

SOUTHINGTON HIGH SCHOOL STUDENT HANDBOOK 2026–2027



A SCHOOL OF EXCELLENCE

Southington High School Student Handbook

2026–2027

TABLE OF CONTENTS

<u>Introduction</u>		<u>6. Attendance</u>	
Mission Statement	4	Overview of Attendance Policy	20
Vision of a Graduate	4	Attendance Codes	20-21
Learner Expectations	4	Excused vs. Unexcused Absences	21-23
Equal Opportunity Statement	4	Truancy Policy	24
		Tardiness Policy	25
<u>2. School Leadership</u>	5	Support Plans & Appeals	26
Southington Public Schools Leadership	5	Co-Curricular Absences	27
SHS Administration	6	Early Dismissals.	27
Ninth Grade Academy	6	Administrative Discretion	27
Karen Smith Academy (KSA)	6		
Department Leaders	7	<u>7. Health Services</u>	
School Counselors	8	Nurse Information	29
<u>3. School Calendar</u>		Medication Administration	30
		Health Exams	30
<u>4. Academics</u>	9		
Graduation Requirements	10	<u>8. Safety Policies & Procedures</u>	
Class Placement	10	Asbestos Removal	31
Grading System	11	Evacuation Drills	31
Evaluating Student Progress	11	Breathalyzer Use	31
Final Course Grades	11	Search and Seizure	31
Incomplete Grades	12	Student ID Cards	32
Course Level Descriptors	12	E-Hall Pass (Smart Pass)	32
Course Weighting & GPA	12	Return of Supplies	32
Internal Class Rank	13	Complaint Procedure	33
Honor Roll	13		
National Honor Society	14	<u>9. Student Life</u>	
Change of Schedule	15	Clubs & Activities	33
Summer School	15	Athletics	34
Home-Schooled Students	16	CIAC/SHS Eligibility Rules	34
Graduation Ceremony		Co-curricular Eligibility	35-37
<u>5. Student Discipline</u>	16	Field Trips	39
Code of Conduct	17	Dances & School Events	40
Detention	17	<u>Dress Code</u>	41
Suspension	18	<u>Lockers</u>	41
Expulsion	19	Loitering	41
Student Privilege Revocation	20	Study Halls	41
Cheating/Plagiarism	20	School Store	42
Bus Conduct	20	Telephone Use	42
Distributing or Displaying Materials		Vandalism	42
		<u>Senior Dismissal</u>	

Electronic Devices	20	Student Visitors	42
		Student Parking	43
		School Spirit	43
			43
		<u>10. School Counseling</u>	
		Counselor Assignments	44
		Return from Hospitalization	44-46
		Maia Learning (School Counseling)	46
		Student Records	46
		Student Success Plans	46
		Working Papers	48
			49
		<u>11. Legal & Compliance Notices</u>	
		Non-Discrimination Statement	
		Internet Use & Social Networking	50
		Use of Student Names/Images	51
		Hazing Policy	51
		Sexual Harassment Policy	51
		Smoking Policy	52
		Bullying/Challenging Behavior Policy	53
			53

NOTE: In this student handbook, items highlighted in blue are a change from the 2025-26 school year.

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.



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.

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 EXPECTATIONS

- Work cooperatively to promote a positive learning environment.

CIVIC EXPECTATIONS

- 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 (2025 – 2027)

Zaya G. Oshana, *Chairman*

Terri C. Carmody, *Vice Chairperson*

Dawn Derynoski-Anastasio, *Secretary*

Joseph Baczewski

Robert S. Brown

Lisa Cammuso

Sean M. Carson

Colleen W. Clark

Cecil Whitehead

Southington High School Administration

Principal

Richard Aroian

Assistant Principals

Leah Clark, Grade 12

Thomas Hinman, Grade 11

Simone Crouch, Grade 10

Kathleen Reynolds, 9th Grade Academy

Director of Athletics

Bob McKee

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 (Mr. Michael Drury, Director)

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 the KSA handbook.

DEPARTMENT LEADERS

Agriculture Science and Technology

Nicole Wilcox – 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

Daniel Plant

Technology & Engineering Education Department

Vincent Bartoletti

World Language Department

Tina Riccio

SCHOOL COUNSELORS

Mark Bugnacki (Grade 9)

Geoffrey Davis

David Gleba

Ana Napolitano

Sylvia Gonzalez (Agricultural Science, all students 9-12)

Ashley Perry

Lindsey Perzan (Grade 9)

Jessica Wallace

Beth Viens

Mark Hill (KSA)

HEALTH SERVICES

Michelle Barbour R. N.

