



**“A School of Excellence”**



## **2024-2025 Student Handbook**

### ***Vision of the Graduate***

***A graduate of the Southington Public Schools will be college or career ready and prepared for life beyond by mastering the knowledge and demonstrating the skills to communicate effectively, think creatively and critically, and contribute to the global community.***

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# 1. Introduction

## 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**

Steve Madancy

**Assistant Superintendent for Curriculum and Instruction**

Frank Pepe

**Board of Education**

Colleen W. Clark, Chairperson

Jasper P. Williams

Joseph Baczewski

Robert Brown

Terri C. Carmody

Sean M. Carson

David J. Derynoski

Zaya G. Oshana

Cecil Whitehead

**SOUTHINGTON HIGH SCHOOL ADMINISTRATION**

**Principal**

Richard Aroian

**Assistant Principals**

**Thomas Hinman, Grade 12**

Simone Crouch, Grade 11

Leah Clark, Grade 10

**Kathleen Reynolds (Ninth Grade Academy)**

Jessie Levin (Director of KSA)

**Director of Athletics**

Steve Risser

**Coordinator of Special Education Services at Southington High School**

Susan Velsor

**Director of Counseling**

Jennifer Discenza

**Ninth Grade Academy**

The Ninth Grade Academy within SHS addresses the transition from middle school by imitating many of the structures. Most ninth-grade classrooms are in the east wing of the building to minimize the amount of travel. One of the high school assistant principals and two school counselors are dedicated exclusively to ninth grade students. This allows those staff members the opportunity to focus on the academic progress and attendance 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. An SRBI Team assigned to ninth grade meets weekly to review student progress and review support systems.

**Karen Smith Academy**

The Alternative High School (KSA) 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 Student Support Center for additional information.

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

**DEPARTMENT LEADERS**

**Agriculture Science and Technology**

Patrick O'Keefe – Department Leader

Owen McLaughlin - Director

**Business & Finance Technology**

Lillian Schena

**Family and Consumer Sciences Department**

Mary-Lynne Osborn

**Language Arts Department**

Rebecca Migliaro

**Mathematics Department**

Marisa Kudla

**Music & Art Departments**

Sara Ossias

**Physical Education & Health Department**

Tony Loomis

**Science Department**

Nicole Raccio

**Social Studies Department**

Heather Allenback

**Special Education**

Jill McAloon

**Technology & Engineering Education Department**

Vinny Bartoletti

**World Language Department**

Tina Riccio

**SCHOOL COUNSELORS**

Jen Discenza, Director

Mark Bugnacki

Geoffrey Davis

David Gleba

Ana Napolitano

Sylvia Ovalles

Ashley Perry

Lindsey Perzan

Jessica Wallace

Beth Viens

Mark Hill (KSA)

**HEALTH SERVICES**

Michelle Barbour R. N.

Lisa Meccariello, L.P.N.

Maritza Nadeau, L.P.N



# SOUTHINGTON PUBLIC SCHOOLS 2024-2025 CALENDAR

**Board Adopted 1-11-2024**  
Updated 2-20-2024

August – 2 Days					September – 20 Days					October – 22 Days					November – 16 Days				
M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F
			1	2	(2)	3	4	5	6		1	2	3	4					1
5	6	7	8	9	9	10	11	12	13	7	8	9	10	11	4	PD	6	7	8
12	13	14	15	16	16	17	18	19	20	(14)	15	16	17	18	(11)	12	13	-14-	15
19	20	21	22	23	23	24	25	26	27	21	22	23	24	25	-18-	19	20	21	22
PD	PD	PD	**29**	30	30					28	29	30	31		25	26	(27)	(28)	(29)
December – 15 Days					January – 21 Days					February – 18 Days					March – 21 Days				
M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F
2	3	4	5	6			(1)	2	3						3	4	5	6	7
9	10	11	-12-	13	6	7	8	9	10	3	4	5	6	7	10	11	12	13	14
16	17	18	19	20	13	14	15	16	17	10	11	12	13	14	17	-18-	19	-20-	21
(23)	(24)	(25)	(26)	(27)	(20)	21	22	23	24	(17)	(18)	19	20	21	24	25	26	27	28
(30)	(31)				27	28	29	30	31	24	25	26	27	28	31				
April – 17 Days					May – 21 Days					June – Days 8					181 Instructional Days (186 Staff Days)				
M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	KEY				
	1	2	3	4				1	2	2	3	4	5	6					
7	8	9	10	11	5	6	7	8	9	9	10	11	12	13	Early Dismissal - All Schools K-12				
(14)	(15)	(16)	(17)	(18)	12	13	14	15	16	16	17	18	19	20	Early Dismissal - Listed Schools				
21	22	23	24	25	19	20	21	22	23	23	24	25	26	27	( ) Holiday/Vacation – No School				
28	29	30			(26)	27	28	29	30	30					PD Workday/PD – No School for Students				
8/29/2024 - **First Day of School for Students**																			
8/26/2024, 8/27/2024, 8/28/2024, 11/5/2024 – Staff Workdays/PD – No School for Students																			
Any unexpected school closings will be made up following the scheduled last day of school up to June 30, 2025. If additional weather-related days are needed beyond these days, we will begin with April 17, 2025 and move backward.																			
Early Dismissal All Schools /					Early Dismissal – Listed Schools - -					NO SCHOOL ( )									
9/24/2024					Southington High School					9/2/2024					Labor Day				
10/15/2024					11/14/2024 – SHS Conferences					10/14/2024					Columbus Day				
12/10/2024										11/11/2024					Veterans Day				
1/21/2025					JAD & JFK Middle Schools					11/27/2024-11/29/2024					Thanksgiving Recess				
2/4/2025					11/18/2024 – MS Conferences					12/23/2024-1/1/2025					Holiday/Winter Recess				
3/11/2025										1/20/2025					Martin Luther King Day				
4/22/2025					Elementary Schools – K-5					2/17/2025-2/18/2025					Presidents' Day Recess				
5/13/2025					12/10/2024 & 12/12/2024- Elem. Conf.					4/14/2025-4/18/2025					Spring Break - Includes Good Friday				
6/11/2025-Tent. Last Day					3/18/2025 & 3/20/2025– Elem. Conf.					5/26/2025					Memorial Day				
Facility/School		Phone		Hours		Address		Special Observation Days											
Board of Education		860-628-3202		7:30-4:30		200 N. Main St.		10/2-10/4* Rosh Hashanah											
Southington High School		860-628-3229		7:37-2:15		720 Pleasant St.		10/11-10/12* Yom Kippur											
Karen Smith Academy		860-628-3379		7:40 – 1:10		242 Main Street		10/16-10/23* Sukkot											
Stellar Program		860-628-3200		8:00 – 2:00		51 North Main St.		10/31/24 Diwali											
J. A. DePaolo Middle School		860-628-3260		8:05-2:40		385 Pleasant St.		1/6/25 Three Kings Day											
J. F. Kennedy Middle School		860-628-3275		8:05-2:40		1071 South Main St.		2/28 -3/30* Ramadan											
Derynoski Elementary School		860-628-3286		8:55-3:25		240 Main St.		3/14/25 Holi											
Flanders Elementary School		860-628-3372		8:35-3:05		100 Victoria Dr.		4/12-19* Passover											
Hatton Elementary School		860-628-3377		8:35-3:05		50 Spring Lake Rd		4/21/25 Bright Monday											
Kelley Elementary School		860-628-3310		8:55-3:25		501 Ridgewood Rd		*Holiday begins at sundown the evening of the first date specified.											
Oshana Elementary School		860-628-3450		8:35-3:05		70 Church St.		Southington BOE Policy 5113 considers observance of a religious holiday an excused absence, and faculty will make appropriate accommodations for students affected by these and other special observation days.											
South End Elementary School		860-628-3320		8:35-3:05		Maxwell Noble Dr.													
Strong Elementary School		860-628-3314		8:55-3:25		820 Marion Ave.													
Thalberg Elementary School		860-628-3370		8:35-3:05		145 Dunham St.													

