

Coventry Academy Student Handbook

Coventry Public Schools Mission

Coventry Public Schools will prepare every student for life, learning, and work in the 20th century.

Coventry Academy Mission Statement

Coventry Academy is a collaboration of the individual, the family, the school and the community. Its mission is to instill the academic, social, and emotional skills necessary to maximize each individual's potential for a successful transition toward adult independence.

Coventry Academy is an alternative learning environment that provides educational opportunities for those students who are challenged to succeed in a traditional high school setting. Core courses are selected to meet the specific needs of Academy students from one year to the next. These courses are aligned with the Connecticut Core Standards and core courses taught at Coventry High School. With administrative approval, students may take classes at Coventry High School.

Coventry Academy's programming has been developed using the Connecticut State Department of Education Guidelines for Alternative Education Settings Best Practices for Program Implementation. The Best Practices include quality staffing, administrator oversight, appropriate facilities, as well as Curriculum, Instruction, and Assessment aligned with Connecticut Core Standards, Vocational/Technical/Career services, Personal/Social/Life Skills to meet the needs of the whole child, and Community/Social Services to encourage collaboration with community.

Coventry Academy Staffing and Supports

Coventry Academy staff have chosen to work in this alternative school. There are currently three certified teachers, one of whom is certified in special education. The Coventry High School social worker provides additional support services. High school counselors continue to support their students who transition to Coventry Academy. Finally, the Academy Team is supported by the high school administration and the Director of Pupil and Staff Support Services.

Coventry Academy Entrance

The student referral process occurs through Coventry High School's Student Assistance Team (SAT), Planning and Placement Team (PPT), and/or 504 meeting process. When a team believes and provides supporting quantitative and qualitative data that a student may require the support provided by education at Coventry Academy, contact must be made to the CHS Principal and PSSS Director. CHS Principal and PSSS Director will meet in January, March, and May to review students whose data suggests they might be considered for Coventry Academy placement. The entrance decision will include a full review of program expectations with the student and his or her parents/guardian.

Coventry Public Schools Portrait of the Graduate

Our graduates are empowered learners who have the knowledge, skills, and habits of mind to thrive as members of a complex society.

Portrait of the Graduate Competencies

Critical Thinker

- Solves problems
- Reasons effectively
- Makes evidence based decisions
- Analyzes and evaluates outcomes
- Is an inquisitive learner

Engaged Collaborator

- Gives and receives respectful feedback
- Is flexible and adaptable
- Shares leadership and takes initiative
- Is invested in the group outcome
- Encourages and values diverse perspectives

Effective Communicator

- Is articulate and knowledgeable in all forms of communication
- Demonstrates skill in different modalities
- Listens actively and responsively
- Shows awareness of purpose and audience

Empowered Citizen

- Embraces diversity and individuality
- Seeks cultural understanding
- Engages in the community
- Is civic minded and informed
- Shows empathy for others
- Advocates for self and others
- Demonstrates integrity and ethical behavior

Authentic Innovator

- Understands, perseveres, and adapts to real-world challenges
- Exhibits creativity, originality and ingenuity
- Promotes divergent perspectives
- Demonstrates resilience and views failure as a learning opportunity
- Applies a deliberate and thoughtful design process
- Reflects, self-critiques, and self-regulates

Academic Requirements

Academic Probation

Any student on academic probation is ineligible for extra-curricular activities. Students will be placed on academic probation if they receive more than one failing grade for the marking term. In addition, students with one failing grade for the marking term must have at least a 70% in all courses averaged together, to avoid being placed on academic probation. Students on academic probation should not request early dismissals, except in an emergency. Student's probationary status will be reviewed when report cards are processed at the end of each quarter.

Athletics and Extracurricular Activities

Students have access to participate in extracurricular activities, including sports and other team and/or individual activities at Coventry High School. Coventry Academy staff work with athletic directors, coaches, and teachers to develop appropriate support systems to identify and assist student participants who are experiencing academic difficulties that may affect continuing eligibility. Academy students will not be allowed to participate in an interscholastic athletic or extracurricular activity during any quarter marking period immediately following a quarter marking period in which the student has not met the above requirements.

To participate in extracurricular/athletic activities, a student must satisfy the following requirements:

1. Not more than one course with a grade below 65%
2. If a student has one failing grade, all courses averaged together must be at least 70%
3. Additionally, the student must be a good school citizen and a worthy representative of Coventry Public Schools. Repeated infractions of school rules, poor attendance or other evidence of poor citizenship will, as determined by the building principal, render a student ineligible.

Each high school interscholastic athletic player must have an updated physical and/or health history certificate on file with the school nurse in order to participate in interscholastic athletics.