Lisa Meccariello, L.P.N.

Maritza Nadeau, L.P.N

2026-2027 CALENDAR

August – 3 Days					September – 21 Days					October – 21 Days					November – 16 Days				
M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F
3	4	5	6	7		1	2	3	4				1	2	2	PD	4	5	6
10	11	12	13	14	(7)	8	9	10	11	5	6	7	8	9	9	10	(11)	-12-	13
17	18	19	20	21	14	15	16	17	18	(12)	13	14	15	16	16	17	18	-19-	20
PD	PD	PD	*27*	28	21	22	23	24	25	19	20	21	22	23	23	24	(25)	(26)	(27)
~31~					28	29	30			26	27	-28-	-29-	30	30				
December – 17 Days					January – 19 Days					February – 18 Days					March – 22 Days				
M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F
	1	2	3	4					(1)	1	2	3	4	5	1	2	3	4	5
7	8	9	10	11	4	5	6	7	8	8	9	10	11	12	8	9	10	11	12
14	15	16	17	18	11	12	13	14	15	(15)	(16)	17	18	19	15	16	-17-	-18-	19
21	22	23	(24)	(25)	(18)	19	20	21	22	22	23	24	25	26	22	23	24	25	(26)
(28)	(29)	(30)	(31)		25	26	27	28	29						29	30	31		
April – 17 Days					May – 20 Days					June – 7 Days					181 Instructional Days (186 Staff Days)				
M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F					
			1	2	3	4	5	6	7		1	2	3	4					
5	6	7	8	9	10	11	12	13	14	7	8	9	10	11					
(12)	(13)	(14)	(15)	(16)	17	18	19	20	21	14	15	16	17	18	KEY	Early Dismissal - Listed Schools			
19	20	21	22	23	24	25	26	27	28	21	22	23	24	25	- -	Early Dismissal - Listed Schools			
26	27	28	29	30	(31)					28	29	30			()	Holiday/Vacation – No School			
															PD	Workday/PD – No School for Students			

8/27/2026 *First Day of School for K-12 Students*

8/31/2026 ~First Day of School for Preschool Students~				
8/24/2026, 8/25/2026, 8/26/2026, 11/3/2026 – 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, 2027. If additional weather-related days are needed beyond these days, we will begin with April 16, 2027 and move backward.				
Early Dismissal – Listed Schools /		Early Dismissal – Listed Schools - -	NO SCHOOL ()	
9/15/26	K-12	SHS / KSA	9/7/26	Labor Day
10/20/26	K-12	11/12/26 – SHS Conferences	10/12/26	Columbus Day
12/1/26	K-12		11/11/26	Veterans Day
12/23/26	Preschool-12	JAD & JFK Middle Schools	11/25/26 - 11/27/26	Thanksgiving Recess
1/12/27	K-12	11/19/26 – M.S. Conferences	12/24/26 - 1/1/27	Holiday/Winter Recess
2/2/27	K-12		1/18/27	Martin Luther King Day
3/2/27	K-12	Elementary Schools (Preschool-5)	2/15/27 - 2/16/27	Presidents' Day Recess
4/6/27	K-12	10/28/26 & 10/29/26 - Elem. Conf.	3/26/27	Good Friday
5/4/27	K-12	3/17/27 & 3/18/27 - Elem. Conf.	4/12/27 – 4/16/27	Spring Break
6/9/27-Tent. Last Day	Preschool-12		5/31/27	Memorial Day
Facility/School	Phone	Hours	Address	Special Observation Days
Board of Education	860-628-3202	7:30-4:30	200 North Main Street	9/11/26 - 9/13/26* Rosh Hashanah
Southington High School	860-628-3229	7:37-2:15	720 Pleasant Street	9/20/26 - 9/21/26* Yom Kippur
Karen Smith Academy	860-628-3379	7:37-12:50 & 1:50 (WL Class)	242 Main Street	9/25/26 - 10/2/26* Sukkot
STELLAR Program	860-628-3200	8:00-2:00	48 North Main Street	11/8/26 Diwali
J. A. DePaolo Middle School	860-628-3260	8:05-2:40	385 Pleasant Street	1/6/27 Three Kings Day
J. F. Kennedy Middle School	860-628-3275	8:05-2:40	1071 South Main Street	Begins 2/7/27* Ramadan
Derynoski Elementary School	860-628-3286	8:55-3:25	240 Main Street	3/9/27 - 3/10/27* Eid al Fitr
Flanders Elementary School	860-628-3372	8:35-3:05	100 Victoria Drive	3/22/27 Holi
Hatton Elementary School & Wrinn Preschool Center	860-628-3377	8:35-3:05	50 Spring Lake Road	4/21/27 - 4/29/27* Passover
Kelley Elementary School	860-628-3310	8:55-3:25	501 Ridgewood Road	*Holiday begins at sundown the evening of the first date specified.
Oshana Elementary School	860-628-3450	8:35-3:05	70 Church Street	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 Drive	
Strong Elementary School & Wrinn Preschool Center	860-628-3314	8:55-3:25	820 Marion Avenue	
Thalberg Elementary School	860-628-3370	8:35-3:05	145 Dunham Street	

