarded to colleges and potential employers. Therefore, punctual and regular attendance is extremely important. Attempts should be made to schedule necessary appointments during after school hours and vacation periods.

Students who are not in their first period classes by 7:37 a.m. are considered tardy. They must report directly to the Attendance Office where they are to present a reason for being late and sign in.

The Attendance Office will issue a pass to the student and record the tardy as either excused or unexcused. **Reasons for tardiness such as oversleeping, traffic problems, and missing assigned school buses will not be accepted as excused. Students coming in tardy due to an appointment MUST provide a document upon arrival which validates the reason. A student without a note will be considered unexcused and will be given THREE school days to bring in the note to excuse the tardy.**

All students must assume the responsibility for getting to school on time. Questions regarding this policy may be directed to the Attendance Office, which can be reached by phoning 628-3229 (Ext. 389).

A. Excused Tardiness to School:

1. An excused tardy to school missing less than one half the class will be equivalent to a tardy excused to class.
2. An excused tardy to school missing more than half of any class will be equivalent to an excused absence in that class and will be counted toward the maximum number of allowable absences from the class.

B. Unexcused Tardiness to School:

An unexcused tardy to school missing ten or more minutes of any class will be equivalent to an unexcused absence, a cut, and will be counted toward the maximum number of allowable absences from the class. Two unexcused tardies to school missing ten or more minutes of a class will result in the student being placed on extension by the Screening Committee. A third unexcused tardy to school, missing ten or more minutes of any class, or any unexcused absence/cut, will result in a loss of credit.

C. Excused Tardiness/Absence to Class:

An excused tardy with a student missing more than half of any class will be equivalent to an excused absence in that class and will be counted toward the maximum number of allowable absences from that class.

D. Unexcused Tardiness/Absence to Class:

An unexcused tardy with a student missing ten or more minutes of any class will be equivalent to an unexcused absence, a cut, and will be counted toward the maximum number of allowable absences from that class.

Two unexcused tardies to class missing ten or more minutes will result in a loss of credit.

8. PROCEDURES FOR EVALUATING ABSENTEEISM

A. Screening Process

1. Once a student has been absent nine days in a half-year course or eighteen days in a full-year course, his/her case will be submitted to the Screening Officer.

2. Students will have THREE SCHOOL DAYS to present data, including doctor's notes, to justify their absences. If absences can be justified, the Screening Officer may grant an extension of absences. If absences cannot be justified, credit may be withdrawn.
3. Field Trip/Extensions. Students should be aware that absences from school can affect their opportunity to participate in field trips. When a student's absence from school causes that student to be placed on an extension in accordance with the high school's Attendance Policy, the high school administration may determine whether that student can attend field trips.

B. Appeals Procedure

1. Parents and students have the right to appeal a loss-of-credit decision by the Screening Officer and attend a hearing at which time the loss of credit will be discussed. A letter requesting an appeals hearing must be submitted by the student to the screening office within *five* school days after notification of loss of credit in course/courses. The initiation of the appeals process is the sole responsibility of the parent or the student.
2. An Appeals Board, comprised of one administrator and two teachers who, at the time of the appeals hearing, do not have the student in class will hear the case.
3. Appeals will generally be conducted at 2:25 PM. after school is dismissed. The function of the Appeals Board is to consider reinstatement of credit. A student's failure to appear at the Appeals Board hearing denies reinstatement of credit. A second appeals hearing will not be scheduled unless medical documentation is provided as the reason for not appearing at the first hearing. Medical documentation must be presented within three school days when returning to school. If this medical documentation is not received within three school days, the request for a second appeals hearing will be denied and the credit will remain withdrawn.

The decision of the Appeals Board will be final in all cases. If loss of credit occurs, the student must continue to attend class and participate in all activities in that class. Failure to comply with this requirement will result in disciplinary action. A student may satisfy course requirements after losing credit by continued attendance and earning a passing grade which will be recorded on the permanent record of the student. Grades received from such a course will impact the student's GPA and may determine eligibility for summer school.

Absences-Exclusion from Co-curricular Activities

If a student is absent from school for any reason, the student will not be allowed to participate in any school activity on the day of the absence. This includes, but is not limited to, being a participant or spectator at athletic contests, practices, rehearsals, concerts, dances, drama productions, club and class activities, cooperative work activities including jobs which are part of CWE – DO, CWE – BOE, and CWE – ME programs. Any exception to this rule must be made with the prior permission of an administrator.

If a student is suspended from school, the student is not allowed to participate in any co-curricular activity on the day(s) of suspension. Additionally, students must abide by the rules, and regulations of each team, club, or organization to which the student belongs.

Early Dismissal

Early dismissal is only for grade 12 students. Students on early dismissal must leave the building at the specified time and may not re-enter the building before 2:15 PM.

Leaving Early

Only students with administrative permission may leave school early. A student who needs to leave school early for a necessary appointment must bring a note from a parent to the attendance officer **BEFORE** school (7:37 a.m.). The attendance officer may call the parent to verify the note and, if the appointment is deemed necessary for school hours, an early dismissal pass will be issued to the student. Any student leaving during the day for an appointment must present a note upon returning to school. If a note is not presented upon the return to school or within THREE school days, it will be considered a cut to the classes the student missed while signed out. In addition, **STUDENTS MUST SIGN OUT IN THE ATTENDANCE OFFICE BEFORE LEAVING THE SCHOOL BUILDING.**

Administrative Discretion (9-12)

The administrator will reject any explanation for absence which is not found to be factual. The administrator reserves the right to excuse any absence which it concludes has occurred because of mitigating circumstances. The judgment of the principal shall be considered final. The principal is responsible for the annual review, changes to, and publication of the school's attendance policy.

Books and Supplies

Students shall be held responsible for proper care of books and supplies. Library books, textbooks and other educational materials are loaned to the students for their use and shall be returned when requested by school authorities. Teachers shall ensure that students take proper care of books. Students must pay the full replacement cost of any book(s) or educational material(s) lost or damaged beyond ordinary wear. If students lose any book(s) during the school year, they must inform the teacher who will issue a replacement book(s) to the student. Students will be subject to a loss of privileges that will include participation in the Graduation Ceremony, Class Activities, Proms, Parking, etc. until the replacement cost of the item is received.

Library books are loaned to students for a period of two (2) weeks and may be renewed at that time. Magazines are loaned to students for a period of one (1) week and may also be renewed. Library materials not renewed or returned are placed on an overdue list. Students with overdue materials will receive an overdue notice. If these items are still not returned, a loss of student privileges will also result.

Bullying, Hazing, & Sexual Harassment:

Student Bullying

Bullying behavior by any student in the Southington Public Schools is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school.

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

Students and parents may file verbal or written complaints concerning suspected bullying behavior, and students shall be permitted to anonymously report acts of bullying to teachers and school administrators. Any report of suspected bullying behavior will be promptly reviewed. If acts of bullying are verified, prompt disciplinary action may be taken against the perpetrator, consistent with his/her right of due process. [Board Policy and Administrative Regulation #5130](#) contains all procedures and guidelines related to bullying and is available to students and their parents/guardians upon request as well as being available on the District website.

Student Hazing

Hazing activities are seriously disruptive of the educational process in that they involve students and violence or threats of violence. This policy applies to behavior that occurs on or off school property and during and/or after school hours. Hazing will not be tolerated among students of the school district.

Hazing means committing an act against a student or coercing a student into committing an act that creates a risk of harm to the student *in order for him/her to be initiated into or affiliated with a student organization, or for any other purpose.*

Apparent permission or consent by the person being hazed does not lessen the prohibitions contained in this policy. The term hazing includes, but is not limited to

1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking, or placing a harmful substance on the body.

2. Any type of activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics, or other activity that subjects the student to a risk of harm or that adversely affects the mental or physical health or safety of the student.

3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.

4. Any activity that is intended to intimidate or threaten a student with ostracism and that subjects a student to stress, embarrassment, shame, or humiliation.

5. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.

Any student who believes that he or she has been the victim of hazing, or any person with knowledge of conduct which may constitute hazing, shall make a complaint either orally or in writing immediately to his/her teacher and/or to a school administrator.

The Superintendent of Schools or his designee will make determinations of student hazing and, following a thorough investigation, appropriate action will be taken, if necessary. Such action may include, but is not limited to warning, suspension, exclusion, expulsion, remediation, termination, or discharge.

Sexual Harassment

It is the policy of the Board of Education to create and maintain a learning environment that is free from unlawful sexual harassment and discrimination on the basis of sex. Sexual harassment is prohibited whether on school grounds, school buses or at school-sponsored activities, programs and events. Sexual harassment can occur adult to student, student to student, between members of the opposite sex, or between members of the same sex.

The Board of Education encourages all persons who feel they have been sexually harassed and persons with knowledge of sexual harassment to report the harassment immediately. All complainants have the right to be free from retaliation of any kind. Complaints of sexual harassment will be promptly investigated.

Sexual harassment is defined as unwelcome conduct of a sexual nature, whether physical, verbal or nonverbal, and any other gender-based harassment, whether initiated by students, school employees, or third parties, when:

- Submission to the conduct is made explicitly or implicitly a term or condition of a student's participation in school sponsored activities, or another aspect of the student's education.

- Submission to or rejection of the conduct is used as the basis for decisions affecting a student's academic performance, participation in school-sponsored activities, or any other aspect of a student's education.

- The conduct has the purpose or effect of unreasonably interfering with a student's academic performance or participation in school-sponsored activities, or creating an intimidating, hostile, or offensive educational environment.

While an exhaustive list is not possible, the following are examples of specific behaviors that could constitute sexual harassment:

- Unwelcome sexual invitations or requests for sexual activity in exchange for grades, promotions, preferences, favors, selection for extracurricular activities, assignments, homework, etc.