Attendance at school for at least four hours is mandatory on days of games and practice. If students are going to miss practice for any reason they should notify the coach or athletic director.

Coventry Academy Graduation Requirements

A Coventry Academy student is eligible for graduation upon the successful completion of the requirements leading to the award of a diploma. These requirements include successful completion of a minimum of 25 credits to meet the course distribution requirement, completion of an electronic Portfolio which adheres to school rubrics and represents a student's academic achievement/growth, and a community service component.

Credit Requirements

To graduate from Coventry Academy a student will need a minimum of 25 credits. For adequate progress toward graduation the following minimum credits should be earned at the end of each year: grade 9 – 6 credits, grade 10 – 12 credits, grade 11 – 18 credits. Students must carry at least 6.5 credits per school year.

Students graduating in 2024 and thereafter must receive credit in the following areas:

Humanities	9 total credits
English	4 credits
Social Studies	3 credits
-including World History, US History & Civics	
Humanities Elective	2 credits
Science, Technology, Engineering and Math (STEM)	9 total credits
Math	4 credits
Science	3 credits
-including Biology	
Computer Science	.5 credit
STEM Electives	1.5 credits
-Family Consumer Science, Business, Technology, Math or Science	
Physical Education	1 credit
Health Education	1 credit
World Language	1 credit
Senior Portfolio	1 credit
Electives in any subject	3 credits
	Total - 25 credits

Grading System

1. 65-100 Passing Grades – credit earned
2. 0-64 Failing Grades – no credit earned

Course grades are calculated taking into consideration:

- a. Active participation in class work, long term papers and projects, and performance assessments
- b. Tests & quizzes, including the mid-term & final examinations
- c. Homework
- d. Other teacher initiated assessments

Mid-quarter Warning Notices/Progress Reports

Teachers send out mid-term notices to parents about academic progress. Students will receive notices if they are failing. Non-failing midterm notices are issued at the discretion of the classroom teacher.

Attendance Policies

Attendance

All students are expected to attend the Academy on a regular basis. Regular attendance at school is important to keep current with assignments, receive frequent adult assistance, practice appropriate social interactions, and participate in team activities to be well prepared for future citizenship, employment, and education.

Absence Verification

Student attendance is required by law (Connecticut Statute 10-184). Absences and late arrivals become part of the student's permanent record. The late arrivals will constitute an absence and be reported to administration. When students are absent, their parent/ guardian is expected to call (860) 742-3532 to verify their absence. Absences not verified by phone (or with a note within 24 hours) will be unexcused. ***Students must attend school for 4 hours to be considered present for the day.***

Early Dismissals

All Coventry Academy students are expected to follow the daily schedule. Any student leaving prior to the end of the school day must have "Permission to Leave Early Request" form completed and signed, permission from Coventry Academy staff, and sign out when they leave. The only acceptable reason for early dismissal will be a doctor appointment, court appointment or family obligation. The dismissal will be considered excused if the student returns with proof of a doctor or court appointment, or a parent calls in confirming a family obligation (no parent notes will be accepted). Students are expected to sign-out when they leave and sign back in immediately upon return. Dismissals and transportation must be approved by parents.

Health Room Dismissals

If students are unable to continue attending classes due to illness, they must report to the nurse. Only parents/guardians or an approved adult will be summoned to pick a student up if the school nurse determines that the nature of the illness does not permit the student from completing the school day. Students are not permitted to drive themselves home when a health condition exists. Students may not leave without permission.

Loss of Credit (Unexcused & Excused Absences)

In order to earn credit for any course at Coventry Academy a student must have a passing grade.

Unexcused absences may result in no participation credit for that day. It is the students' and parents' responsibility to be aware of and monitor attendance. Students and parents will be notified of attendance totals on each report card. Students and parents will also be notified of absences according to the District Attendance Protocols aligned with the BOE Policy 5144. Students and parents may check absence, tardy and early dismissal totals at any time during the year by phoning the School Counseling Office at 742-7346, Ext. 4160.

Tardiness

The following are acceptable reasons for being tardy to school or class. A note from a parent/guardian with a specified arrival time and the reason for being tardy is required.

1. personal illness
2. appointment with a health or legal professional
3. family emergency
4. late bus

Please note that tardiness will not be excused for oversleeping, unverified transportation problems, etc. Repeated tardiness in a semester may result in loss of credit.

Withdrawal From School

If you are moving to another school district or leaving school for other reasons, you should ask your school counselor to explain the withdrawal procedures to you.