II. Academics

Graduation Requirements

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.

GRADUATION REQUIREMENTS	
Graduation Credit Requirement: 25 credits	
Course	Credits
Humanities - 10 credits	1: English I
	1: English II
	1: English III
	1: English IV (0.5) & Senior English Elective (0.5)
	1: Modern US History
	1: Citizenship in Action
STEM - 9.5 credits	1: Additional Social Studies Elective(s)
	1: World Language (3 years of same language recommended)
	2: Humanities Electives (Related to your Pathway)
	1: Algebra 1
	1: Geometry
	.50 Personal Financial Literacy
Physical Education	1: Additional Math
	1: Earth Science
	1: Life Science
Health	1: Physical Science
	3: STEM Electives (Related to your Pathway)
Personal Interest Electives	3.5
Courses taken in Middle School *passing HS exam	1: Algebra 1

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.

****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

	Academic Level	Accelerated	College Level Course
A+ (97-100)	4.33	4.83	5.33
A (93-96)	4	4.5	5
A- (90-92)	3.67	4.17	4.67
B+ (87-89)	3.33	3.83	4.33
B (83-86)	3	3.5	4
B- (80-82)	2.67	3.17	3.67
C+ (77-79)	2.33	2.83	3.33
C (73-76)	2	2.5	3
C- (70-72)	1.67	2.17	2.67
D+ (67-69)	1.33	1.83	2.33
D (63-66)	1	1.5	2
D- (60-62)	0.67	1.17	1.67
F (Less than 60)	0	0	0

used at Southington High School:

The following are the letter grades that may also appear on report cards/transcripts:

P = Passing	E or EX = Excused	SP = Satisfactory Progress	NG = No Grade
INC = Incomplete	F = Failing	UP = Unsatisfactory Progress	

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 20% of the final grade. The midterm and final exams each count as 10% of the final grade.

In a semester course, each of the two marking periods will 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 - Greater Hartford Academy of the Arts, Goodwin University (half-day), and Bristol Tech Students- 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. Students always have an option to obtain a transcript from their additional assigned school.

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.

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.

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 Bronze Scholar, 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 the district will internally calculate rank for purposes of Valedictorian, Salutatorian and Bronze Scholar.

NOTE: Work-based Learning, Teaching Assistants, Greater Hartford Academy of the Performing Arts, Bristol Tech, Goodwin University on campus, 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 the 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 not 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 15, 2027 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 27, 2027, 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 (in June 2026, the cost was \$350 for each course). The following guidelines govern the Summer School program:

CREDITS

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

ELIGIBILITY REQUIREMENTS

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

1. A student has failed a course with a grade of 50-59 for the academic year.
2. The 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 18 days, approximately 2-hours per day, during the Month of July. Dates of programming are established by the Director of Summer School.

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 2027, 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.

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. After school detentions take place on Mondays and Wednesdays from 2:15-3:15 (1 hour detention), or 2:15-4:15 (2-hour detention).

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 students 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 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](#).