## **II. Academics**

### **Graduation Requirements**

A. New Connecticut graduation requirements will be implemented for all students. Southington High School students must earn the appropriate number of credits and meet the credit distribution requirements. Please refer to the charts below for more detailed information.

#### **B. Credit distribution requirements:**

Humanities **10 Credits (including US History & Citizenship)** STEM (Science, Technology, Engineering,

& Math) **9 Credits (including algebra & geometry)** Physical Education and Wellness **1 Credit**

Health and Safety Education **1 Credit**

World Languages **1 Credit**

Personal Interest Electives **3 Credits**

Mastery Based Diploma Assessment/Capstone **1 Credit (optional)**

***Total 25 Credits***

***\*Refer to the Southington High School Program of Studies for course specific information.***

Transfer credits for incoming new students will be reviewed by the school counselor and Director of School Counseling.

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. The minimum requirements for official class standing and promotion are:

Freshman Standing Successful completion of Grade 8

Sophomore Standing 6 credits

Junior Standing 12 credits

Senior Standing 18 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 W = Withdrawn

NG = No Grade 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. Letter grades will be used to report student progress in these courses.

## **Final Course Grade**

In a full year course, each of the four marking periods count as 22.5% of the final grade. The midterm and final exams each count as 5% of the final grade.

In a semester course, the two marking periods will each count as 45% of the final grade. The final exam will count as 10% of the final grade.

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. Questions regarding a student's course selections, level of instruction, or other concerns related to the planned program of studies should be addressed to the student's school counselor.
3. Report cards are sent electronically; paper copies are sent to families that request duplicate mailing.
4. GHAA Students Only – Each quarter grades will not be placed on the SHS Report Card. The grades will be added to the transcript as a "total of credits" at the end of each school year. GHAA students always have an option to obtain a transcript from GHAA and will also receive quarterly report cards from GHAA.

## **Incomplete Grade(s)**

On occasion a student may have a significant medical issue, for example a concussion or a hospitalization. The issue may interfere with the ability to complete coursework/assessments in the time frame of school-wide deadlines for grading/report cards. Parents should notify their child's school counselor so medical documentation; academic updates can be reviewed, and grading options can be planned. Incomplete grades will have a reasonable deadline for completion.

**Academic Levels and GPA weighting is changing beginning in 2022-2023. This will be a phased implementation plan.**

### Phased Implementation Plan of Levels and GPA Conversions

- As this plan is being phased in there will be two GPA calculations for students who were under the previous system.

## **Course Level Descriptors:**

**Consistent with our Vision of the Graduate, all levels at SHS provide the skills and abilities to prepare students for colleges, universities, and other post-secondary career opportunities. Content mastery, critical thinking, communication, creativity, collaboration, and citizenship are fundamental practices incorporated into all instructional levels.**

### **Academic Level (ACA)**

Academic Level courses offer standards-based curriculum designed to support and challenge students in relevant and engaging coursework. Students work collaboratively and develop critical thinking skills to problem solve, communicate, innovate, and produce complex work to demonstrate mastery.

### **Accelerated Level (ACC)**

Accelerated level courses are similar in design to academic level courses, but the student exhibits a higher level of independence and demonstrates above grade level analytical, reading and writing skills.

### **College Level Course (CLC)**

College Level courses balance individual inquiry and collaborative analysis with sophisticated depth of understanding, which helps students to discuss and exchange ideas effectively. Coursework is geared toward the mastery of state and national standards extending beyond the typical high school curricula including Advanced Placement®, UConn Early College Experience, and Community College courses. These courses align fully with college level learning and instructors follow a strict set curriculum that is identified by the affiliated college and/or program.

## **Course Weighting System**

Course weights are assigned to courses solely for the purpose of determining GPA. Southington High School does not have or report class rank on official transcripts or to post-secondary institutions. The GPA system is used by colleges to differentiate among applicants based on academic achievement in high school. Most colleges recalculate GPA based on their own individual formulas and criteria. Course weights measure the degree of academic difficulty of the reading, writing, reasoning, pacing, and research skills that are developed in the courses. They do not reflect, in any way, the quality, importance, or practical relevance of the course. They are strictly a reflection of the degree of academic difficulty. Only courses taken in grades 9 -12 in the Southington Public Schools will be used in determining class rank.

## **Internal Class Rank**

Internal 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.

Internal class rank is not recorded on SHS official transcripts, but we will internally calculate rank if a senior wants to report it to post-secondary institutions.

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

The numerical average of all marking terms and exams will be used in computing cumulative grade point average (GPA) and internal class rank.

## **Honor Roll**

In order to qualify for the Honor Roll in a marking period, a student must be taking a minimum of five credits (not including Health or Physical Education) in that marking period. First Honors is awarded to students who earn an unweighted average for all courses of 4.0 and above. Second Honors is awarded to students who earn an unweighted average for all courses of 3.5-3.99. A grade of "D", "F", or "I" in any course will disqualify a student from Honor Roll.

### **Common Terms:**

Unweighted GPA - calculates your overall average grade out of 4.0, without regard to the difficulty of your coursework.

Weighted GPA - reflects both grades and course levels.

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

**Course drops after July 16, 2024 are only allowed if there are serious and extenuating circumstances.** Any requests for a drop course will be reviewed by the Director of School Counseling. However, a meeting between student, school counselor, teacher, Director of School Counseling and/or Assistant Principal or Principal may occur before a decision is rendered. Prior to a meeting

1. Students are expected to meet with their teachers for extra help - a minimum of three times.
2. Students need to access the support from their teachers (if appropriate) prior to a drop.

When students enter Southington High School on August 29, 2024, 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 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.

## **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 credit recovery 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 51-59 for the academic year.
2. Student has passed a course (60 or above) but 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. These credits 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 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 final examinations in courses required for graduation 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.

## **Graduation Ceremony**

A graduation ceremony is held yearly to award eligible students a high school diploma. Students who have acquired 25 credits for the class of 2025, including all required courses, and who have met all academic requirements and returned or paid for lost/damaged textbooks, technology, any other educational materials, and have paid class dues are eligible to participate in the graduation ceremony.

# **III. Student Discipline**

## **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.

A student may be excluded from school when his/her conduct endangers others, disrupts the education of others, or consistently violates school rules. Depending on the nature of the offense and the number of times the offense has been committed, one or more of the following actions may be taken by staff and/or administration:

- Warning
- Letter of apology
- Behavioral analysis and action plan
- Establishment of a contract/positive reinforcement system
- Parent/guardian 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
- Community Service
- Peer Mediation
- In-School Suspension
- Suspension
- Recommended Expulsion Hearing

## **REMOVAL FROM CLASS**

Teachers may remove students from class for disruptive conduct in the classroom. Any student removed from class must report directly to W390 or to the Ninth Grade Academy. The student's administrator and parent will be notified of the removal by the teacher.

## **DETENTION**

Students will be given 24-hour notification prior to an after-school detention. Teacher or office detentions take precedence over our extracurricular activities.