- Any unwelcome communication that is sexually suggestive, sexually degrading or implies sexual motives or intentions, such as sexual remarks or innuendoes about an individual's clothing, appearance or activities; sexual jokes; sexual gestures, public conversations about sexual activities or exploits; sexual rumors and "ratings lists," howling, catcalls, and whistles; sexually graphic computer files, messages, or games etc.

- Unwelcome physical contact or closeness that is sexually suggestive, sexually degrading, or sexually intimidating.

COMPLAINT PROCEDURE

[Board of Education Policy and Administrative Regulation #5145.3](#) contain all procedures and guidelines related to sexual harassment, and are available to students and their parents/guardians upon request as well as being available on the District website. Any student who believes that he or she has been the subject of sexual harassment should immediately make a complaint either orally, or in written form, to a teacher or school administrator.

Sexual harassment complaints will be investigated within fourteen (14) calendar days in the same manner as any other allegation of misconduct. Anyone found to have engaged in sexual harassment will be subject to disciplinary action in keeping with the established policies, regulations, and rules of the school district.

Cafeteria

The Southington High School cafeterias are open throughout the school day. Grade 9 students have the auxiliary cafeteria designated solely for their usage. The cafeteria setting provides a number of services for students ranging from an appropriate gathering place for students before school; study halls during periods one, two, three, and eight; and a lunch setting for all grade 9, 10, 11, and 12 students during periods four through seven.

The cafeteria setting can provide a number of appropriate social opportunities for students. With these opportunities come also a number of responsibilities to which students must adhere. The same rules as outlined in the Southington High School Code of Conduct also apply to the cafeteria. In addition, **students are responsible for the general cleanliness of the area.** Students are expected to throw away any trash found in their area as part of the cleanup process, **whether or not it is theirs.** Students who abuse the cafeteria setting will be restricted in their use of this facility and/or be subject to a disciplinary response/consequence.

Computer / Internet Use / Social Networking

Students must comply with Board of Education Policy regarding computer and internet use, social networking as well as any other procedures established by the classroom teacher and/or Southington High School Technology Department. Inappropriate use or failure to comply with any teacher's instructions related to the use of computers may result in a disciplinary response/consequence, including loss of user privileges.

Distributing or Displaying Materials

All materials which are distributed or displayed within the Southington High School building must be submitted to the office and stamped for approved distribution or posting.

Dress Code

Each student in the Southington Public Schools has the responsibility of dressing in appropriate attire with respect to neatness, decency, modesty, health, and safety. Through their dress, students will demonstrate respect for themselves, their fellow students, and for the educational process.

When choosing a student's outfit for school, students and parents should keep in mind that their choice of clothing can affect the learning environment and will be judged along more formal rather than informal guidelines. For all students, exposed upper thigh (shorts or skirts should be no shorter than fingertip length when arms are at students' sides), navel, stomach, lower back, or chest are inappropriate and not allowed. In addition, clothing meant to be worn as an undergarment (including spaghetti straps) should not be worn as an outer garment. Shirts should have straps at least three fingers wide so that no undergarments are shown at any time. All clothing shall be worn in a manner that does not expose underwear. Also, at no time will tops be allowed which expose a bare midriff, rib cage, or undergarments.

Clothing with offensive language, messages, or illustrations is not allowed. The term offensive includes, but is not limited to, any wording or symbols that advertise or promote the imagery of alcohol, tobacco, or other drugs, or which debase or negatively portray any individual or group through cultural, political, racial, religious, sexual, or other innuendo. Also included are types of clothing that contain weapons, violence, hate, or death messages.

All students who are sent for a review of their outfit must report to the main office immediately. The administration will decide if the outfit is in compliance with the spirit of the dress code and make the final determination regarding whether the student may return to class or needs to change into more appropriate apparel.

The Board of Education requires students to dress in clothing appropriate to the school setting and which is conducive to teaching and learning.

Restrictions on freedom of student dress may be applied whenever the mode of dress in question:

1. is unsafe for the student or those around the student;
2. is disruptive to school operations and the education process in general;
3. is contrary to law.

No restrictions on freedom of dress and adornment will be imposed which:

1. reflect discrimination as to civil rights;
2. enforce particular religious' tenets;
3. do not fall within the direct or implied powers of the Board of Education.

The Board of Education has addressed the specific issue of hats in the schools:

1. At the discretion of the principal, hats may be worn in the school setting but not in individual classrooms;
2. Two exceptions to the classroom limitation are allowed.
 - a. When hats are required for curricular or verified medical reasons;
 - b. When hats are worn to school as part of a special "hat day" event as approved by the principal.

Pursuant to this policy, the high school administration has established the following regulation regarding head coverings: Hats, bandanas, headbands, and any other head covering must kept out of sight and not be worn in school after 7:37 AM and before 2:15 PM. Repeated offenses will result in a disciplinary consequence.

Dance Dress Code

**The purpose of the dress code for dances is to promote an appropriate, safe and comfortable event for ALL students
And staff.**

- ✚ Clothing should not contain any offensive language, messages, or illustrations as outlined in the SHS student handbook for school dress code.
- ✚ Footwear needs to be on at all times during the dance. If you think your shoes will become uncomfortable during the dance, bring flip flops or other shoes.
- ✚ Dresses and shorts should be of a length not to rise above the fingertips including while dancing.
- ✚ Undergarments (bra straps, bandeaus, boxers, etc.) should not be visible. Boy's pants need to stay about their waist.
- ✚ Midriffs should be covered by non-transparent/opaque material.
- ✚ No tube tops.
- ✚ Shirts need to be on for the entire event.

In addition to all of the above, the following criteria will be used for formal and semi-formal dresses and gowns:

- ✚ Thin straps or strapless dresses are allowed.
- ✚ Dress hem lengths **and dress slits** may not rise above fingertips including when dancing.

✚ Dress may not be extremely low cut in the front or back. The front of the dress must not fall below the bra line; the back of the dress must not fall below the waist.

✚ Cut outs are restricted to the back of the dress ONLY and should not expose the side or midriff.

*****If you have any question regarding the appropriateness of the dress prior to purchasing it, please see your class advisors.***

Electronic Devices

Possession or use of laser pointers by students on school grounds is not allowed. In addition, no student may record, photograph, or videotape within the school setting without prior permission from a teacher or administrator.

From 7:37 AM to 2:15 PM cell phones and other electronic devices are restricted to the cafeteria, media center or in the hallways during passing time. All devices must be put away, and out of sight, before a student enters a classroom. Within the classrooms, electronic devices may be used for teacher directed **educational purposes only**. For safety reasons students must be able to hear the public address system at all times. Ear bud usage is prohibited in the hallway, lavatories and stairwells. Head phones are prohibited at all times. Any student who is found to be in violation of these rules will be referred to the main office.

Fund Raising Activities

Any club, class, organization, group, or team must receive prior approval from the school administration before commencing any fund raising activities.

Lockers

Hallway lockers will be assigned to students by the homeroom teacher on the first day of school. Students are advised to keep their locker combinations confidential and to keep lockers secure and closed since the school is not responsible for anything taken from them. Students are not allowed to write on, or deface in any manner, the front of their lockers.

Gym lockers are made available to students as a place to store items during their PE class. Students should follow the directions of their PE instructor concerning the best way to secure their personal possessions. Please note that the school is not responsible for any personal item(s) taken from any locker or the PE Locker Rooms.

Search

DESKS AND SCHOOL LOCKERS

Students are prohibited from bringing to school items or substances that would disturb the educational function of the school, or that are prohibited by board policy, school rules, or law. Substances in this category include, but are not limited to weapons, clubs, explosives, firecrackers, ammunition, chemicals, matches, alcoholic beverages, drugs and drug paraphernalia.

All lockers, as well as desks, are the property of the Southington Board of Education and may be open for inspection at any time. They are subject to search. No student shall keep or store in any assigned area any item, the possession of which is illegal or in violation of board policy or school rules or which endangers the health, safety or welfare of members of the school community.

STUDENT SEARCH

A student may be searched if there are reasonable grounds for suspecting that the student has violated or is violating the law or the rules of the school.

Smoking Policy

The Southington Board of Education prohibits smoking on school property at any time. Therefore, student possession, use, and/or distribution of tobacco products or facsimile (e.g., e-cigarette/vapes) is banned at any time on school property or at any and all school activities.

Student Identification Cards

As a safety measure, all students will be issued a photo identification card by Southington High School. **Students must have their Identification Card on their person at all times during the school day. They must also present them to staff upon request.** Lost cards will be reissued at a cost to the student.

Failure to carry an ID at any time during the school day will result in a disciplinary consequence. **Students will be allowed to declare they are without ID in the main office or freshmen academy office at any time during the school day without penalty.**

Student Visitors

Students from other schools are not permitted in the building or on school grounds during the school day without prior permission from an administrator.

Study Halls

Students in grade nine are to be present in structured study halls at all times during the school day when not scheduled into a class or into their one assigned lunch period. Students in grades ten, eleven, and twelve are to report to the cafeteria or to the media center when assigned to a study hall.

Rules for structured study halls:

1. All students will sit in seats assigned by the study hall teacher.
2. Students should bring work or reading materials to the study hall.
3. Students may not talk during study halls.
4. Responses/consequences for cuts and tardies will be the same as presently exist for classes.
5. Students will not be allowed to leave their study hall without having first obtained a pass.
6. 9th grade students who wish to use the media center during a study hall can report there directly and **must sign in.**

7. Students may makeup physical education classes during study hall. However, students must report **directly** to the Gym and they **must sign in** with the PE teacher there.

Telephone Use

Phones are located in a variety of office areas. Students may request to use a phone and are limited to a two-minute time frame.

Vandalism

Students and their parents or guardians are personally liable for any damage done to school property or equipment. Students will also be subject to discipline which may include suspension, expulsion, and/or police referral.