Cheating/Plagiarism (Academic Dishonesty)/Use of AI in school

[SBOE Policy 5121.3](#)

Students are expected to uphold the highest standards of academic integrity. Academic dishonesty, including but not limited to plagiarism, cheating, fabrication, unauthorized collaboration, the misuse of generative artificial intelligence (GenAI) tools, or misrepresentation of work, is a violation of these standards and inconsistent with the values of our learning community.

Plagiarism is the act of using another person's ideas, words, or work without proper attribution, whether from published sources, online materials, AI-generated content, or the work of peers. Cheating includes but is not limited to copying assignments, using unauthorized materials during assessments, and obtaining or distributing test content in any form. The use of AI to generate or complete work without explicit teacher permission is considered a violation of academic integrity.

Violations will result in consequences that are educational in nature and progressive based on the severity and frequency of the offense. Consequences will be determined collaboratively by the teacher and administrator, considering the student's grade level and the nature of the infraction. Initial violations may result in reteaching opportunities, student reflection, assignment revision, and/or alternative assessments. Repeated or severe violations may lead to additional academic penalties and potential disciplinary action.

Reference for other Levels:

1st offense

Redo assignment to demonstrate learning

Task counts at least 50% of the score earned on the reassessment (teacher discretion)

If a student chooses not to redo then zero is issued.

Up to one day ISS/time to complete reflection prompt during free period/lunch/after school and process with administration.

Parent contact by teacher

PowerSchool Log by Admin

Inform NHS (if applicable)

2nd offense

After school detention

Redo assignment to demonstrate learning

Task counts as 50% of the score earned on the reassessment

If a student chooses not to redo then zero is issued.

More in-depth reflection since first reflection didn't cause a change in behavior

Written Academic Dishonesty Reflection (2nd offense)

Parent/Student meeting with teacher and administrator

Up to two day ISS

PowerSchool Log by Admin

Inform NHS (if applicable)

3rd offense

Redo assignment to demonstrate learning

Task counts as 50% of the score earned on the reassessment

If a student chooses not to redo then zero is issued.

Parent/Student meeting with teacher and administrator

Reflection

Up to three days ISS

PowerSchool Log by Admin

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.

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.

Electronic Devices/Cell Phones

Beginning with the **2026–2027 school year**, students will no longer be permitted to use cell phones or other personal electronic devices during instructional time. At Southington High School, we remain committed to providing an environment that supports academic excellence, meaningful learning, and positive student interactions, and we believe this change will further those goals.

We also recognize that high school students are developing independence and should continue learning how to use technology responsibly. With that in mind, our updated expectations will closely mirror the current middle school practice while providing age-appropriate flexibility.

Beginning this school year:

- Students will not have access to their cell phones during instructional periods (this also includes Monitored Study Hall, if the student is assigned to one).
- Students may use their phones during passing time and lunch. In an effort to make sure that study hall time is being used to the student's advantage, they will only be allowed to use them during the second half of a study hall (44 minutes). The first half of their study hall should be used to complete work, study, or prepare for their next day's lessons.

Other expectations include:

- No recording or photographing within the school setting without prior permission from a teacher or administrator.

Inappropriate use of electronics may result in a discipline referral. If devices are being used inappropriately, teachers have the right to ask the students to bring the device to the main office or the 9th Grade Academy to be held for the remainder of the day. Refusal to do so will be considered insubordination and may result in a conversation and/or consequences with their grade level administrator.

In the case of emergencies, parents may contact the main office and students will be notified.

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:

SPS uses three main absence codes based on the following criteria:

AV= Absence Verified by a parent/guardian= a parent/guardian calls a student out. Per CT state law, a parent/guardian can call a child out up to nine times a school year.

AE= Absence Excused= the school receives a doctor's note for the absence or another legally acceptable reason.

UNV= Unverified Absence= no one calls the student out and a robo call was sent from the school, but this is unverified until a parent/guardian contacts the school.