## **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 consider evidence of past disciplinary problems which have led to removal from the classroom, suspension, or expulsion of the student.

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.

## **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 or rules of the Board including those 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 alternatives 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 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.

## **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 that occurs during the school day, on school grounds at any time, or at school sponsored activities.

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 Regulation 5114 Suspension, Expulsion, and Removal From Class](#) and [Board of Education Policy and Regulation 5133 Participation in Athletics and other Co-Curricular Activities](#).

## **School Rules: Policies & Regulations**

### **Attendance**

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

The administration has established attendance regulations 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.

### **Attendance codes:**

AV	ABSENT VERIFIED	Absent - Parent called to verify student out for the day
AE	ABSENT EXCUSED	Absent - Excused by DR note, Religious, Funeral, etc.
CUT	CLASS CUT	
DAB	DISMISSED ABSENCE	DISMISSED, MISSING MORE THAN 1/2 DAY/CLASS
DIS	DISMISSED ABSENCE	DISMISSED, MISSING LESS THAN 1/2 DAY/CLASS
EXP	EXPELLED	
FT	FIELD TRIP	
GUI	GUIDANCE	IN GUIDANCE FOR WHOLE PERIOD

GR	GUIDANCE RETURN	STUDENT WAS IN GUIDANCE & SENT BACK TO CLASS
ISS	IN SCHOOL SUSPENSION	
LIB	LIBRARY	
ND	NURSE DISMISSAL	DISMISSED BY NURSES OFFICE
NE	NURSE EXCUSED	STUDENT WITH FEVER & MUST REMAIN OUT OF SCHOOL FOR 24 HOURS
NR	NURSE RETURN	STUDENT WAS WITH NURSE & SENT BACK TO CLASS
NV	NURSE VERIFIED	IN NURSE'S OFFICE FOR WHOLE PERIOD
RCA	REMOVED FROM CLASS BY ADMINISTRATION	
RCT	REMOVED FROM CLASS BY TEACHER	
SP	SUSPENDED	
SR	SCHOOL RELATED	SCHOOL RELATED ACTIVITIES/FUNCTIONS
SS	SPECIAL SERVICES	
TAB	TARDY ABSENT	EXCUSED TARDY FOR SCHOOL MISSING MORE THAN 1/2 THE CLASS/DAY
TE	TARDY EXCUSED	EXCUSED TARDY FOR SCHOOL MISSING LESS THAN 1/2 THE CLASS/DAY
TC	TARDY CUT	UNEXCUSED TARDY MISSING MORE THAN 10 MINUTES OF A PERIOD/EXCEPT PERIOD 1 (AFTER 8:00)
TR	TRUANT	
TU	TARDY UNEXCUSED	UNEXCUSED TARDY TO SCHOOL MISSING LESS THAN 1/2 THE CLASS/DAY
UNV	UNVERIFIED	MISSING FROM CLASS/DAY. No communication from home.
STR M	STORM RELATED	USED FOR POOR WEATHER CONDITIONS/EXCUSED TARDY/ABSENCE - Superintendent Determination
AV	ABSENT VERIFIED	Absent - Parent called to verify student out for the day

## 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
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. \*(See District Truancy Committee below)
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 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. A parent/guardian may explain tardiness, but any resulting absence 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 30-day period 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. 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. 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. 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: E-mailing [shsattendance@southingtonschools.org](mailto:shsattendance@southingtonschools.org). Please leave a message with the student's full name, grade, and reason for absence.**

B. The maximum number of absences allowed in any half-year course is six (6) days from school or from class.

The maximum number of absences allowed in all full-year courses is twelve (12) days from school or from class.

C. Students who exceed the maximum number of absences allowed will lose credit in the course unless an extension has been granted through an attendance support plan.

### 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.

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### Student Absences Due to Communicable Diseases

Southington High School and Southington Public Schools follow the guidelines and mandates of the CDC, the State of Connecticut, and Local Department of Public Health (DPH), and the State of CT Department of Education regarding Public Health practices that affect and impact our school community. We work closely with our local DPH and Central Administration to develop and adhere to the current health climate.

The following COVID guidelines are subject to change:

Parents of students who have been absent due to COVID infection will be required to notify the nurse at the school their child attends, to provide documentation of the positive test results whether lab-based or a photo of the positive home test and quarantine for 5 days after the start of symptoms or positive test based on current CDC guidelines and State and Local DPH Mandates. If there are any questions parents can reach out to their child's school nurse.

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.

CLASS CUT (Counts as an unexcused absence)

A Class Cut is an absence of 10 or more minutes from a class without permission.

**\*\*A student who has two class cuts in any course may lose credit at the time of the second cut 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.

## **District Truancy Committee**

The administration will identify any student approaching chronic absenteeism, as defined by the State of Connecticut. Parents/guardians will be contacted by means of attendance letters, phone calls and/or case conferences. If attendance concerns continue, school administrators may refer students to the District Truancy Committee, which conducts itself through Southington Youth Services. Once this happens, parents may be asked to attend an attendance intervention with their child(ren) in order to offer district support and resources to improve school attendance. The District Truancy Committee will make every effort to partner with you to establish a plan to resolve barriers to school attendance to avoid loss of credit or other consequences related to chronic absenteeism.

### **5. 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.

### **6. 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 Officer where they are to present a reason for being late and sign in.**

The Attendance Officer 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 that 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 a tardy.

#### **A. Excused Tardiness to Class:**

1. An excused tardy to class missing less than one half the class will be equivalent to a tardy excused to class.
2. An excused tardy to class 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/Class:**



An unexcused tardy to school/class 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. Students who accumulate two tardy cuts to school during one semester, will be placed on an extension by the Academic Credit Office. A third unexcused tardy to school or more than 10 minutes tardy to class may result in a loss of credit.

## **8. PROCEDURES FOR EVALUATING ABSENTEEISM**

### **A. Attendance Support Plans and Credit Impact**

1. Once a student reaches 6 unexcused absences from a semester long class, the Academic Credit Office will contact the grade level administrator. An attendance support plan may be developed by the administrator in conjunction with the student, parent and support team. Unexcused absences in excess of 6 in a semester long class may lead to a loss of credit potentially impacting the path towards graduation.
2. Once a student reaches 12 unexcused absences from a full year class, the Academic Credit Office will contact the grade level administrator. An attendance support plan may be developed by the administrator in conjunction with the student, parent and support team. Unexcused absences in excess of 12 in a year long class may lead to a loss of credit potentially impacting the path towards graduation.
3. Students will be allowed to present data, including doctor's notes, to justify their absences. If absences can be verified by the nurse's office, the Academic Credit Office may grant an extension of absences. If absences cannot be justified, credit may be withdrawn.

### **B. Appeals Procedure**

1. Students have the right to appeal a loss-of-credit decision by the Academic Credit Office and attend a hearing at which time the loss of credit will be discussed.
2. An Appeals Board composed 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 will result in a loss 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.

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 the Cooperative Work programs.

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.

### **Leaving 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 (7:32 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 at the attendance office and then leave the building.**

Due to student safety concerns as well as company regulations, the Southington school district does not condone or allow private transportation companies such as Uber or Lyft to transport students home from school without being accompanied by a parent or guardian.

### **Administrative Discretion**

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.

### **Return of Student Supplies**

Students shall be held responsible for proper care of books, technology, 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. 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 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.