Daily Procedures

Inclement Weather Decisions

Announcements regarding closings, delayed openings, or unplanned early releases will be made via our automated phone calling system. In addition to broadcasting on various TV and radio stations, all student home phone numbers will be phoned. Announcements will be posted on the district website as well:

<https://www.coventrypublicschools.org/>

Please see below for specific hours related to delayed openings or early releases.

	Start Time	Dismissal
Regular day	7:40 a.m.	2:20 p.m.
Two Hour delay	9:40 a.m.	2:20 p.m.
Three Hour delay	10:40 a.m.	2:20 p.m.
Early Release day	7:40 a.m.	11:00 a.m.

Credit Recovery Program - Imagine Edgenuity

Under certain circumstances and for specified courses a student may be eligible to “recover” credit lost due to absences or failure (within a given range). The courses are delivered on line and are self-paced. Students recovering credit in this way must sign a contract stipulating their understanding and willingness to comply with the expectations of the program. Should they fail to do so, their “seat” will be given to other students waiting for an opportunity to recover credit.

Education Supplies

All educational supplies, including technology devices, are loaned for the school year and should be properly cared for and returned to teachers when the course is completed. Students are required to pay for lost, stolen or damaged materials.

Note: Student chromebooks do not leave the premises of the school; they are to remain at Coventry Academy at all times.

Field Trips

Throughout the school year, teachers may plan and conduct field trips in order to provide their students with enrichment experiences to supplement the normal classroom work. Such trips require a substantial commitment from each participant both in time and money, so only students who are seriously interested in working to achieve the goals of each particular field trip should plan to participate. A properly filled out permission form must be submitted prior to leaving the school. Deadlines for submission (usually no later than 2 days prior to the trip) are set for each trip. Forms not submitted in time eliminate the student's eligibility to attend the field trip. No phone permission can be accepted. The following paragraphs outline student and chaperone responsibilities and the student-parent permission slip; please read them carefully.

Requirements for Participation

1. A student planning to go on a field trip must have demonstrated good school citizenship, have all their class work up to date with acceptable grades, must have any detentions made up, and cannot be on academic probation or any type of suspension.
2. Only those students currently enrolled in Coventry Academy may participate on field trips.

Fire Drills/Lock Down Drills

During a fire drill, students walk toward the appropriate exit single file in silence. Students will report to assigned areas 50 yards from the building for roll call. Complete silence during building evacuation allows teachers or rescue personnel to give directions.

Lock down procedures are printed and available in every classroom. Lock down procedures vary from those requiring students to simply remain in place to those where all students and staff are to be secure, invisible and silent (in the event of a potentially violent intruder). Lock down drills are held three times annually and may be held in place of a fire drill in a given month.

Food/Beverage Policy

Students at Coventry Academy have the opportunity to purchase breakfast and lunch through Coventry High School cafeteria. Students from households whose income is at or below the levels set by the federal government may be eligible for either free or reduced-price meals. To apply, please contact your student's school.

All lunches will include a fruit, a vegetable, and a carton of milk. Breakfast will include pastry, fruit and/or juice, and a carton of milk. Any food or beverage brought into the Coventry Academy from the outside will need to be consumed at the appropriate times indicated by Coventry Academy staff. It is the responsibility of all students to maintain a clean environment, throw away all food waste into designated receptacles, and clean up after themselves.

Lockers

Lockers are made available for student use. All locks are the property of Coventry Academy. Coventry Academy is not responsible for lost property. Lockers may not be used to store items which cause, or which could reasonably be foreseen to cause, an interference with the school climate, any educational function or

which are forbidden by civil law or school rules. The school administration retains the right to inspect lockers to ensure that the locker is in accordance with its intended purpose, and remove contraband. Lockers may also be inspected to eliminate hazards to health and safety, attempt to locate lost or stolen items and to prevent the use of lockers to store prohibited or dangerous items. Lockers should be kept reasonably neat and will be checked for this purpose. Lockers should not contain graffiti or inappropriate messages and pictures. Lockers will be cleaned and checked as needed.

Medications

We are required by Connecticut State Statutes (Sec. 10-212 A&B, Connecticut State Department of Education and Health) to have a physician's written order for a nurse to give your child medication during the school day. In order for the school nurse to give your child medication (prescription or non-prescription), we ask for your cooperation in following the procedures outlined below:

1. Your doctor must give the school nurse written permission to administer the medication.
2. The doctor must specify the name and the dosage of the medication.
3. Written permission must include the time(s) during the day when the medication is to be administered as well as the period of time (e.g. days, weeks, or months) during which the medication is to be administered.