A student's absence from school shall be considered "absence excused" if verification of the reason for such absence has been submitted within ten (10) school days of the student's return to school and meets the following criteria:

- For absences one through nine, a student's absences from school are considered "excused" when the student's parent/guardian approves such absence and provides appropriate verification to school officials. Such verification may include a signed note from the student's parent/guardian, verification from a school official that spoke with the parent/guardian regarding the absence, voicemail from a parent/guardian, or a note confirming the absence by a licensed medical professional, as appropriate. Verification must explain the nature of and the reason for the absence as well as the length of the absence. Separate verification must be provided for each incidence of absenteeism.
- For the tenth absence and all absences thereafter, a student's absences from school are considered excused for the following reasons:
 - Student illness (must be verified by a licensed medical professional to be deemed excused, regardless of the length of the absence);
 - Student's observance of a religious holiday;
 - Death in the student's family or other emergency beyond the control of the student's family;
 - Mandated court appearances (documentation required);
 - The lack of transportation that is normally provided by a district other than the one the student attends (no parental documentation required and does not apply to exclusion from transportation for disciplinary reasons);

- Extraordinary educational opportunities pre-approved by District administration and to be in accordance with Connecticut State Department of Education guidance.

Additional 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 (AFTER 7:50) WITHOUT PARENT NOTIFICATION

TE	TARDY EXCUSED	EXCUSED TARDY FOR SCHOOL MISSING LESS THAN 1/2 THE CLASS/DAY WITH A NOTE
TC	TARDY CUT	UNEXCUSED TARDY MISSING MORE THAN 10 MINUTES OF A PERIOD/EXCEPT PERIOD 1 (AFTER 7:50) WITHOUT PARENT NOTIFICATION
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
STRM	STORM RELATED	USED FOR POOR WEATHER CONDITIONS/EXCUSED TARDY/ABSENCE - Superintendent Determination

- "Unverified" 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.
- "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)
- A "Class Cut" occurs when a student misses a class and has no legitimate reason for doing so or leaves school and does not have a legitimate excuse.
- "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.
- 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.
- A "Habitual Truant" is any student who has twenty (20) unexcused absences within a school year.

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 9:00 a.m.) of the day of the student's absence by: E-mailing shsattendance@southingtonschools.org. Please leave a message with the student's full name, grade, and reason for absence.

B. The maximum allowed number of absences 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.

Tier 1: 3 Tardies (TU/TC) to one class: restorative conversation with teacher and parent contact

Tier 2: 4 Tardies to the same class: discipline referral to admin and consequence follow-up by administrative intern (Gagnon/Curtiss)/ administrator & restorative piece/Admin contact home

- Lunch detention OR
- After-school 1-hour detention

Tier 3: 5+ Tardies: 2nd teacher referral AND automatic disciplinary consequence & restorative piece/Admin contact home

- Lunch Detention
- After-school 1-hour detention
- After-school 2-hour detention
- Loss of parking privileges or other comparable privileges

22

Student Absences Due to Communicable Diseases

Southington High School and Southington Public Schools follow the guidance and requirements of the Centers for Disease Control and Prevention (CDC), the Connecticut Department of Public Health (DPH), the Southington Health Department, and the Connecticut State Department of Education regarding communicable diseases and public health practices. We work closely with local and state health officials to support the health and safety of our school community. Public health guidance may change based on current conditions and recommendations.

Parents/guardians are asked to notify the school nurse whenever a student is diagnosed with a communicable disease that may affect the school community. The school nurse will provide guidance regarding exclusion from school and return-to-school requirements in accordance with current public health recommendations.

Students who are ill should remain home until they are well enough to participate in school activities and no longer meet exclusion criteria. Decisions regarding exclusion and readmission due to illness are made in consultation with the school nurse and, when appropriate, local or state public health authorities.

Readmission Following Communicable Diseases

Students who have been absent because of the following communicable diseases must obtain a medical readmission authorization from the Southington Director of Health **and** communicate with the school nurses prior to returning to school:

- Bacterial Meningitis
- Diphtheria and Carriers
- Encephalitis
- Poliomyelitis
- Smallpox

Students who have been absent because of the communicable diseases listed below may be readmitted after confirmation communication with the school nurses **and** with documentation from their healthcare provider:

- German Measles (Rubella)
- Impetigo
- Infectious Hepatitis
- Measles (Rubeola)
- Mumps
- Pertussis (Whooping Cough)
- Ringworm (Scalp or Body)
- Tuberculosis
- Viral Meningitis

Students who have been absent because of the communicable diseases listed below may be readmitted by the school nurse with written notification from a parent/guardian or healthcare provider indicating the diagnosis and dates of absence:

- Chickenpox (Varicella)
- Conjunctivitis (Pink Eye)
- Mononucleosis
- Pediculosis (Head or Body Lice)
- Scabies
- Streptococcal Infections (Respiratory)

All students returning to school following any of the above communicable diseases should report to the school nurse **immediately** upon their return.