## Laptop Responsibilities and Restrictions

By accepting responsibility for this device, I acknowledge and agree to the following conditions:

- Students are expected to abide by the SPS Acceptable Use Policy and Student Internet Use Agreement (found in the student handbook and signed by each student and parent before being given a Chromebook/laptop).
- Student use of SPS equipment is filtered on and off SPS property. No filter is perfect and SPS cannot guarantee students will not intentionally or unintentionally access content that is inappropriate.
- Students are responsible for all content on their Chromebook/Laptop. Any inappropriate content, in any form (pictures, text, animation, video, sound, etc.) will be grounds for disciplinary action.
- Students will notify their classroom teacher immediately if the mobile device needs repair, is lost or stolen.
- User must, at all times, protect their device, software and confidential data that may be on the mobile device including, but are not limited to the following:
  - Do not leave unattended in a car, an unlocked home, or in a public place.
  - Keep information password-protected; log off when you are away from your computer.
  - Protect from all liquids, dampness, and foods.
  - Protect from extreme temperatures (i.e. do not leave in car).
  - Do not load or add software, apps, or extensions without SPS approval

## 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.

CT Public Act 11-232, An Act Concerning the Strengthening of School Bullying Laws, was signed into law in 2011 and updated again in 2023. The legislation takes comprehensive steps to prevent bullying and ensure every child the right to learn in public school without fear of teasing, humiliation, or assault.

*Bullying is a direct or indirect act that is severe, persistent, or pervasive which:*

- *causes physical or emotional harm to an individual.*

*OR*

- *places an individual in reasonable fear of physical or emotional harm.*

*OR*

- *infringes on the rights or opportunities of an individual school. The law also prohibits bullying which occurs outside of the school setting. Bullying may be in written, oral, or electronic communication. Bullying may occur at school, on the bus, at a school activity, online, through a text message or social media. The law states schools MUST investigate any reports of bullying, even if the report is anonymous.*

*Consequences for bullying can include and are not limited to:*

- *Detentions or Suspensions (in or out of school)*
- *Expulsion Referral to Police*

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 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.

## **“Sex-based Harrassment” (formerly known as 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 according to BOE policy.

*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 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.

### **Bus Conduct**

School transportation privileges are extended to students conditional upon their satisfactory behavior on the bus. Students may be suspended from transportation services for unsatisfactory conduct while awaiting or receiving transportation to and from school which endangers persons or property or violates a Board policy or administrative regulation.

### **Cheating/Plagiarism (Academic Dishonesty)**

Students are expected to pursue their schoolwork with integrity and honesty. Cheating and plagiarism demonstrate a lack of integrity and character. That is inconsistent with District goals and values. All forms of cheating and plagiarism are unacceptable. The misrepresenting by students of homework, class work, tests, reports, or other assignments as if they were entirely their own work shall be considered forms of cheating and/or plagiarism. Consequences of cheating and/or plagiarism shall be academic in nature unless repeated incidents require disciplinary action. Consequences for cheating will consider the grade level of the student and the severity of the misrepresentation. Consequences will be determined through a collaboration of teacher and administrator.

### **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**

#### **[SBOE policy R-5132](#)**

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 an outfit for school, students should keep in mind that their choice of clothing can affect the learning environment and will be judged along more formal than informal guidelines. Summertime clothing or other types of casual or similar dress should not be worn if it is going to be considered unsafe or disruptive to the school setting. At no time will tops be allowed which expose a bare midriff.

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 violence, hate or death messages.

Whenever dress does not conform with these regulations, the student will be counseled and more appropriate apparel will be required. The school principal or assistant principal will make the final determination as to whether this regulation has been violated.

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

- No hats or hoods are allowed in the building (in all areas, including classrooms)
  - Exceptions include religious head coverings and durags

Your child's grade-level administrator will be contacted when the dress code is violated. A student will be able to call home to ask for a change of clothing, if necessary.

### **Electronic Devices**

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 personal 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 WITH THE EXCEPTION OF SPECIFIED MEDICALLY INDICATED MONITORING NEEDS- See Nursing Office or School Counseling to clarify.

Inappropriate use of electronics may result in an office referral. If devices are being used inappropriately, teachers have the right to ask the students to bring the device to the office to be held for the remainder of the day. Refusal to do so will result in a meeting with the grade level administrator.

### **Fundraising Activities**

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

### **Lockers**

Hallway lockers will be assigned to students on the first day of school. Students are advised to keep their locker combinations confidential and to keep lockers secure and closed. 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. The administration is authorized, consistent with state law, to search student desks, lockers, and other school property available for student use, for the

presence of weapons, contraband, or items resulting from a crime if (1) the school administration believes that the search is justified at its inception and (2) the search as conducted is reasonably related in scope to the circumstances which justified it.

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.

### **Loitering or Causing a Disturbance**

Any person shall be considered loitering on school grounds when he/she loiters or remains in or about a school building or grounds without any reason. Loitering on school grounds (including the school cafeteria) is not permitted after 2:45 unless a student is involved in a school related activity. Acceptable reasons for remaining on school grounds include, but are not limited to: participation in extracurricular activities, extra help sessions with staff, waiting for the late bus, athletic events, etc...

### **Student Search**

A student's person or personal effects may be searched if (1) there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school and (2) the search is reasonably related to the objective of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction. Searches of students and of student personal effects include, but are not limited to, searches of purses, wallets, backpacks, outer coats and jackets, footwear, belts, pockets, and hats.

School board policy allows desks and lockers to be inspected if the administration has reason to believe that materials injurious to the best interests of students and the school are contained therein.

Student vehicles parked on school grounds may be searched if there is a reasonable cause to search. The district may use trained dogs to alert school officials to the presence of prohibited or illegal items, including drugs and alcohol. At any time, trained dogs may be used on lockers and vehicles parked on school property.

The administration is also authorized to utilize a breathalyzer in accordance with administrative guidelines and applicable state and federal law. ([Board of Education Policy and Regulation 5145.12](#))

### **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. Possession or use of such products is a suspendable offense.

### **Student Identification Cards**



As a safety measure, all students will be issued a photo identification card by Southington High School. Students must always have their Identification Card on their person 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 may result in a disciplinary consequence. Students will be allowed to declare they are without ID in the main office or Ninth Grade 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**

All grade 10-12 students may have their study halls in the library/Media Center or assigned classrooms. All grade 9 students will have their study halls in classrooms with teacher supervision.

Students should report to their location and sign in with our attendance system. If they need to leave for any reason, they will utilize SmartPass at the discretion of staff.

Students may make up physical education classes during study hall. Students must report directly to the gym, and they must sign in with the PE teacher there.

Monitored study halls are an intervention for those students who may need additional academic support. Students with a monitored study hall in their schedule must attend and may face consequences if they fail to do so.

### **Telephone Use**

Students who need to use a telephone can access the phones in multiple office locations throughout the building.

### **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. 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.

### **Asbestos Management** ([Board of Education Policy and 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.

### **E-Hall Passes (SmartPass)**

Over the past three years we have seen an increase in the number of students in the hallways and bathrooms for extended periods of time. This causes a loss of instructional time in classrooms and concerns for safety when students are unaccounted for in the building. We have partnered with SmartPass, a digital pass system that helps control the flow of students and ensures they get the most out of the school day. As with any new system, we will monitor the set up usage to ensure balance between meeting our student's educational, physical, and health needs, as well as the safety and security of our building.

## **V. 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 18 credits

- maintained a clean disciplinary record or one which reflects minimal office referrals that result in disciplinary responses/consequences. Students who accrue 3 suspensions may face the removal of their parking pass.

After all eligible and interested seniors apply for parking passes, an unspecified number of spaces may also be open to juniors.