IV. Disciplinary Measures

Rules for School Assigned Detention

Rules for school assigned detention are

1. After school detention will be held on Mondays and Wednesdays from 2:25 to 4:25 PM. Students may be scheduled to serve a 1 or 2-hour detention depending on the decision of the administrator in accordance with violations of the school's code of conduct.
2. Students will be able to select the detention date they will serve with consent of the staff member assigning the detention. Once a date is chosen, the student has the responsibility to arrange his/her personal schedule, transportation needs, etc. Any request to change a detention date should be requested, in writing, *prior to* 10:00 a.m. of the scheduled detention day. Please note that work experience, early dismissal, and employment requests will **NOT** be approved. The administration or designated school staff will research and then approve or deny the request.
3. Students who are absent on the day of a detention will serve that detention as reassigned.
4. Students who are late to detention, cut detention, or who misbehave during detention will be assigned additional detentions or may be suspended from school.
5. Students are expected to use detention time productively. Students are encouraged to bring school work to do during the detention time. The detention room must remain quiet at all times.
6. Students are not allowed to use cell phones, other electronic or entertainment devices during detention.

Removal / Suspension / Alternative to Suspension / Expulsion

REMOVAL

Teachers may remove students from class for disruptive conduct in the classroom. Any student removed from class must report directly to the Main Office (Grades 10,11,12) or to the 9th Grade Academy Office.

SUSPENSION

“Suspension” means exclusion from school privileges or transportation services for no more than ten consecutive school days. Action taken to suspend must be done by an administrator who shall have the sole right to determine whether the suspension is “in-school” or “out-of-school.”

An authorized member of the administrative staff may suspend a student from school privileges for conduct which endangers persons or property or is seriously disruptive of the educational process or for conduct which violates a publicized policy of the Board or Board rules including rules of conduct set forth in student handbooks. The administration is authorized to impose in-school suspension and suspension from transportation services for disciplinary reasons.

A student shall not be suspended more than ten consecutive school days for any one incident. No student shall be suspended more than ten times or a total of fifty days in one school year, whichever results in fewer days of exclusion, unless the student is granted the kind of formal hearing that would be provided prior to expulsion.

Students may not be suspended without an informal hearing before the building principal or his/her designee unless the principal determines that an emergency situation exists. Nothing in Board policy or administrative regulation shall preclude the convening of a formal hearing if circumstances warrant. In determining the length of suspension, the principal or his designee may receive and consider evidence of past disciplinary problems which have led to removal from the classroom, suspension, or expulsion of the student.

Whenever an authorized member of the administrative staff suspends a student, that person shall inform, within twenty-four hours, the superintendent or the superintendent’s designee of the name of the student, the disciplinary action taken, and the reason therefore.

A suspended student shall be given the opportunity to complete any class work, including examinations, which were missed during the suspension period. Students who are suspended can make arrangements with their administrator to have class work given to them during the suspension period. The student is responsible for completing all missed schoolwork, including physical education classes.

Students who are suspended six times during a school year will be formally notified that any additional suspension will result in the recommendation of an expulsion hearing to the Superintendent of Schools.

EXCLUSION FROM STUDENT ACTIVITIES WHILE UNDER SUSPENSION

Students may not participate in or be spectators of any co-curricular activity including athletic games, contests, or any school sponsored or related activity while under suspension, nor may a student appear on school grounds or at a school activity without prior administrative approval on any day while suspended.

ALTERNATIVE TO SUSPENSION

The Alternative to Suspension Program was created to respond to students who make a behavioral choice that would normally result in a suspension and who qualify*.

The program provides students with an educational process which is designed to have them reflect upon and analyze their behavior in order to improve their ability to make more appropriate and responsible decisions. It also provides students with the opportunity to avoid having certain first or second behavioral incidents recorded on their disciplinary record. The student, with the approval of his/her parent(s)/guardian(s), will have the option of participating in an after school group program centered around decision-making and anger management or the option of performing a specified number of hours of community service at an approved site (provider). Students who enter but do not complete the program will be required to serve the original suspension. Further details of the program can be obtained from any one of the high school administrators. In addition, specific program requirements will be provided to parents/guardians should their child qualify.

****Students qualify for the Alternative to Suspension Program if this is their first or second suspension and the total number of days of suspension assigned is six (6) days or less. This program is not available to students where an arrest related to a school based event by any law enforcement agency is involved. In addition, this option will not be available to students for openly defiant or highly disruptive behaviors, physical altercations, verbal altercations, and fighting where such incidents cause a serious disruption to the school setting. The Alternative to Suspension Program may not be available to students during the last two weeks of the school year.***

EXPULSION

“Expulsion” means exclusion from school for more than ten consecutive days, but not more than one hundred eighty consecutive school days or one calendar year.

The Board of Education may expel any student whose conduct endangers persons or property, is seriously disruptive of the educational process, or violates a publicized policy of the Board or Board rules including rules of conduct set forth in student handbooks.

The Board recognizes its obligation to offer any student, under the age of sixteen, who is expelled an alternative educational opportunity during the period of expulsion. A parent or guardian of such a student may decline any such offer notwithstanding the provisions of §10-184 of the General Statutes.

Any expelled student who is between the ages of sixteen and eighteen and who wishes to continue his/her education shall be offered an alternative educational opportunity if he/she complies with conditions established by the Board. Such alternative may include, but shall not be limited to, the placement of such student in a regular classroom program of a school other than the one from which the student has been excluded. In determining the nature of the alternative educational opportunity to be offered under this section, the Board may receive and consider evidence of past disciplinary problems which have led to the removal from a classroom, suspension, or expulsion.

The Board may refuse to offer an alternative educational opportunity to any student between the ages of sixteen and eighteen who is expelled because of conduct which endangers persons where it was determined at the expulsion hearing that the conduct for which the student was expelled involved (a) carrying on or introducing onto school property a dangerous instrument or (b) offering for sale or distribution on school property or at a school-sponsored activity a controlled substance, as defined in subdivision (9) of §21a-240 of the Connecticut General Statutes, whose manufacture, distribution, sale, prescription, dispensing, transporting, or possessing with the intent to sell or dispense, offering, or administration is subject to criminal penalties under §§21a-277 and 21a-278 of the Connecticut General Statutes.

If the Board expels a student for the sale or distribution of such a controlled substance, the Board shall refer the student to an appropriate state or local agency for rehabilitation, intervention, or job training or any combination thereof, and inform the agency of its action. The Board shall give the name of the student and a summary of the Board's action in so referring the student to the Commissioner of Education within thirty days after the student is expelled.

In accordance with the Southington Board of Education Policy and Administrative Regulation 5114, grounds for expulsion may include any violation of school policies or rules that occur on or off school property, on school transportation vehicles, while boarding or exiting the bus, or at any school-sponsored activity.

NOTE: A copy of Southington Board of Education Policy and Regulation 5114 is available from the principal and is located on the District website.

The Behavioral Referral Process

When a student is referred to the office, an administrator will seek information from the student regarding the incident involved. Student behavioral referrals will be evaluated based on the particulars involved in each situation. Moreover, the administration will strive for consistency in its responses to student violations of the Southington High School Code of Conduct. The administrator will determine the severity of the violation to the Code of Conduct and the nature and length of the response/consequence.

Violations of the Southington High School Code of Conduct fall into three different levels dependent upon the severity of the disruption to the overall mission of our school. While all of the behaviors found on the following list are serious, **those found under Levels Two and Three Conduct Violations represent the most serious disruptions** to our school climate. The list found below identifies behaviors that have occurred with some frequency in the past.

It does not represent the wide range of all inappropriate actions which might require a disciplinary response/consequence from the Southington High School administration.

In such instances, when a student's conduct does not appear under any particular conduct level, an administrator will decide upon the appropriate response/consequence consistent with the sanctions imposed by this process and based upon the circumstances involved. Please be aware that repeated violations of any action could lead to increasingly more serious consequences. **In addition to school disciplinary responses/consequences, police referral may also result when behaviors are determined to be in violation of local, state, or federal statutes.**

The following is a list of possible responses or consequences that may be assigned to students whose behaviors are not in compliance with the Southington High School Code of Conduct.

POSSIBLE RESPONSES TO LEVEL THREE BEHAVIORS

- Alternative to Suspension Program (if student qualifies)
- Removal from class
- In-School Suspension
- Suspension
- Recommended Expulsion Hearing

POSSIBLE RESPONSES TO LEVEL ONE AND LEVEL TWO BEHAVIORS

- Warning
- Letter of apology
- Assignment of a mentor
- Behavioral analysis and action plan
- Establishment of a contract/positive reinforcement system
- Parent conference
- School-based community service
- Loss of privileges
- Supervised lunch/study hall
- Suspension from a school bus
- Early morning detention
- After school detention
- Alternative to Suspension Program (if student qualifies)
- Removal from class
- In-School Suspension
- Suspension
- Recommended Expulsion Hearing

LEVEL THREE CONDUCT VIOLATIONS

1. *FIGHTING (Mutual)*

When any student senses that a conflict with another student is escalating, it is important that he/she seek the help of those staff members who can help mediate the situation (i.e., school social worker, guidance counselor, administrator).

Students who engage in fighting will be subject to an investigation that can lead to suspension, a referral to the police, and/or an expulsion hearing.

2. *ASSAULT (Physical attack on a student)*

When any student senses that tensions with another student exist and are building, it is important to seek the help of those staff members who can help mediate the situation (i.e., school social worker, counselor, administrator). If the conflict results in one student physically attacking another, the students involved will be referred to the administration. The student who physically attacked another student will be subject to an investigation that can lead to suspension, a referral to the police, and/or an expulsion hearing.