School Nurse Services

The Health Office is located on the main floor between the Counseling Office and the Main Cafeteria. School nurses are available to provide first aid, assess illness and injury occurring during the school day, administer medications as authorized, conduct required health screenings, maintain student health records, and provide health education and consultation.

Unless a medical emergency exists, students must obtain a Smart Pass from their classroom teacher before reporting to the Health Office. Upon arrival, students must sign and record the time of their visit. Students are also required to record their departure time and verify that a Smart Pass has been started before they return to class.

The role of the school nurse is limited to providing health services authorized by Connecticut law and Board of Education policy. School nurses are not primary healthcare providers and may not diagnose illnesses, prescribe treatments, or provide ongoing medical care. Students requiring medical evaluation or treatment

beyond the scope of school health services should be referred to their healthcare provider, urgent care center, or emergency department, as appropriate.

Administration of Medications

The administration of medications in Southington Public Schools follows the Connecticut State Department of Public Health regulations and the Board of Education policy.

All prescription and over-the-counter medications administered during the school day must:

- Be delivered directly to the school nurse by a parent/guardian or other responsible adult.
- Be in the original, properly labeled container.
- Be accompanied by written authorization on a Medication Administration Form signed by both the parent/guardian and the licensed healthcare provider, as required by state regulations.

The school nurse may accept no more than a 45-school-day supply of medication at one time.

Medication authorization forms must be renewed annually and whenever there is a change in medication, dosage, or administration instructions.

Standing orders approved by the School Medical Advisor and Nursing Supervisor authorize school nurses to provide certain health services and administer approved medications, including acetaminophen and ibuprofen, when written parental authorization is on file and such administration is consistent with district policy.

Student Health Examinations

Connecticut law requires students enrolled in public schools to have health assessments at designated grade levels and upon entry into the school system. Southington Public Schools requires updated health assessments upon enrollment, and when entering Kindergarten, Grade 7, and Grade 10.

Students entering Grade 10 must submit a completed health assessment that meets current Connecticut Department of Public Health requirements. This health assessment document is commonly known as the "Blue Form." Health assessment forms and submission deadlines will be communicated by the district and are subject to updates in state regulations. All students entering Grade 10 for the 2026-2027 School Year are required to have a physical on file in the health office that is dated on or after **August 23, 2025**. All students who are participating in athletics are required to have an annual physical on file in the health office.

Students enrolling in Southington Public Schools from another state or country must provide a health assessment completed within one year of enrollment **on the Connecticut Blue Form** and must comply with all applicable immunization and health assessment requirements prior to attendance.

Tuberculosis (TB) Screening

In accordance with Connecticut Department of Public Health guidelines:

- Students entering from a foreign country must complete tuberculosis screening as required by current state regulations prior to school entry.
- Students entering from another state may be required to complete a tuberculosis risk assessment in accordance with current Connecticut Department of Public Health guidelines.
- Students who have traveled to a high risk-TB country for an extended period of time should contact their school nurse to determine if a tuberculosis screening is indicated.

Additional testing or documentation may be required based on the results of the risk assessment or recommendations from public health authorities.

ASET - Attendance Support & Engagement Team - 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 ASET, 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 ASET 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.

- **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.

- **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 Office will issue a pass to the student and record the tardy as either excused or unexcused. ***Reasons for tardiness such as oversleeping, traffic problems, and missing assigned school buses will not be accepted as excused.*** Students coming in tardy due to an appointment must provide a document upon arrival 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.

Excused Tardiness to Class:

An excused tardy to class missing less than one half the class will be equivalent to a tardy excused to class.

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.

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.

PROCEDURES FOR EVALUATING ABSENTEEISM

Attendance Support Plans and Credit Impact

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.

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.

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.

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. 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. Students leaving early must exit out of Door 1 and may not return to the building before 2:15.**

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.

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 risk assessment, and skin test if applicable, before entering kindergarten, seventh, and tenth grade. These medical evaluations must be dated no earlier than **August 23, 2025**, for students who are in tenth grade the 2026-2027 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.

Safety Policy and Procedures

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.

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.

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.

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](#))

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.

E-Hall Passes (SmartPass)

Over the past few 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 continue to partner 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 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.