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 students 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 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. [Board of Education Policy and 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.

## **CIAC Eligibility Rules**

**Athletes:** In order to remain eligible to participate in our athletic programs you:

1. must be taking at least four (4) units of work or the equivalent; (Rule I.).
2. 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\* (Rule I.A.). (Note school policy)
3. you turn nineteen (19) years of age after July 1 (Rule II.B.).
4. must meet our residency requirements if you've changed schools (Rule II.C.)  
See complete Rule for exceptions.
5. have played the same sport for no more than four (4) seasons in grades 9, 10, 11, and 12. There is no fifth year of eligibility (8 consecutive semesters of eligibility).
6. refrain from 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.

8. must receive no personal economic gain for participation in any CIAC sport (Rule II.F.)

Consult your Principal or Athletic Director 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.

Academic failure cannot be made up for eligibility purposes in any manner until the next grade report, except that credits earned during the summer by any 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.

Incomplete grades 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 Extracurricular 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 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/club 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 and 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 is 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 (See Rule B)
- 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.

D. Participation includes practice and tryouts

**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 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. ([Board of Education Policy and 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 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 invoke 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:**

<b><i>SOUTHINGTON HIGH SCHOOLS SPORTS</i></b>		
<b>FALL</b>	<b>WINTER</b>	<b>SPRING</b>
Cheerleading	Basketball (Boys)	Baseball
Cross Country (Boys)	Basketball (Girls)	Lacrosse (Boys)
Cross Country (Girls)	Cheerleading	Lacrosse (Girls)
Field Hockey	Gymnastics	Softball
Football	Ice Hockey	Tennis (Boys)
Golf	Indoor Track (Coed)	Tennis (Girls)
Soccer (Boys)	Swimming (Boys)	Track & Field (Boys)
Soccer (Girls)	Unified Sports (Basketball)	Track & Field (Girls)
Swimming (Girls)		Unified Sports (Track & Field)
Unified Sports (Soccer)	Wrestling	Volleyball (Boys)
Volleyball (Girls)		<p>For information regarding Southington High School Sports <a href="http://www.southingtonsports.com">www.southingtonsports.com</a></p>

## Clubs



**Aspiring Medical Professionals Plus (AMP+)** - Mr. DeStefano [ddestefano@southingtonschools.org](mailto:ddestefano@southingtonschools.org)

This club welcomes any student interested in pursuing a career in the medical field. AMP+ will feature having guest speakers, fundraisers and site visits for the purpose of learning more about what it takes to become a medical professional. The goal of this club is to help members better understand the different components of the medical field and health related sciences.

**Animal Protection Club** - Mrs. Tavera Collins [ktaveracollins@southingtonschools.org](mailto:ktaveracollins@southingtonschools.org)

The Animal Protection Club's objective is to get students of Southington High School interested in helping less fortunate animals through fundraisers and volunteer work. If anyone has any interest in helping and raising awareness for animals who have faced mistreatment and cruelty, they are strongly encouraged to join this club.

**Best Buddies** - Mrs. DeCarlo [rdecarlo@southingtonschools.org](mailto:rdecarlo@southingtonschools.org)

Our mission statement is to enhance the lives of people with intellectual disabilities by providing opportunities for one-to-one friendships. We sponsor fun, social activities after and occasionally outside of school. Best Buddies is a friendship club; you will help to make a difference in someone's life just by being a friend.

**Broadcasting Club** - Mr. Ouellette, [zouellette@southingtonschools.org](mailto:zouellette@southingtonschools.org)

Are you interested in gaining experience with broadcasting or filming live events at the high school? What about managing media on platforms like YouTube or gaining experience live streaming? Well the Broadcast Club is for you! Members of this club are responsible for doing play-by-play for sporting events at the school, filming various events, and managing the school YouTube channel. Students of all talent levels are welcome.

**Chinese Club** - Ms. Zheng [xzheng@southingtonschools.org](mailto:xzheng@southingtonschools.org)

The Chinese Club welcomes anyone who has a strong interest in Chinese culture and language.

**Chess Club** - Mrs. Dougherty [bdougherty@southingtonschools.org](mailto:bdougherty@southingtonschools.org)

Meets every Wednesday in room E254. All chess levels are welcome, members challenge each other in chess games while supporting their strategic thinking, good sportsmanship and increasing their experience. Members will have the opportunity to compete in yearly chess club tournaments and competitions.

**Classics Club** - Ms. Foresman, Ms. Gray [aforesman@southingtonschools.org](mailto:aforesman@southingtonschools.org), [rgray@southingtonschools.org](mailto: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.

**Dance Team** - Mrs. Monteiro, [nmonteiro@southingtonschools.org](mailto:nmonteiro@southingtonschools.org)

A group of dancers that participates in a choreographed dance and perform at sporting events throughout the school year. In a dance routine, the squad will incorporate a specific dance style, technical work, and depending on the routine, pom-poms.

**DECA** - Mrs. Brooks, Mrs. DeVlyder [tbrooks@southingtonschools.org](mailto:tbrooks@southingtonschools.org), [jdevlyder@southingtonschools.org](mailto:jdevlyder@southingtonschools.org)

DECA prepares emerging leaders and entrepreneurs in marketing, finance, hospitality and management in high schools and colleges around the globe. Activities at Southington High School include state and national competitions, leadership conferences, community service, operation of the DECA School Store as well as the Southington Drive-In concession stand, real good snacks, and social events.

**Drama Club** - Mrs. Bunel, Mrs. Reitsma [abunel@southingtonschools.org](mailto:abunel@southingtonschools.org), [sreitsma@southingtonschools.org](mailto:sreitsma@southingtonschools.org)

Drama Club is dedicated to enriching both students and the community at large through the celebration of and engagement in the dramatic arts. The club promotes learning about theater through activities, community outreach, fundraising events, and productions that enhance the educational goals of the

theatrical discipline. It also strives to foster an appreciation of all forms of the performing arts and to provide opportunities for artistic growth within the organization itself as well as within the community.

**Dungeons and Dragons** - Mr. Garfinkel [dgarfinkel@southingtonschools.org](mailto:dgarfinkel@southingtonschools.org)

The DND Club is an afterschool group based around the role-playing tabletop game, Dungeons and Dragons. This club strives to allow creativity, collaboration, and inspiration by creating personalized characters and exploring their perspective with your fellow players. You will immerse yourself in a world created by your DM (Dungeon Master) as you complete quests, overcome challenges, and solve mysteries. The club meets at 3:00 after school every Thursday in room C232. All are welcome!

**Emblem** - Ms. Phelps [jphelps@southingtonschools.org](mailto:jphelps@southingtonschools.org)

Emblem is the SHS school newspaper. Articles are published online at <https://shsemlen.wordpress.com>.

Students are needed to write articles, take pictures, and create video broadcasts. We meet bi-monthly after school.

**Family Career and Community Leaders of America (FCCLA)** - Mrs. Osborn [mosborn@southingtonschools.org](mailto:mosborn@southingtonschools.org)

The National student organization for Family & Consumer Sciences. Activities relate to family, school, and community. Students plan a variety of activities throughout the school year.

**Fashion Magazine Club**- Mrs. Rosa [arosa@southingtonschools.org](mailto:arosa@southingtonschools.org)

The FMC welcomes members who are looking for a place to share their love of fashion, design, and photography. We are looking for members who are interested in joining an inclusive, supportive community of fellow fashion lovers where creativity and self-expression are encouraged.