No medication will be given without this authorization. All medications must be brought to the school by a parent or other responsible adult. They must also be picked up from school at the end of the school year by a parent or other responsible adult. Students are not allowed to bring medication to school. A form entitled **Authorization for the Administration of Medicines by School Personnel** is available from the school nurse.

NOTE: The school nurse will instruct your student's teacher on how and when to administer medication on a field experience. Injectable medications (e.g. Epi-pen) may be administered by the principal or teacher only to a student with a medically diagnosed allergic condition that requires prompt treatment to protect the student from serious harm or death.

Safety Concerns/Rules

- Students must enter and exit through designated doors: the front door for entrance/exit to/from Coventry High School, the back door during breaks. Other doors are not to be opened during class or breaks.
- Students are to stay out of the kitchen area except during breakfast and lunch or when given specific permission.

Student Assistance Team

The Coventry Academy Student Assistance Team consists of administrators, counselors, teacher and pupil service specialists who work together to address the needs of Coventry Academy students who may be experiencing personal, family, social or school difficulties. Referrals to the team may be made by individual students, parents, or school staff members. Students and parents are encouraged to contact a school counselor if help is needed. The Academy Team and/or parents/guardians may request parent meetings, PPTs or 504s to review a student's progress in the program.

Schedule

Schedules align with Coventry High School's rotating schedule to enable students to access electives at the high school. Participation in vocational opportunities may result in additional variation to individual student's schedules.

Students who have been approved to take courses at Coventry High School will have individualized schedules to ensure that they are able to earn all credits necessary per semester. Individual schedules will be designed with support by Coventry Academy staff, CHS guidance, and administration.

Standardized Tests

All Juniors sit for the Scholastic Assessment Tests (SAT). The test will be provided for free on a specified school day during the spring. Test scores may be shared, with the students' permission, with admissions at selected colleges. The SAT may be taken additional times (either locally or at a neighboring high school) at student expense. Specifics about testing options and dates can be provided by the school counseling staff.

Preliminary Scholastic Assessment Test (PSAT) – The PSAT assesses many of the skills that are important for student success on the SAT. These scores are also used in determining National Merit Scholarships. The PSAT test is given to all sophomores and juniors at Coventry Academy and High School in October.

Visitors

Students are not permitted to have visitors on school grounds during the academic day unless permission is granted by the administration.

Working Papers

Students needing working papers should go to the Coventry High School office for the necessary forms and bring proof of employment and a birth certificate or driver's license.

School Counseling Department & Support Services

School Counselors are certified professional counselors who must hold a master's degree and specialized training in academic, career and personal/social counseling, and whose primary focus is the developmental needs of all students. School counseling services and programs help students resolve emotional, social or behavioral problems and help them develop a clearer focus or sense of direction. The school counselor contributes to the personal growth and intellectual development of young people:

1. A school counseling curriculum provides developmental and sequential lessons and activities in the classroom and/or group setting, which address student development in academic, career and personal/social domains.
2. Individual planning consists of activities that focus on assisting each student to develop, analyze and evaluate his or her education, personal goals, and career plans. Individual student planning is supported by counselors teaching the necessary skills for self-awareness, goal setting, decision making and career exploration.
3. Responsive services consist of strategies and interventions that school counselors use to address student problems that prevent student success in academic, career, and personal/social development. Barriers to academic success are identified and addressed through individual and group counseling, consultation, crisis intervention as appropriate and referrals as needed.

The School Counseling Department is adjacent to the main office at Coventry High School. Students are assigned to a school counselor upon entering ninth grade and keep the same school counselor for their four years of high school. Students are encouraged to schedule appointments with their school counselor throughout the year for many reasons including, but not limited to, the following:

- Counseling
- Educational and vocational planning
- Program adjustments
- College planning
- Graduation requirements

Items of Special Note

Items of special note for STUDENTS and their families are listed below and are available on the district's website. Please click here: <https://www.coventrypublicschools.org/boe/policies>

5131	Sex Discrimination and Sexual Harrassment
5131.2 and 5131.2	A Student Use of the Districts Computer Systems and Internet
5131.4	Use of Private Technology Devices by Students Policy
5131.8	Theft
5144	Student Discipline
5145.1	Search and Seizure

Handbook Statement

The material covered within this student handbook is intended as a method of communicating to students and parents general district information, rules and procedures and is not intended to either enlarge or diminish any Board policy, administrative regulation or negotiated agreement. Material contained herein may therefore be superseded by such Board policy, administrative regulation or negotiated agreement. Any information contained in this handbook is subject to unilateral revision or elimination from time to time without notice. All Board of Education policies are located on the district website (www.coventrypublicschools.org) or can be found in the school libraries.