3. POSSESSION OF ANY KIND OF DANGEROUS INSTRUMENT, DANGEROUS WEAPON, KNIFE, FIREARM, BLACKJACK, OR ANY OTHER DEVICE CLASSIFIED AS A WEAPON OR DEADLY WEAPON

Board of Education Policy and current school law clearly state that any dangerous instruments, weapons, or deadly weapons are not allowed on school grounds at any time. Involvement with a deadly weapon off school grounds can also result in a disciplinary response from the school. Students engaged in behaviors such as these will be subject to an investigation that can lead to suspension, a referral to the police, and/or an expulsion hearing.

4. UNAUTHORIZED POSSESSION, SALE, DISTRIBUTION, OR CONSUMPTION OF MEDICATIONS, DRUGS, DRUG PARAPHERNALIA, NARCOTICS, OR ALCOHOLIC BEVERAGES

Behaviors of this type are a clear violation, in most cases, of both law and school policy. This includes, “over-the-counter” drugs as well as other forms of drugs, alcohol, or narcotics. Students should consult with the school nurse for questions related to medications. Students engaged in behaviors such as these will be subject to an investigation that can lead to suspension, a referral to the police, and/or an expulsion hearing.

5. BLACKMAILING, THREATENING, OR INTIMIDATING A STAFF MEMBER (TEACHER, CAFETERIA WORKER, BUS DRIVER, etc.)

There are many ways to resolve conflict with members of the school staff. The administration is an excellent resource in matters of conflict resolution. At no time will students be allowed to treat any staff member in a highly inappropriate, openly defiant manner. Students who engage in behaviors of this type will be subject to an investigation that can lead to suspension, a referral to the police, and/or an expulsion hearing.

6. BULLYING OR HAZING BEHAVIORS DIRECTED TOWARD ANOTHER STUDENT OR STUDENTS

Inappropriate behavior will never be tolerated at Southington High School. There are many ways to resolve conflict with other students. The administration can be an excellent resource in matters such as these. At no time will students be allowed to treat other students in a highly inappropriate manner. Students engaged in behaviors of this type will be subject to an investigation that can lead to suspension, a referral to the police, and/or an expulsion hearing.

7. GROSS INSUBORDINATION. BEHAVIOR WHICH IS OPENLY DEFIANT OR SERIOUSLY DISRUPTIVE TO THE EDUCATIONAL PROCESS.

Students are expected to cooperate with staff members at all times. The administration is willing to discuss with a student any concerns he/she may have in this regard. However, students engaged in openly defiant behavior will be subject to an investigation that can lead to suspension, a referral to the police, and/or an expulsion hearing.

8. VIOLATION OF ANY SOUTHWINGTON BOARD OF EDUCATION POLICY, SOUTHWINGTON TOWN ORDINANCE, CONNECTICUT, OR FEDERAL LAW

There are many written policies that govern any organization such as the public schools. Students must have a familiarity with all policies that govern their behavior. Examples of serious behavioral violations in this area would include:

- **CALLING IN OR HAVING INVOLVEMENT IN THE REPORTING OF A FALSE BOMB SCARE.**
- **WILLFULLY CAUSING OR HAVING INVOLVEMENT IN A FALSE FIRE ALARM.**
- **DAMAGE OR THEFT OF ANY SCHOOL OR PRIVATE PROPERTY.**
- **ORGANIZING A WALK-OUT, SIT-IN, OR OTHER TYPE OF DEMONSTRATION THAT DISRUPTS THE EDUCATIONAL PROCESS.**
- **VANDALIZING CARS ON SCHOOL GROUNDS.**
- **SMOKING, POSSESSION OF A LIT CIGARETTE OR OTHER TOBACCO PRODUCTS OR FACSIMILE (e.g., e-cigarette, vapes) ON SCHOOL PROPERTY.**

Students engaged in behaviors of this type will be subject to an investigation that can lead to suspension, a referral to the police, restitution for school property and/or an expulsion hearing.

LEVEL TWO CONDUCT VIOLATIONS

9. INAPPROPRIATE BEHAVIOR DIRECTED TOWARD ANOTHER STUDENT

Students are expected to demonstrate appropriate behavior towards each other at all times both in and out of the classroom, at school functions, and on school grounds. Incidents of inappropriate behavior, which are directed toward another student (e.g., *harassing, threatening, intimidating, pushing, spitting, slapping*) will be reviewed by the administration for a response/consequence. The administration is also willing to discuss with any students concerns they may have related to this topic. Students who engage in this type of behavioral violation will be subject to an investigation that can lead to a disciplinary response/consequence.

10. UNEXCUSED ABSENCE FROM SCHOOL (TRUANCY)

Students will be referred to an administrator at every instance of a suspected truancy. Consequences for an unexcused absence from school can range from detention to suspension.

11. UNEXCUSED ABSENCE TO CLASS/STUDY HALL (CUTS)

Attendance in class and study hall is expected of all students. When a student has a reasonable request to report elsewhere (e.g., to guidance) he/she must *first* report to and request permission from the teacher to whom they are assigned that period. Students will be referred to the office at every instance of an unexcused absence to class or study hall. Students engaged in this type of behavioral violation will be subject to an investigation that can lead to a disciplinary response/consequence.

12. UNEXCUSED ABSENCE TO AN AFTER-SCHOOL DETENTION

If a student is assigned to an after school detention, he/she is expected to serve it on the agreed upon date. Special requests to change a scheduled detention date must be made in the office by no later than 10:00 a.m. on the day it is to be served. Students, whose absences from detention are considered unexcused, will be referred to the office for additional consequences.

13. DELIBERATE REFUSAL TO OBEY A MEMBER OF THE SCHOOL STAFF, AND OR POLICIES OF THE SCHOOL OR BOARD OF EDUCATION.

Students are expected to cooperate with staff members at all times. The administration is willing to discuss with a student any concerns he/she may have in this regard. However, students engaged in a willful refusal to obey a member of the school staff (e.g., failure to report to main office), will be referred to their administrator and be subject to an investigation that can lead to a disciplinary response/consequence.

14. DISRUPTIVE BEHAVIOR / SCHOOL PRANKS

Students are expected to demonstrate appropriate behavior at all times both in and out of the classroom, at school functions, and on school grounds. Reported incidents of disruptive behavior or school pranks will be reviewed by the administration. Students who engage in any inappropriate activities of this type will be subject to an investigation that can lead to a disciplinary response/consequence.

15. FORGING SIGNATURES/TAMPERING WITH DOCUMENTS

Documents related to students, such as attendance reports, hall passes, and parental/medical notes are considered to be official correspondence. Incidents of forgery or tampering with these types of documents will be reviewed by the administration. Students who engage in this type of behavioral violation will be subject to an investigation that can lead to a disciplinary response/consequence.

16. LEAVING SCHOOL WITHOUT PERMISSION

For purposes of safety, students are never allowed to leave school without permission. When a student has a reasonable request to leave the building (e.g., to go to his/her car), he/she must first report to the attendance office and request permission. If granted, the student will then have to follow the procedures established by that office. Students who leave the school building without permission will be referred to the office and will be subject to an investigation that can lead to a disciplinary response/consequence.

17. ILLEGALLY PARKING ON SCHOOL GROUNDS

Parking on school grounds is by permit only and is a privilege awarded to senior students who maintain good standing* throughout the school year. Any other students who park on school grounds during school hours without an official permit issued to them by the school administration will be subject to an investigation that will lead to a disciplinary consequence.

*Refer to Student Parking, page 43, for definition of “good standing.”

18. DISRESPECT, USE OF PROFANITY/VULGARITY, ABUSIVE LANGUAGE, OR INAPPROPRIATE GESTURES IN THE SCHOOL SETTING OR DIRECTED TOWARD ANY STUDENT OR STAFF MEMBER

Students are expected to demonstrate appropriate behavior at all times both in and out of the classroom, at school functions, and on school grounds. Reported incidents of disrespect, profanity, vulgarity, and other forms of inappropriate communication will be reviewed by the administration. Students who engage in this type of behavioral violation will be subject to an investigation that will lead to a disciplinary response/consequence.

19. MISBEHAVIOR IN THE CAFETERIA

Students are expected to demonstrate appropriate behavior at all times in the cafeteria. The administration is willing to discuss with students any concerns they may have related to cafeteria behavior. Reported incidents of disruptive cafeteria behavior will be reviewed by the administration. Students who engage in this type of behavioral violation will be subject to an investigation that can lead to a disciplinary response/consequence.

20. UNEXCUSED TARDINESS TO SCHOOL (After 7:37 a.m.)

Being on time at the start of the school day is expected of all students. When a student is tardy he/she must first report to the attendance officer before going anywhere else in the school so that his/her attendance can be properly recorded. Incidents of repeated unexcused tardiness will be referred to the office. Students engaged in this type of behavioral violation will be subject to an investigation that can lead to a disciplinary response/consequence.

21. UNEXCUSED TARDINESS TO CLASS/STUDY HALL

Being on time for the start of class/study hall is expected of all students. When a student is tardy, it disrupts the teaching/learning environment. Students, whose tardiness is repeatedly unexcused, will be subject to an investigation that can lead to a disciplinary response/consequence.

22. TARDINESS TO OR MISBEHAVIOR IN AN AFTER SCHOOL DETENTION

When a student is assigned to an after school detention, he/she is expected to arrive by 2:25 p.m. and behave appropriately. Students who are tardy to or misbehave in an after-school detention will be referred to the office for additional consequences.

LEVEL ONE CONDUCT VIOLATIONS

23. FAILURE TO:

- **REPORT TO A SCHEDULED SCREENING APPOINTMENT**
- **SIGN-IN AT THE ATTENDANCE OFFICE WHEN ARRIVING LATE TO SCHOOL**
- **SIGN-OUT WHEN LEAVING SCHOOL WITH PERMISSION**

The above items are the student's responsibility as it relates to attendance issues. Students engaged in this type of behavioral violation will be subject to an investigation that can lead to a disciplinary response/consequence.