**FFA** - Mr. McLaughlin, Mr. O'Keefe, Mrs. Wilcox

[omclaughlin@southingtonschools.org](mailto:omclaughlin@southingtonschools.org), [pokeefe@southingtonschools.org](mailto:pokeefe@southingtonschools.org), [newilcox@southingtonschools.org](mailto:newilcox@southingtonschools.org),

The FFA organization provides leadership development for students enrolled in agricultural science.

Members participate in local, State and National activities. The FFA also has competitions related to a variety of agricultural and leadership interest areas.

**Future Business Leaders of America (FBLA)** - Mrs. Schena [lschena@southingtonschools.org](mailto:lschena@southingtonschools.org)

A national organization for students in grades 9-12 interested in business related careers. FBLA provides career readiness and leadership development opportunities for high school students through academic competitions at the state and national levels. Many educational and community service programs are also offered to members throughout the school year.

**FIRST Robotics Team** - [info@team195.com](mailto:info@team195.com)

Students build a robot of their own design under the mentorship of professional engineers. They compete with their robots at local and global level competitions. The program runs from September through June and requires a high level of commitment. Applications are available throughout the summer at Team195.com and are due the first week of September; not all who apply are accepted.

**French Club** - Ms. Sadji, Mr. Fall [zsadji@southingtonschools.org](mailto:zsadji@southingtonschools.org), [mfall@southingtonschools.org](mailto:mfall@southingtonschools.org)

French Club is comprised of a group of students who wish to learn about the French language and culture in an informal setting. The club meets once a month. Activities include on-line games, including French trivia, songs, guest speakers, French breakfasts and casual explorations of the French way of life. The club organizes and sponsors cultural field trips to special museum exhibits and plays which focus on French and francophone culture. If you enjoy speaking French and are interested in French culture, please come join us! All are welcome.

**Gender and Sexuality Alliance (GSA)** - Ms. Foresman [aforesman@southingtonschools.org](mailto: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.

**Girls' Ice Hockey** - Debra Rice [debra.rice@disney.com](mailto:debra.rice@disney.com)

SHS Girls' Ice Hockey Club is a competitive club ice hockey program playing other high school girls' ice hockey club teams from throughout the state of CT. The sport is not sanctioned by the CIAC and plays in an organized club league which high schools agree to play in.

**Green Knights Eco Club** - TBD

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 cafeterias. We promote environmentally friendly practices and look to educate others on the importance of taking care of our world.

**Heartstrings- Crochet, Knit & Stitch-** TBD

Members of the SHS community interested in learning how to knit/crochet, stitching crafts and is willing to complete small projects for donation to the community at large (church, hospital, food pantry, teen services, etc.)

**Interact Club** - TBD

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.

**Italian Club** - Mrs. Tavera-Collins, Mrs. T. Riccio, Ms. Cusano [ktavera@southingtonschools.org](mailto:ktavera@southingtonschools.org), [triccio@southingtonschools.org](mailto:triccio@southingtonschools.org), [icusano@southingtonschools.org](mailto:icusano@southingtonschools.org)

Promotes appreciation of Italian traditions and culture through student participation in school and community outreach activities. We meet monthly and students do not need to take Italian to participate! Ci vediamo!

**Japanese Club** - Ms. Montagna [mmontagna@southingtonschools.org](mailto:mmontagna@southingtonschools.org)

Any student with an interest in Japanese language and culture is welcome to join the Japanese Club.

**KEY Club** - Mr. Garfinkel [dgarfinkel@southingtonschools.org](mailto:dgarfinkel@southingtonschools.org)

KEY= Kiwanis Educating Youth. The club performs 6-8 service projects each month; babysitting for 4 elementary school PTOs, food drives, toy collections, fundraisers for various charitable organizations, an annual Kiddie Carnival and Halloween party/activities, etc. Membership is open to all students willing to make a commitment to community service.

**Knights Around the World** - Ms. Allenback, Ms. Cavanaugh, Mrs. Pettit [hallenback@southingtonschools.org](mailto:hallenback@southingtonschools.org), [kcavanaugh@southingtonschools.org](mailto:kcavanaugh@southingtonschools.org), [ppettit@southingtonschools.org](mailto:ppettit@southingtonschools.org)

Introduce high school students to domestic/international travel. The club will provide opportunities for students to learn about travel as well as share their knowledge about domestic/international destinations with club members.

**Knights of STEM Club** - Mrs. Bogdanski [vbogdanski@southingtonschools.org](mailto:vbogdanski@southingtonschools.org)

The mission of the Knights of STEM Club is to promote STEM within the Southington community by giving young people the chance to explore subjects like science, technology, engineering and math. The club's primary role is to plan an annual STEM Family Night for Southington's elementary students where students and families participate in a variety of hands-on activities covering different STEM topics and connections to exciting STEM careers. We meet two Wednesdays a month in Room E384 after school.

**Math Team** - Ms. Chase [cchase@southingtonschools.org](mailto:cchase@southingtonschools.org)

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!

**Mental Health Awareness Club** - Ms. Foley, Ms. Adams [kfoley@southingtonschools.org](mailto:kfoley@southingtonschools.org), [sadams@southingtonschools.org](mailto:sadams@southingtonschools.org)

The Mental Health Awareness Club is committed to spreading knowledge and awareness about mental illness and mental health issues to SHS and the Southington Community. Our club focuses on educating others, raising funds for mental health organizations, and reaching out to community and government leaders to help fight the stigma of mental illness in our society.

**Model UN** - Mr. Garfinkel, Mrs. Biales, [dgarfinkel@southingtonschools.org](mailto:dgarfinkel@southingtonschools.org), [abiales@southingtonschools.org](mailto:abiales@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 position papers and resolutions we and the other schools wrote.

**Musician Club** - Mrs. Ossias [sossias@southingtonschools.org](mailto:sossias@southingtonschools.org)

To gather musicians together to share our passion for making and listening to music. To celebrate all types of music in an inclusive and safe setting.

**National Honor Society (NHS)** - Mrs. T. Riccio [triccio@southingtonschools.org](mailto: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.

**Polish Club** - Ms. Kalinowski [kkalinowski@southingtonschools.org](mailto:kkalinowski@southingtonschools.org)

For students to meet to speak Polish together and learn about the Polish culture and traditions.

**Powder Puff** - Mr. Kemp [ckemp@southingtonschools.org](mailto: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** - Ms. Benitez, Mr. Vargas [gbenitez@southingtonschools.org](mailto:gbenitez@southingtonschools.org), [nvargas@southingtonschools.org](mailto:nvargas@southingtonschools.org)

Rugby Club consists of both a boys' and a girls' team. Both teams compete against school sponsored clubs and town park and recreation programs from 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.

**Science Bowl** - Mrs. Raccio [nraccio@southingtonschools.org](mailto:nraccio@southingtonschools.org)

The U.S. Department of Energy (DOE) National Science Bowl® is a nationwide academic competition that tests students' knowledge in all areas of science and mathematics. The high school team will face-off in a fast-paced question-and-answer format, being tested on a range of science disciplines including biology, chemistry, Earth science, physics, energy, and math. Members involved would go to a competition each year at UCONN, with a chance to go to the National Competition.

**SHS Aviation Club** - Mr. Robitaille [grobaille@southingtonschools.org](mailto:grobaille@southingtonschools.org)

The purpose of the Aviation Club is to inform, nurture, and support a student's desire to work in the aviation industry while working in a safe, inclusive and respectful environment. Hands On Activities, STEM, and history of aviation are some of the mediums through which students will engage themselves in.