24. PUBLIC DISPLAYS OF AFFECTION

Students should not engage in public displays of affection which may be considered either disruptive or a distraction to a school educational setting. A referral to the office related to these types of displays will result in a conference with an administrator. Repeated violations can result in a disciplinary response/consequence.

25. BEING OUTSIDE THE CLASSROOM, CAFETERIA, LIBRARY, OR STUDY HALL DURING CLASS TIME WITHOUT A PASS

When a student asks to go anywhere in the school during the school day, he/she must have both permission from a staff member and a pass. Students who engage in this type of behavioral violation will be subject to an investigation that can lead to a disciplinary response/consequence.

26. VIOLATION OF THE SCHOOL RULE REGARDING THE USE OF ELECTRONIC AND OTHER DEVICES

There are many electronic devices that have become a part of our daily lives and are available to students such as iPods, smartphones, cell phones, laptop computers, cameras, camcorders, etc. Students should be aware of the rules regarding their use. Possession or use of laser pointers by students is not allowed on school grounds. In addition, no student may record, photograph, or videotape within the school setting without prior permission from a teacher or administrator. Violations in this area will be referred to the office for investigation and an appropriate response/consequence.

Student Privilege Revocation

Attendance at athletic contests, club and class activities, dances, proms, participation in the graduation ceremony, and parking on school grounds are privileges awarded to students. A student's loss of the privilege to attend activities and additional privileges sponsored by Southington High School may result from inappropriate behavior that results in a disciplinary consequence which occurs during the school day, on school grounds at any time, or at school sponsored activities.

Any student who engages in three inappropriate behaviors where the administrative response is the alternative to suspension program or suspension will lose class activities, dances, prom, and parking privileges.

Disciplinary consequences for involvement with alcohol or other illegal, illicit and/or non-illicit substances **will** result in **suspension or** exclusion from, **participation in, or** attendance at, athletics, club, co-curricular organization or class activities in addition to the disciplinary consequence for the behavior **consistent with** Southington Board of Education **Policy and Administrative Regulation 5114 Suspension, Expulsion, and Removal From Class and Board of Education Policy and Administrative Regulation 5133 Participation in Athletics and other Co-Curricular Activities.**

V. Safety Policy and Procedures

Evacuation Drills

When the alarm is sounded indicating a fire emergency or drill, students will leave their room following the directions, at all times, of their teacher(s) or of the person(s) in charge. Except for personal items, students will leave all books, papers, etc., in the room. Students must exit the building in an orderly manner.

Lockdown/Secure School

In keeping with the Southington Public Schools Emergency Operations Plan, when an announcement is made indicating the school is in either a “lockdown or secure schools” operational mode, all students and staff will go into the nearest room. The goal is to make the school look deserted within 30 seconds.

Close and lock all doors and windows; close any blinds or shades; turn off all lights. Keep everyone away from all windows and doors. Maintain a calm and quiet environment. Stay there and await further instructions. This may come in the form of a public address announcement or the arrival of a member of administration or the police department.

Asbestos Management ([Board of Education Policy and Administrative Regulation 3516.3](#))

Asbestos management plans will be followed as required by the Federal Asbestos Hazard Emergency Response Act (AHERA) and the Southington Asbestos Management Plan as approved by the Connecticut State Department of Education.

VI. Student Life

School Spirit

As a student at Southington High School, you will be provided with an opportunity to participate in numerous school activities. The role you play is an important one to you, not only as an individual, but to your class and school as well.

School spirit is the pride you demonstrate in your daily activities and loyalty shown to your classmates. Spirit is your willingness to work for the betterment of your school, showing enthusiasm and understanding for others. Demonstrating good school spirit means always acting in a manner which promotes a positive image of Southington High School.

****In keeping with the spirit of Southington High School sportsmanship, derogatory signs and noisemakers are not permitted at athletics contests**

Student Parking

As increasing numbers of students have access to motor vehicles, the requests for parking permits have escalated dramatically. The result has been that the number of parking permits issued has far exceeded the number of available student parking spaces. The high school administration has developed parking regulations that recognize that there is an extremely limited number of available student spaces, that safety is of utmost importance and that parking on the grounds of Southington High School is a privilege.

Parking during the school day is available to members of the *senior class* who are in good standing at the beginning of the academic year and maintain their good standing throughout the school year. “Good Standing” is defined as senior students having

- earned a minimum of 15 credits
- maintained a clean disciplinary record or one which reflects minimal office referrals that result in disciplinary responses/consequences.

Seniors who want to apply for a parking permit must register with the Attendance Office by filling out an application, presenting a copy of their Connecticut Driver’s license, and presenting both the registration and vehicle they will be driving to school to the attendance officer. **Once they are assigned a permit, it must be displayed on the lower right front corner of the vehicle’s windshield while the car is parked on school grounds.** Lost or stolen permits must be reported to the Attendance Office and will be replaced at a cost of \$5.00. Any senior whose parking permit is revoked for any reason (e.g., reckless driving, repeated office referrals, etc.) must return his/her permit to the administration. All members of the student body may park on school grounds for school-related activities after 2:15 PM.

Participation in Athletics and other Co-Curricular Activities

Participation in athletics or co-curricular activities (previously referred to as extra-curricular activities) at Southington Public Schools is a privilege and demands certain commitments and responsibilities. The school system and community have a high level of expectations for the students who represent the schools. Therefore, it is expected that student athletes and participants in other co-curricular activities shall conform to the behavioral norms of the school, the rules and regulations established here and in the SHS Athletic Handbook and any other published or established rules or regulations applicable to a particular activity. The Southington Board of Education Policy and Administrative Regulation 5133 sets forth expectations related to student participation in Athletics and other Co-Curricular Activities. The Policy and Administrative Regulation relates to student behaviors both in and out of season and on and off school grounds. It includes examples of some but not all of the behaviors that could result in suspension or dismissal from an athletic team or co-curricular activity.

CONNECTICUT INTERSCHOLASTIC ATHLETIC CONFERENCE (CIAC) ELIGIBILITY RULES

A Digest of the Rules for Student Athletes

ATTENTION ATHLETES.....you are NOT ELIGIBLE:

1. If you are not taking at least four (4) units of work or the equivalent; (Rule I.).
2. If you have not passed at least four (4) units or the equivalent at the end of the last regular marking period, with the exception of fall eligibility* (Rule I.A.).(Note school policy)
3. If you are nineteen (19) years of age before July 1 (Rule II.B.).
4. If you have changed schools without a change of legal residence (Rule II.C.)
See complete Rule for exceptions.
5. If you have played the same sport for more than four (4) seasons in grades 9,10,11, and 12. There is no fifth year of eligibility.
6. If you play/practice with an outside team in the same sport while a member of the school team after the first scheduled game in any season (Rule II.E.)

The exception to Rule II.E. shall be

- a. Participation in parent-child tournaments and caddy tournaments. Exceptions may be made to this regulation.
 - b. Swimming, tennis, gymnastics - a pupil may practice but not compete with a non-CIAC team during the season.
7. If you play under an assumed name on an outside team (Rule II.F.).
8. If you receive personal economic gain for participation in any CIAC sport (Rule II.F.)

Consult your Principal or Director of Athletics for any inquiries regarding athletic eligibility.

NOTE: Ineligibility at the start of a fall, winter or spring sport may result in the individual being ineligible for the entire season.

Please review the Southington High School Athletic Handbook for the complete version of the CIAC Rules for Eligibility.

Scholastic failure cannot be made up for eligibility purposes in any manner until the next report, except that credits earned during the summer by any regularly approved Board of Education procedure will be accepted for the purpose of determining the eligibility of pupils desiring to participate in the athletic program of the school in September. Scholastic incompletes must be made up within ten (10) school days (starting from the date of report card distribution) following the end of the marking period as defined above. Incomplete grades are not to be considered as passing grades.

It should be understood that CIAC regulations are minimal and do not prohibit a school from establishing more rigid eligibility standards.

****ADDITIONAL ELIGIBILITY RULES FOR CO-CURRICULAR ACTIVITIES**

1. ATHLETICS

In addition to complying with all Southington Board of Education Policies and CIAC regulations, all students must comply with the Southington Board of Education Policies and Administrative Regulation and the Southington High School rules governing participation in co-curricular activities, as stated in the Student Athlete/Parent Handbook.

2. OTHER CO-CURRICULAR ACTIVITIES

All activities which are not part of the curriculum of a class or course shall be governed by Southington Board of Education Policies and Administrative Regulations and by CIAC regulations. FFA, FCCLA, DECA, FBLA, and Marching Band etc... are part of the curriculum and shall be excused from compliance with CIAC regulations except in the case of students representing the school in interscholastic competition.

3. ADDITIONAL SOUTHINGTON HIGH SCHOOL POLICY AND REGULATIONS

- A. Participants in co-curricular activities shall comply with the Southington High School Attendance Policy and Regulations.
- B. All students will carry a balanced schedule of classes (1st semester—2nd semester) insofar as the school's semester schedule and the student's educational program permit.
- C. Any student who feels that there has been a misapplication of this rule may make an appeal to the principal.

The following academic guidelines will be used to determine co-curricular and extra-curricular student eligibility.

- A. An ineligible list will be generated following each marking term and will be determined through the following guidelines:
 - a. All participants must be taking at least four (4) units of work or the equivalent;
 - b. All participants must have passed at least four (4) units or the equivalent at the end of the last regular marking period, with the exception of fall eligibility*
 - c. Health/PE will not be considered in determining the four required units
- B. Eligibility for the first term will be determined by using the final average of full year and spring semester courses from the previous year. Credit made up in summer school will be accepted for determining eligibility for co-curricular activities.
- C. Eligibility for non-athletic co-curricular activities during the second, third, and fourth terms will be determined by the previous marking term's grades. First semester final grades will not be counted toward eligibility; only second quarter grades will be counted. Student athletes must review fourth term eligibility standards in the athletic handbook.
- D. Participation includes practice and tryouts.
- E. To be eligible, students must show report cards to advisors and/or coaches at the end of each term.

CONSEQUENCES FOR SUBSTANCE USE/ABUSE

The Southington Public Schools believe it is important that all students refrain from the use of substances that are potentially harmful to them. Therefore, during the time a student is a member of an athletic team in or out of season, a member of a student organization or a participant in any co-curricular activity, he/she must adhere to this substance abuse/use policy. Please note that student-athletes may have additional requirements and/or consequences as outlined in the Southington Student-Athlete Parent Handbook.

All instances of possession, distribution, purchases or attempted purchases, use or abuse of any harmful substance shall be referred to the school administration for disciplinary action. Presence at parties or other activities at which alcohol, illegal, illicit, or non-illicit drugs are available will constitute grounds for disciplinary action.

Out of season violations of Board of Education Policy and Administrative Regulation 5133 will affect in season participation as determined by the Administration. Factors that are pertinent to such a determination may include, but are not limited, to:

- a. Prior record of substance misconduct.
- b. Consent to and compliance with appropriate therapeutic/behavioral intervention(s).
- c. Crime issue – any violation of the Southington Student Code of Conduct or violation of town, state, or federal law.

If applicable (i.e. for violations occurring at the end of one academic year) participation sanctions will carry forward into a succeeding academic year. (See Board of Education Policy and Administrative Regulation 5133.)

1. The consequence of the **first offense** will be a suspension from the athletic or the co-curricular activity for a minimum of twenty-five percent (25%) of scheduled consecutive games, meets, matches, any practices scheduled during that period, meetings or gatherings of clubs or organizations including any formal or informal ceremonies, including post-season contests and removal from any team or organizational leadership position, e.g. captain, assistant captain, president, vice-president, secretary, chairperson or any other elected or appointed position of leadership. If the circumstances warrant, the student may be required to provide evidence of professional counseling regarding substance abuse/use in order to be reinstated once the period of suspension has been completed. In addition, any student-athlete found in violation of the rules regarding substance abuse/use will be required to complete or have made substantial progress towards the completion of twenty-five (25) hours of community service as approved by the building administration in order to be considered for reinstatement at the end of the suspension period. Failure to complete the community service requirement will result in loss of student activity privileges.

During the suspension period, the student:

- a. will not participate in any practice, meeting, or organized pre/post event.
 - b. will not participate in any competition, performance, meeting, conference etc.
 - c. must meet with parent/guardian, coach, Athletic Director, club or organization advisor and/or a building Administrative Representative.
 - d. must deliver a written and verbal apology to his/her team, coaches, fellow co-curricular organization members and organization advisor.
2. The consequence of the **second offense** will automatically involve suspension from all interscholastic sports, clubs or co-curricular organizations until the start of the same sport season of the next school year, or in the case of a club or organization, the equivalent amount of time (approximately one calendar year) as determined by the administration. Referral to an appropriate agency is also required. The student must present evidence of professional counseling regarding the substance infraction and its harmful effects before being permitted to return to the team or other co-curricular activity. In addition, any student found in violation of the rules regarding substance abuse/use for a second time will be required to provide fifty (50) hours of community service as approved by the building administration in order to be considered for reinstatement at the end of the suspension period. Failure to complete the community service requirement will result in loss of student activity privileges.

In addition, the student:

- a. must meet with parent/guardian, coach, or co-curricular organization advisor and/or the Athletic Director or Building Principal.
- b. will be ineligible for team or organization recognition or awards and any post season team functions and awards or club or organization functions and awards.

3. Student self-disclosure will only be allowed prior to the first offense.
4. All offenses must be reported to the Athletic Director and Building Principal and they will be kept on file per school standard operating procedures.
5. All Board of Education Policies, Administrative Regulations and school rules will be enforced for all applicable grades.

The following sports, clubs, and activities are among those available to Southington High School students:

Sports

Fall

Cheerleading
 Cross Country (Boys)
 Cross Country (Girls)
 Field Hockey (Girls)
 Football
 Soccer (Boys)
 Soccer (Girls)
 Swimming (Girls)
 Volleyball (Girls)

Winter

Basketball (Boys)
 Basketball (Girls)
 Cheerleading
 Gymnastics (Girls)
 Indoor Track (Boys)
 Indoor Track (Girls)
 Swimming (Boys)
 Wrestling
 Ice Hockey
 Unified Sports

Spring

Baseball
 Golf (Boys & Girls)
 Lacrosse (Boys)
 Lacrosse (Girls)
 Softball
 Tennis (Boys)
 Tennis (Girls)
 Track (Boys)
 Track (Girls)
 Volleyball (Boys)

Clubs/Activities

Best Buddies - Mrs. Fish, Mrs. Scarfo mfish@southingtonschools.org, dscarfo@southingtonschools.org

The Best Buddies Program mission statement is: To enhance lives of people with intellectual disabilities by providing opportunities for one-to-one friendships and integrated enjoyment. Best Buddies is a friendship club. Students with disabilities are often left out because of their disability. In this club you will help to make a difference in someone's life just by being a friend.

Book Clubs - Mrs. Paul, Mrs. Simpson jpaul@southingtonschools.org, ssimpson@southingtonschools.org

Love to read? Either join an existing club or start your own! You may even enjoy participating in a virtual book club experience with students from another school. See Mrs. Paul or Mrs. Simpson to join.

Capital Area Math League -

Students from any level in math are welcome! We learn Math that is not usually taught in the classroom and travel to 6 different high schools in the area for competitive meets. Whether you score high or low, we always have fun!

Chronicle, Yearbook - Ms. Patterson spatterson@southingtonschools.org

Chronicle staff creates the entire yearbook with Lifetouch Publishing. Students are involved in all aspects of creation from graphic design and layout to writing, photography, editing, and more. Yearbook is a 'varsity sport' that can be listed on a resume or included in a portfolio. All work is done online and in collaboration with the advisor. Meetings are on Thursdays after school with flexible check-in.

Coffee House -

A student run performance put on one to three times a year in the auditorium featuring various musical and artistic acts.

DECA - Mrs. Brooks, Mrs. Spinello tbrooks@southingtonschools.org, sspinello@southingtonschools.org

DECA is a student organization opened to any SHS student who has a career interest in marketing, management, or entrepreneurship. It prepares students to be academically prepared, community oriented, professionally responsible, and experienced leaders. Activities include state and national competitions, field trips, community service, operation of the school store, and social events.

Drama Club - Mrs. Bunel, Mrs. Reitsma abunel@southingtonschools.org, sreitsma@southingtonschools.org,

The Drama Club puts on two productions a year. The Fall production is a play and the Spring show is a musical. All students are welcomed and are encouraged to participate in all facets of play production.

Emblem - Ms. Haynes thaynes@southingtonschools.org

Emblem is the SHS school newspaper. Articles are published online at <https://shsemblem.wordpress.com>. Students are needed to write articles, take pictures, and create video broadcasts. We meet bi-monthly after school.

Environmental Club - Mrs. O'Brien dobrien@southingtonschools.org

Environmental Club is designed for students who have an appreciation of the outdoors and a concern for its well being. Environmental issues, places, and topics of interest will be explored. We meet Fridays at 2:15 in room C341.

Family Career and Community Leaders of America (FCCLA) - Mrs. Osborn mosborn@southingtonschools.org

Activities evolve around school and community service. Members have a chance to interact with clubs throughout the state and travel to other states' leadership conferences. A variety of activities are held throughout the school year and holidays.

Future Business Leaders of America (FBLA) - Ms. Davey cdavey@southingtonschools.org

FBLA is a national organization for students in grades 7-12 interested in business related careers. Opportunities for students to develop vocational and career supportive competencies in areas such as: leadership skills, human relations skills, cooperative manners and etiquette, self confidence, responsibility, image awareness, motivation, and enthusiasm.

Future Farmers of America (FFA) - Mrs. DiGioia, Mr. McLaughlin, Mr. O'Keefe, Ms. Shields, Mrs. Stannard ddigioia@southingtonschools.org, omclaughlin@southingtonschools.org, pokeefe@southingtonschools.org, jshields@southingtonschools.org, mstannard@southingtonschools.org

The FFA organization provides leadership development for students enrolled in agricultural science. Members participate in activities to enhance agricultural technical skills, public speaking, and career awareness and preparation.

FIRST Robotics Team - Mr. Barry team195@cox.net

Preparing for the US First Robotics Competition (FRC) in March is the main focus of the club. Students design and help build a robot which will give the team the best chance of winning a Robot-Human Athletic Contest.

French Club - Mr. Brulotte, Mr. Nobou rbrulotte@southingtonschools.org, pnobou@southingtonschools.org
French Club is a group of students who continue to learn about the French language and culture in an informal setting. Activities include games, songs, guest speakers, and celebrations of the French way of life.

Gender and Sexuality Alliance (GSA) - Ms. Foresman aforesman@southingtonschools.org
Provides support for advocates of the civil rights of gay, lesbian, bisexual, and transgender students. It also addresses homo- and transphobia in the school setting. As an open and diverse group, it is open to all people regardless of sexuality or gender.

German Club -
German Club will meet once a month in Room C347. German language students are invited to attend. Meetings focus on celebrating traditional customs and events from the German-speaking countries.

Green Knights Eco Club - Ms. T. Curtis tcurtis@southingtonschools.org
We strive to make Southington High a more environmentally conscious school. We work with teachers, students and staff to recycle plastics and cans both within the classrooms and the cafeterias. We promote environmentally friendly practices and look to educate others on the importance of taking care of our world.