**SHS Photography Club** - Mr. Retano [mretano@southingtonschools.org](mailto:mretano@southingtonschools.org)

Students interested in photography can connect with others who share the hobby, to learn more about photography, and to share feedback, advice, and tips. Students will meet every week to discuss and share the photos they have taken over the past week. Towards the end of the meeting, students will decide on a photo “theme” (wildlife, landscapes, portrait, sunset, etc) to shoot to show at the following week’s meeting. Photos taken by SHS Photography Club members could be shared to the SHS Photography Club Instagram account.

**SHS Students for Progress** - Mrs. T. Riccio [triccio@southingtonschools.org](mailto:triccio@southingtonschools.org)

SHS Students for Progress is a group of students who are dedicated to raising awareness through education and community service in order to change misperceptions about race, ethnicity, and culture.

**Ski Race Team** - Mrs. Bass [jbass@southingtonschools.org](mailto:jbass@southingtonschools.org)

SHS Ski Race Team is a club offering male and female students practice and competition against other teams from around the state. Students interested should be at least an intermediate level skier. All practices and races take place at Mt. Southington in January and February. Information is available in November.

**Southington Activists for Gender Equality (SAGE)** - Mrs. Tran [mtran@southingtonschools.org](mailto:mtran@southingtonschools.org)

SAGE is a politically active group, working to strengthen the feminist community at SHS and in the Southington community. Members, both male and female, seek to redefine current perceptions of Feminism and strive to promote gender equality by creating an environment that both provokes and fosters discussion. SAGE reaches out to local organizations, hosts special events, and supports gender studies education. Join us and help change the world!

**Southington Girls 7v7 Flag Football-** Mr. McAloon [jimcaloon@southingtonschools.org](mailto:jimcaloon@southingtonschools.org)

Newly formed Girls 7v7 Flag Football is one of the fastest-growing girl's sports in the country. This club will compete with local high schools in the Central Connecticut Conference with the hopes of growing the game to varsity-level competition. All skills and abilities are welcomed, as the focus of this club is to learn the game of football, develop positive relationships, be a part of a team, be active, have fun, and compete. This is a Spring sport that will have an early school year interest meeting and continue to meet periodically until the season starts. If you have any questions at all please contact Coach Jon Esmail at [esmailj@southington.org](mailto:esmailj@southington.org). Go BKGFF!

**Spanish Club** - Mrs. Yanosy, Mrs. Ponte [ayanosy@southingtonschools.org](mailto:ayanosy@southingtonschools.org), [kponte@southingtonschools.org](mailto:kponte@southingtonschools.org)

Spanish Club enhances the total language experience through participation in enrichment activities and promotes understanding of the Hispanic culture.

**STEPS XYZ Club** - Mr. Loomis [aloomis@southingtonschools.org](mailto:aloomis@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.

**Swifties** - Mrs. Yanosy [ayanosy@southingtonschools.org](mailto:ayanosy@southingtonschools.org)

The purpose of the Swifties Club is to make friends through music. We are all about appreciation and positivity. Similar to a book club, time will be spent listening to each of Taylor Swift’s albums and analyzing songs. Other activities include games, crafts, and sing-alongs. *Are you ready for it?*

**The Shelf-** Ms. Phelps [jphelps@southingtonschools.org](mailto:jphelps@southingtonschools.org)

We aspire to create a safe, encouraging environment for students to read for pleasure, create relationships with peers, and have meaningful discussions on choice novels that are relevant to high school-aged students.

**Unified Theater** - Ms. Cavanaugh [kcavanaugh@southingtonschools.org](mailto:kcavanaugh@southingtonschools.org)

Unified Theater is a national program in which students of all abilities perform on stage together. All students help to write the script, plan the choreography and arrange the entire production.

**Women in Science and Engineering (WISE)** - Mrs. Kirsche, [skirsche@southingtonschools.org](mailto:skirsche@southingtonschools.org)

The mission of Southington WiSE is to recruit, support, and retain a diverse population of students in the science, technology, engineering, and mathematics fields (STEM); to link students with resources and opportunities that will support their academic and personal pursuits; and to develop relationships among students with similar interests while building a community based on mutual respect and affirmation of diversity. We meet every third Wednesday of the month in Room C108 after school.

**World Language Honor Society** - Mr. Bartoletti [vbartoletti@southingtonschools.org](mailto:vbartoletti@southingtonschools.org)

The societies for each language - French, 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 [mmontagna@southingtonschools.org](mailto:mmontagna@southingtonschools.org)

Writers' Club welcomes any student who enjoys writing for fun. We look at many forms of non-academic writing including poetry, fiction, scripts, and memoirs. The club also creates a small literary magazine each spring.

**Xscape Club** - Mrs. Hahn [rhahn@southingtonschools.org](mailto:rhahn@southingtonschools.org)

To build students skills in survival in nature, community service clean up of the environment. Also, solving puzzles, problem solving, "cracking codes," self-defense, and first-aid.

## **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/vaping 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 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 administrators 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.

### **School Store (DECA)**

Our DECA program oversees our school store. Southington High School is fortunate to have a school store where students can purchase a variety of items including school supplies, sportswear, SHS clothing, snacks, and other items. The store is operated and managed by the distributive education students and their advisor(s). The school store is closed during lunch periods. Only students who are assigned to a study hall periods 1, 2, or 4 may visit the school store then.

### **Student Support Center**



The Student Support Center encompasses varied resources that Southington High School offers students. The Student Support Center is centrally located directly behind the main office. School Counselors are all located in the Student Support Center. School Psychologists and School Social Workers are located in different areas of the building. Academic, career and counseling needs of students are met through the Student Support Center.

The Southington Public Schools' Comprehensive School Counseling Program 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 academics, personal/social development, and career awareness with an emphasis on becoming lifelong learners. Every Southington High School student will develop a student success plan with their school counselor. Respectful of individual differences, the school counseling program assists and supports students as they begin to understand themselves, develop decision-making and problem- solving skills and plan for their future.

Students are strongly encouraged to see their school counselors on a regular basis, beginning in grade nine and each year through senior year. School counselors schedule students for individual planning meetings. Parents/Guardians are encouraged to attend planning meetings to review course requests and to discuss college and other post high school opportunities each year. Several parent/guardian evening programs are offered annually including College Fair, Career Fair, Financial Aid Night, High School 101, NCAA Eligibility, and Navigating the College & Career Process. All parents/guardians are welcome and encouraged to attend.

All students have an assigned counselor. To see one's school counselor, a student can email or sign up for an appointment via Canvas. Appointments are made during non-class times wherever possible. We realize that there will be times when a child's concern will be of an immediate nature; when and if this happens, a student is advised to let one of the administrative assistants know that the need to see a school counselor is urgent, and they will assist the student in contacting an available counselor.

Please remember that no concern is insignificant; if it's important to you, it's important to us. The Student Support Center staff looks forward to working with you to make the most of your years at Southington High School.

### **Maia Learning (replacing Naviance)--New program being introduced to students and families during the fall of 24-25**

Maia Learning is being used at SHS to assist students to develop a transition portfolio. Every Southington High School student will develop a Student Transition Portfolio. The Maia Learning tool is a web-based program accessible via ClassLinks on each student's school device. This tool has three overarching areas: *About Me, Colleges, and Careers*. All SHS students and parents will have access to this program which provides career interest inventories, personality type inventories, resume building, college searches, scholarships, work-based learning opportunities, and more. Maia is also the primary tool school counselors/teachers use to send letters of recommendations and the school profile to colleges for students during senior year college planning.

### **Students Re-entering SHS after a Lengthy Illness or Hospitalization**



The staff at SHS want to have a collaborative relationship with students and families in order to meet all student needs. If a student should require hospitalization or has a lengthy illness whether it be for medical and/or mental health reasons the school nurse, school counselor, social worker, or administrator should be notified as soon as possible.

Prior to the student returning to school, a re-entry meeting will be held for the best interest of the student and the school. The meeting will include a parent/guardian, school counselor and appropriate school staff to determine what accommodation may need to be implemented in order to ensure a successful return to SHS. At the re-entry meeting, a hospital discharge summary or letter from the students treating physician or mental health provider indicating the student is well enough to return to school will need to be submitted and reviewed.

## **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 Student Support Center 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 student support center office before first period and the completed working papers can be picked up at the end of that day.

**Grade 9, Ms. Kathleen Reynolds** [kreynolds@southingtonschools.org](mailto:kreynolds@southingtonschools.org)

Perzan	Bugnacki	Ovalles	Discenza
A - K	L - Z	All Ag-Science Students	All GHAA and ML Students

**Grade 10, Ms. Leah Clark** [lclark@southingtonschools.org](mailto:lclark@southingtonschools.org)

Gleba	Viens	Napolitano	Davis	Wallace	Perry	Ovalles	Discenza
A - COL	COM - G	H - LO	LP - PER	PES-SN	SO - Z	All Ag-Science Students	All GHAA and ML Students

**Grade 11, Mrs. Simone Crouch** [scrouch@southingtonschools.org](mailto:scrouch@southingtonschools.org)

Gleba	Viens	Napolitano	Davis	Wallace	Perry	Ovalles	Discenza
A - COL	COM - F	G - LAM	LAN - M	N-SA	SB - Z	All Ag-Science Students	All GHAA and ML Students

**Grade 12, Mr. Hinman** [thinman@southingtonschools.org](mailto:thinman@southingtonschools.org)

Gleba	Viens	Napolitano	Davis	Wallace	Perry	Ovalles	Discenza
A - CON	COO- GR	GS - LA	LB-OQ	OR - SC	SD - Z	All Ag-Science Students	All GHAA and ML Students

Mr. Mark Bugnacki	<a href="mailto:mbugnacki@southingtonschools.org">mbugnacki@southingtonschools.org</a>
Mr. Geoff Davis	<a href="mailto:gdavis@southingtonschools.org">gdavis@southingtonschools.org</a>
Ms. Jennifer Discenza	<a href="mailto:jdiscenza@southingtonschools.org">jdiscenza@southingtonschools.org</a>
Mr. David Gleba	<a href="mailto:dgleba@southingtonschools.org">dgleba@southingtonschools.org</a>
Mrs. Ana Napolitano	<a href="mailto:anapolitano@southingtonschools.org">anapolitano@southingtonschools.org</a>
Mrs. Sylvia Ovalles	<a href="mailto:sovalles@southingtonschools.org">sovalles@southingtonschools.org</a>
Mrs. Ashley Perry	<a href="mailto:aperry@southingtonschools.org">aperry@southingtonschools.org</a>
Mrs. Lindsay Perzan	<a href="mailto:lperzan@southingtonschools.org">lperzan@southingtonschools.org</a>
Mrs. Beth Viens	<a href="mailto:bviens@southingtonschools.org">bviens@southingtonschools.org</a>
Mrs. Jessica Wallace	<a href="mailto:jwallace@southingtonschools.org">jwallace@southingtonschools.org</a>

### Student Support Center Secretaries

Mrs. Nicole Monteiro	<a href="mailto:nmonteiro@southingtonschools.org">nmonteiro@southingtonschools.org</a>
Mrs. Maria Gazaferi	<a href="mailto:mgazaferi@southingtonschools.org">mgazaferi@southingtonschools.org</a>

### Special Education Coordinator

Mrs. Susie Velsor	<a href="mailto:svelsor@southingtonschools.org">svelsor@southingtonschools.org</a>
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### Multi-Lingual (ML) Teacher

Mrs. Beth Hosmer	<a href="mailto:bhosmer@southingtonschools.org">bhosmer@southingtonschools.org</a>
Mrs. Patricia Pettit	<a href="mailto:ppettit@southingtonschools.org">ppettit@southingtonschools.org</a>

### Attendance

VACANT	<a href="mailto:shsattendance@southingtonschools.org">shsattendance@southingtonschools.org</a>
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### Administrator

Rich Aroian  
Leah Clark  
Simone Crouch  
Jennifer Discenza  
Tom Hinman  
Kathleen Reynolds  
Susie Velsor

### Department

Attendance/Credit Recovery, Security, Social Studies  
Custodial, Family and Consumer Science, Math  
English, World Language  
School Counselors, School Psychologist, School Social Workers  
Science, Health, PE  
Ag-Science, Art/Music, Business, Tech and Engineering  
Special Education Teachers

### Nurse

The school nurses are located on the main floor between the Counseling Office and the main cafeteria. 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. Upon arrival at the Health Office, students **must sign in** at the secretary's desk. They should then wait quietly for assistance. For attendance and accountability purposes, students must record the time they arrive and leave the Health Office. **A time stamp system has been newly implemented for students to use when returning from our office at the end of their visit.**

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 27, 2023 for** students who are in tenth grade the 2024-2025 school year 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:

1. Students entering from a foreign country must have a tuberculin skin test prior to admission to the school system.
2. 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.

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 to 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 Family Policy Compliance Office of the U.S. Department of Education is the contact for more information about the Family Educational Rights and Privacy Act (FERPA):

Address: 400 Maryland Ave., SW, Washington, DC 20202-5901

Phone: (202) 260-3887

Email: FERPA@ed.gov

Website: [www.ed.gov/policy/gen/guid/fpc](http://www.ed.gov/policy/gen/guid/fpc)

## **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.)*



## **SOUTHINGTON PUBLIC SCHOOLS**

### **Notice of Non-Discrimination**

Southington Public Schools does not discriminate on the basis of race, color, national origin, sex, disability, sexual orientation, gender identity and expression, religion or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. All programs offered within the Southington Public Schools and specifically those programs involving Vocational or Career and Technical Education are offered for all students without consideration of race, color, national origin, sex, disability, sexual orientation, gender identity and expression, religion or age. The following individuals have been designated to handle inquiries regarding the non-discrimination policies.

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

<b>Area of Concern</b>	<b>Legal Reference</b>	<b>Coordinator</b>	<b>Address</b>	<b>Telephone</b>
<b>Race, Color, National Origin, Religion, Age</b>	<b>Title VI</b>	<b>Frank Pepe</b> Assistant Superintendent	Southington Public Schools 200 North Main Street Southington, CT 06489	860-628-3202
<b>Gender</b>	<b>Title IX</b>	<b>Frank Pepe</b> Assistant Superintendent	Southington Public Schools 200 North Main Street Southington, CT 06489	860-628-3202
<b>Disability</b>	<b>Section 504</b>	<b>Rebecca Cavallaro</b> Director of Pupil Personnel Services	Southington Public Schools 200 North Main Street Southington, CT 06489	860-628-3200 Ext. 10210
<b>Sexual Orientation</b>	<b>CT State Statute 10-15C</b>	<b>Frank Pepe</b> Assistant Superintendent	Southington Public Schools 200 North Main Street Southington, CT 06489	860-628-3202

The complainant shall make this contact within thirty (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.

Revised 7-26-2024