Guitar Club -
Guitar Club exists for the delight of anyone fascinated by the instrument. Participants range from experienced to novice, from recitalists to spectators. Our goal is to learn, enjoy, and grow from everything that is guitar.

Interact Club - Mr. Dubinsky, Ms. Sparks jdubinsky@southingtonschools.org, ksparks@southingtonschools.org
This club is sponsored by the Southington Rotary Club. Open to all students who want to get involved in community service activities. Get involved with projects that impact the community in a positive way. Dues are \$10 per year and are used to help fund the club's activities.

Italian Club - Mrs. T. Riccio, Ms. Tavera triccio@southingtonschools.org, ktavera@southingtonschools.org
This club promotes appreciation of Italian traditions and culture through student participation in school and community outreach activities. Members participate in the Southington Italian-American Festival, Carnevale, and appropriate activities as they arise.

Key Club - Mrs. Hosmer bhosmer@southingtonschools.org
KEY= Kiwanis Educating Youth. The club performs 6-8 service projects each month; walkathons, food drives, toy collections, fundraisers for various charitable organizations, cleanups, etc. Dues are \$18.00 for returning members and \$26.00 for new members. Membership is open to all students willing to make a commitment to community service.

Latin Club - Ms. Foresman, Ms. Gray aforesman@southingtonschools.org, rgray@southingtonschools.org
Students will explore the ancient Greco-Roman world through various games and activities as well as by developing projects for State Latin Day. Latin Club will meet once a month.

Model UN - Mr. D. Hart, Ms. Sparks dhart@southingtonschools.org, ksparks@southingtonschools.org
We represent two countries, along with about thirty other high schools. We visit the actual UN in October and talk to the actual representatives of our countries. We then research and propose solutions to regional and global problems. In December, the club goes to the University of Hartford where we participate in a student run mock UN session, debating the resolutions we and the other schools wrote.

Multiracial Student Union - Mrs. Paul jpaul@southingtonschools.org
The Multiracial Student Union is a group of students who are dedicated to raise awareness through education in order to change public perceptions about race.

National Honor Society - Ms. Disantis, Mrs. T. Riccio cdisantis@southingtonschools.org, triccio@southingtonschools.org
National Honor Society extends special recognition to students who combine outstanding scholarship with demonstrated leadership, extensive service, and good character. Students may be selected for membership in February of their junior year or October of their senior year.

Powder Puff - Mr. Kemp ckemp@southingtonschools.org
Powder Puff is a senior activity that promotes the values of hard work, class spirit, and good sportsmanship to its female members through the use of an organized flag football program. Practice sessions are held on Saturdays from September to November and culminate in a highly competitive contest against a local rival school just prior to Thanksgiving Break.

Rugby Club - Mr. Carvalho, Mr. Vargas ccarvahlo@southingtonschools.org, nvargas@southingtonschools.org

Rugby Club consists of both a boys' and a girls' team. Both teams compete against outside competition that includes school sponsored clubs and town park and recreation programs around the state. The mission of the club is to get in shape, have fun, make new friends, develop discipline, as well as to learn rugby and compete at a high level. Games are played during the spring season. No experience is necessary to join.

Senior Next Steps - Mrs. Barth, sbarth@southingtonschools.org

A unified social group welcome to all students. Come make new friends at SHS while participating in activities such as arts and crafts, food creation, and open gym, along with field trips to the bowling alley or an apple orchard. We meet two times a month.

Ski Racing Team - Mrs. Palmer, kpalmer@southingtonschools.org

The Ski Racing Team is a club offering male and female students practice and competition against other teams. Students interested should be at least an intermediate level skier. All practices and races take place at Mt. Southington.

Spanish Club - Ms. Bellis, Ms. Marquardt kbellis@southingtonschools.org, amarquardt@southingtonschools.org

The purpose of this club is to enhance the total language experience through participation in enrichment activities. The Spanish Club promotes understanding of the Hispanic culture.

STEPS Student Council Think Tank - Mrs. Steinberg jsteinberg@southingtonschools.org

Meets formally once a month throughout the school year to plan and implement school related activities that will enhance school climate, reinforce developmental assets, and promote community service. We have been responsible for such school activities as a week of caring, student/faculty volleyball tournament, and a variety of community service events. This is a very unique organization because it is designed to represent the general consensus of the student body.

Super Smash Club - Mr. Shurtleff cshurtleff@southingtonschools.org

Students gather to enjoy the video game 'Super Smash Bros.' This includes all versions of the game including; N64, Gamecube, Wii, and Wii U. Come join our community of gamers and participate in tournaments and friendly competition. All grades and levels of skill are welcome!

Women in Science and Engineering (WISE) - Mrs. Peschel-Luise kluise@southingtonschools.org

A club for girls who are interested in Math and Science. The club's purpose is to increase awareness and interest in Science, Technology, Engineering, and Math for girls. We participate in group activities, invite speakers, and learn about career areas in STEM. We meet every other Thursday in Room C108 after school.

World Language Honors Society - Mr. Bartoletti vbartoletti@southingtonschools.org

The societies for each language - French, German, Italian, Latin, and Spanish - recognize students' excellence in the language and their desire to promote the language and culture through service.

Writers' Club/Literary Magazine - Ms. Montagna, Mr. Langlois mmontagna@southingtonschools.org, rlanglois@southingtonschools.org

This club meets every other week in room C350, and anyone is welcome. Each spring, Writers' Club publishes a literary magazine online. People who enjoy writing for fun or are thinking of pursuing a career in writing should join this club.

Activities/Dances

Activities/Dances are held primarily for the entertainment and social growth of the student body. They are not open to the general public and, for this reason, the following rules apply.

1. Student photo identification cards are required to gain admission.
2. Smoking is not allowed.
3. Students are not allowed to leave an activity and then return.
4. Students must be dressed appropriately to attend.
5. Students will be admitted to designated school activities up to thirty minutes after the starting time. No students will be allowed into an activity after this time without prior permission from an administrator.
6. Any student who needs to leave a dance prior to the time designated by administration must have a note from his/her parent and a telephone number where that parent can be reached to confirm the request to leave early.

7. All tickets for dances and designated activities must be purchased in school during regular school hours.
8. Tickets for designated activities are sold or issued to individual students; tickets are not transferable. Students who purchase a ticket to these activities and later choose not to attend may not give or sell that ticket to another individual. Students who purchased tickets and are not able to attend because of a disciplinary consequence or other valid reasons will be given a refund.
9. Students are responsible for their behavior consistent with the school's Code of Conduct.
10. Where reasonable suspicion dealing with alcohol or other illegal substances exists, the student or students involved will be subject to a health assessment which may include the use of a breathalyzer.

Regulation Regarding Use of Breathalyzer with Students: In accordance with policies 5131 and 5145 of the Southington Board of Education, the Administration has adopted the following regulation concerning the use of breathalyzers at school during the school day, and on or off school grounds at school sponsored activities.

I. Procedures

A. At School during the School Day

If a student's condition, behavior or other physical symptom or symptoms gives a staff member reason to believe that the student may have recently consumed alcohol, the staff member will take the following steps:

1. Contact the school nurse.
2. Contact a building administrator, or his or her designee. If the building administrator or designee also has reasonable suspicion that the student has consumed alcohol, he or she shall direct the student to submit to a breathalyzer test. Any student who refuses to be tested shall be presumed to have recently consumed alcohol and is subject to discipline under Board policy #5131.6.
3. Only trained school administrator will administer the test in the presence of an adult witness. The school administrator will inform the student, parents or guardians and the Superintendent of the results upon completion of the test, and note the results in the administrator's discipline report. If the test comes out positive, the student will be subject to discipline under Board policy #5131.6.

B. At a school sponsored activity on or off school grounds

All students may be subject to undertaking a breathalyzer test. Testing positive will result in parental contact and appropriate school consequences.

Field Trips

A field trip is an extension of classroom learning. Parents or guardians must sign a form to give permission for students to participate in such field trips. If a student chooses not to go on a field trip, attendance in school will be mandatory on that day. Standards of conduct are to be established prior to leaving the school. Since the trip is a school activity, the usual school rules apply. Parents should be aware that they are responsible for their child's behavior and, in the event of serious misconduct by the child, the parent will be expected to transport the child home. Students should dress in appropriate school attire or attire appropriate to the nature of the trip. Any student who requires medication while on a field trip needs to make arrangements regarding administration of such medication with the school nurse prior to the trip.

Students should be aware that excessive prior absences from school can affect their opportunity to participate in field trips. When a student's absences from school cause that student to be placed on an extension in accordance with the high school's Attendance Policy, the high school administrators will determine whether that student can attend field trips.

Media Center

The media center is located on the top floor of the high school. Keeping in mind the special guidelines found below, students may access the media center before or after school, during full period study halls and, for sophomore, junior and senior students, during their lunch periods.

During the school day...

1. freshman students...
 - a. can access the library during a full period study hall or lunch period
 - b. must remain in the media center for the entire period
 - c. must sign in at the main desk when they arrive

2. sophomore, junior and senior students...
 - a. can access the media center during a study hall or a lunch period
 - b. must report to the media center at the start of the period*
 - c. may leave the media center to go to the cafeteria at any time during the period but may not return to it later.

*Those students who have a **period 8** study hall **must sign in** when they arrive and **sign out** when they leave the media center.

School Store

Southington High School is fortunate to have a school store where students can purchase a variety of items including school supplies, sportswear, paperback books, and other items. The store is operated and managed by the distributive education students and their advisor(s). All students can visit the school store before school begins for the purchase of non-food items. The school store is closed during lunch periods (4-7). Only students who are assigned to a cafeteria study hall periods 1, 2, 3, or 8 may visit the school store then.

School Counseling

The Southington Public School's Comprehensive Counseling Program, which is an integral part of the total educational process, is designed to address the developmental needs of all students. Through a planned and sequential program, each student will develop his/her individual potential in the areas of academic, personal/social, and career development. Respectful of individual differences, the program assists and supports students as they begin to understand themselves, develop decision making and problem solving skills, and plan for the future. Counselors function in a number of different capacities: counselor, consultant, teacher, manager and role model. Counselors work as a team in conjunction with teachers, administrators, parents, and the community to assist students to be successful academically, and to develop into productive members of society.

All students have an assigned school counselor. To see your counselor, come to the main guidance office (freshmen academy office for grade 9) and complete a “Request to See Counselor” form. The next morning, go to the same office and pick up your guidance pass prior to start of the school day.

When a counselor initiates a student appointment, the pass will be given to you by your period one teacher. Report to the Guidance Office at the time indicated on the pass. We realize that there will be times, however, when your concern is of an immediate nature; when this happens, please let one of the guidance secretaries know that your need is urgent, and she will assist you in making contact with your counselor.

The Career Resource Center, located in the Library, contains many resources for college and career exploration. Computers are available that can be used for college and career searches. The Career Center houses our library of college, technical and business school catalogs, information on military options, as well as videotapes. Catalogs and tapes can be checked out by students to review with their parents. All students are encouraged to use this center beginning early in their high school careers to begin planning for their future.

Every Southington High School student will develop a Transition Portfolio with school counselor assistance. The *Naviance Family Connection* tool is a web-based program (<http://connection.naviance.com/southington>) that is being used at SHS to assist students/parents and counselors when developing a transition portfolio. This tool is divided into three major areas: *About Me, Colleges, and Careers*. All SHS students and parents have access to this program which provides career interest inventories, personality type inventories, resume building, college searches, scholarship opportunities, and more.

Students are strongly encouraged to see their counselors on a regular basis, beginning in grade nine and continuing through senior year. Please remember that no concern is insignificant; if it’s important to you, it’s important to us. The Guidance Department staff looks forward to working with you to make the most of your years at Southington High School.

Student Success Plans

State of Connecticut
Public Act No. 11-135

“For the school year commencing July 1, 2012, and each school year thereafter, each local and regional board of education shall create a student success plan for each student enrolled in a public school, beginning in grade six. Such student success plan shall include a student’s career and academic choices in grades six to twelve, inclusive.”

The three components to a student success plan and their core criteria are as follows:

- Academic Development
 - Rigorous courses linked to Interests, Skills & Career Pathways
 - Courses for the Attainment of Education and/or Career Goals
 - Successful completion of Portfolio/Capstone Project
 - Support & Assessment of Student Progress with Mentor/Advisor
 - Timely Intervention & Student Support

- Career Development
 - Interest and Ability Inventories
 - Career Exploration and Interest/Career Courses
 - Post-Secondary Education and Career Pathway Development

- Social, Emotional, and Physical Development
 - Self-regulation and Resiliency
 - Positive Peer Relationships
 - Broadened Awareness of Self with a Global Context
 - Healthy and Safe Life Skills/Choices

The student success plan incorporates a group of activities designed to help all students find their own path to success in school, post-secondary school, and in their personal lives. It provides an interaction between students and adults with its Advisor/Advisee Program. The plan does not necessarily contain individualized activities; however, its results are used to guide the individual student. Southington High School has constructed its own student success plan model which is aligned with the state and district.

Working Papers

The Connecticut State Department of Labor requires students under the age of 18 years to obtain working papers to prove eligibility for employment. Working papers are issued by the guidance secretaries, the designated agents for the Superintendent. Students need to come in person and bring a written “Promise of Employment” from the employer providing work.

A Promise of employment must be written on the employer’s letterhead and must include the following:

- The specific job that the individual will be performing
- Starting rate – CT minimum wage
- Number of hours per week
- Signature of the authorized company official.

The Promise of Employment must be dropped off in the guidance office before homeroom and the completed working papers can be picked up at the end of that day.

Nurse

The school nurses are located on the main floor next to the Guidance Office in the south corridor. The nurses are available to accommodate students for first aid or illness. The nurses are also available to students on a consultation basis when requested.

All students should have a pass when going to the Health Office. Unless a medical situation exists which requires an immediate assessment, all students should obtain a pass from their classroom teacher so that the teacher will know where they are. This is also most important as it relates to the school’s attendance policy. For attendance and accountability purposes, students must record the time they arrive and leave the Health Office. Upon arrival at the Health Office, students ***must sign in*** at the secretary’s desk. They should then wait quietly for assistance. Upon leaving, students ***must sign out*** and have their pass signed by the secretary.

The role of the school nurse is restricted to providing basic health care for students as mandated by the law. The nurse is responsible for several types of health screenings, routine health checks, parent contact concerning health related issues, care of minor illness or injuries occurring during the school day, administration of medications under a doctor's orders, maintenance of student health records, infectious disease control, promotion of good health practices, counseling and education.

While nurses may respond to minor illnesses or injuries which occur during the school day, they are not considered primary care givers. School nurses may not diagnose or prescribe treatment or medication for illnesses or injuries of any kind.

Diagnosis and treatment of illness and injuries, especially those which occur outside the school setting, are best referred to health clinics, physicians' offices or hospital emergency rooms as appropriate settings for care delivery. School nurses' offices are neither equipped nor permitted by law to deal with these types of medical problems.

Your cooperation in this matter will ensure that your youngster receives proper and timely medical care and the school continues to operate within the limits of its resources.

Administration of Medications

The administration of medications, either prescription or "over-the-counter," to students in the Southington Public Schools follows the policies established by the Connecticut State Department of Health. Any medication to be administered to a student must be delivered directly to the school nurse *by a parent, guardian, or other responsible adult and must be in the original labeled container.*

The school nurse can accept no more than a 45 school day supply of a student's medication. No medication, either prescription or "over-the-counter," can be stored at school or administered to any student unless permission from a parent or guardian **and** orders from a licensed physician or dentist have been received in writing on the Medication Authorization form. This authorization form must be renewed each school year.

Standing orders have been developed by the school nurse supervisor and the school physician to direct and authorize school nurses to perform a variety of general health services. These standing orders represent the medical approval required to administer ibuprofen or acetaminophen to a student with the written permission of the parent or guardian on the Medication Authorization form.

Student Health Examinations

Students in the Southington Public School System are required to have a complete health examination including tuberculin skin testing before entering kindergarten, seventh, and tenth grade. These medical evaluations must be dated no earlier than **August 31, 2015**, and must be submitted on the forms provided by the Southington Public Schools.

Students enrolling in the Southington Public Schools from another state or country must provide a health examination dated within a year of the enrollment date to the school system. Students enrolling in kindergarten, seventh, and tenth grades must provide an examination consistent with the regulations stated above. Students must comply with all immunization and health assessment regulations before enrollment. The Southington Public School system has also had to implement the following guidelines for tuberculin skin testing:

- a. Students entering from a foreign country must have a tuberculin skin test prior to admission to the school system.
- b. Students entering from another state must have a tuberculin risk assessment within a year of the date of admission to the school system.

Student Records

Student records are maintained to record information about students and their families for legitimate educational purposes, including instructions, guidance and research, and to comply with statutory requirements. The information gathered is intended to be useful in indicating the student's progress and achievement to those who must make judgments about the student's further educational opportunities or employment. All such records shall be considered the confidential property of the school system.

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are

1. the right to inspect and review the student's education records within 10 days of the day the district receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. the right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the Southington Public Schools to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. the right to consent to disclosures of personally identifiable information contained in the student's education records, unless FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Education; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. Effective July 2002, student directory information will be provided to the branches of the United States military. Parents/Guardians who do not want to have their child’s directory information disclosed as part of this list must submit their request in writing, each year, to the high school administration.
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is

Family Policy Compliance Office
 U.S. Department of Education
 600 Independence Avenue, SW
 Washington, DC 20202-4605.

Parental Rights Regarding Internet Posting of Student’s Name and Images

Students in kindergarten through grade twelve, staff assigned to the grade levels, and others authorized to work with these students (who have school-sponsored access to the Internet) will not make available on the Internet the addresses or phone numbers of students. Student names, or altered versions of student names, the schools to which they are assigned, grade level assignments, or pictures of students may be made available unless parents have objected in writing to such a release for their child or children.

The Internet is a valuable research tool and is widely used as a resource of communication for students, staff, and parents. Internet access by students is guided by Board of Education regulations and monitored on site by staff. Access to the Internet for research purposes and as a vehicle of communication may, from time to time, result in the release of certain information. Typically, the information is minimal in content and consistent with what is readily available through other media sources such as newspapers, television, and radio. Where feasible, every attempt is made to limit the release of information over the Internet to student names or preferably altered versions of student names, the schools, grade levels and images of students. The release of student phone numbers and home addresses is prohibited. *(If you object to the release of any of the above information as it relates to your son/daughter, you must notify the building principal in writing at the beginning of each school year.)*

Non-Discrimination Grievance Procedures

Any student, parent/guardian, staff member, or applicant to a program who feels discriminated against for any of the following reasons should address their complaint to the coordinators listed below.

Area of Concern	Legal Reference	Coordinator	Address	Telephone
1. Race, Color, National Origin	Title VI	Steve Madancy	Southington Public Schools 200 North Main St Southington, CT 06489	860-628-3200
2. Gender	Title IX	Megan Bennett	Thalberg Elementary School 145 Dunham Street Southington, CT 06489	860-628-3370
3. Handicap/Disability	Section 504	Margaret Walsh	Southington Public Schools 200 North Main St. Southington, CT 06489	860-628-3200
4. Sexual Orientation	State Statute 10-15-C	Steve Madancy	Southington Public Schools 200 North Main St. Southington, CT 06489	860-628-3200

The complainant shall make this contact within 30 days of the alleged occurrence to discuss the nature of the incident, to determine the available options to pursue, and to determine the necessary timelines and procedures to follow.

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