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

Complaint Procedure

[Board of Education Policy and Regulation 5145.3](#) contains 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.

Fundraising Activities

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

Student Life

Clubs

For an updated list of clubs, advisors, and a description of each, please click [this link](#).

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.
7. 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 SOUTHLINGTON 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.](#))

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:

- will not participate in any practice, meeting, or organized pre/post event.
- will not participate in any competition, performance, meeting, conference etc.

- must meet with parent/guardian, coach, Athletic Director, club or organization advisor and/or a building Administrative Representative.
- must deliver a written and verbal apology to his/her team, coaches, fellow co curricular organization members and organization advisor.

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.
- C. Student self-disclosure will only be allowed prior to the first offense.
- D. All offenses must be reported to the Athletic Director and Building Principal and they will be kept on file per school standard operating procedures.

All Board of Education Policies, Administrative Regulations and school rules will be enforced for all applicable grades.

The following sports are among those available to Southington High School students:



A blue poster titled "SPORTS AND CLUBS" in large, stylized white letters on the right side. The poster is divided into three main sections: FALL, WINTER, and SPRING. Each section lists various sports and clubs. The FALL section includes Cheerleading, Cross Country (Boys and Girls), Field Hockey, Football, Golf (Boys), Soccer (Boys and Girls), Swim and Dive (Girls), and Volleyball (Girls). The WINTER section includes Basketball (Boys and Girls), Cheer, Gymnastics, Indoor Track (Boys and Girls), Ice Hockey (Boys), Swim and Dive (Boys), Wrestling, Ski Race Team, and Ice Hockey (Girls). The SPRING section includes Baseball, Golf (Girls), Lacrosse (Boys and Girls), Outdoor Track and Field (Boys and Girls), Softball, Tennis (Boys and Girls), and Volleyball (Boys). There are also logos for the school (a large 'S') and the Knights (a knight with a sword). A large green arrow points upwards from the bottom left. At the bottom right, there is a grid of 24 green plus signs arranged in 3 rows and 8 columns.

FALL



- CHEERLEADING
- CROSS COUNTRY (BOYS AND GIRLS)
- FIELD HOCKEY
- FOOTBALL
- GOLF (BOYS)
- SOCCER (BOYS AND GIRLS)
- SWIM AND DIVE (GIRLS)
- VOLLEYBALL (GIRLS)

DANCE
POWDERPUFF FOOTBALL (GIRLS)

WINTER

- BASKETBALL (BOYS AND GIRLS)
- CHEER
- GYMNASTICS
- INDOOR TRACK (BOYS AND GIRLS)
- ICE HOCKEY (BOYS)
- SWIM AND DIVE (BOYS)
- WRESTLING

SKI RACE TEAM
ICE HOCKEY (GIRLS)

DANCE

SPRING

- BASEBALL
- GOLF (GIRLS)
- LACROSSE (BOYS AND GIRLS)
- OUTDOOR TRACK AND FIELD (BOYS AND GIRLS)
- SOFTBALL
- TENNIS (BOYS AND GIRLS)
- VOLLEYBALL (BOYS)

RUGBY (BOYS AND GIRLS)
7 V. 7 FLAG FOOTBALL (GIRLS)

+

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.

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 of a breathalyzer.

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 or other illegal substances, 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.

Dress Code ([SBOE policy 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.

To maintain an environment conducive to the educational process, the Southington Board of Education (the "Board") prohibits the following from wear during the academic school day:

- a. Blankets shall not be worn or carried throughout the school day.
- b. Head coverings of any kind, including but not limited to bandannas, masks, visors, hats, caps, or hoods so students can be identified at all times. Approved coverings worn as part of a student's religious practice or belief, or as required or permitted in conjunction with school district health and safety protocols, shall not be prohibited under this policy. Headwraps and durags are permitted.
- c. Footwear which is a safety hazard including slippers without a sole.
- d. Sunglasses unless required pursuant to a documented medical issue.
- e. Attire or accessories that display vulgar, offensive, violent, intimidating, or disruptive language, images, or symbols, as well as clothing that promotes drugs, tobacco, or alcohol.
- f. Shirts and/or blouses that reveal the chest, undergarments, or large portions of the abdomen. See-through clothing and tube tops are not allowed.
- g. Shorts, skirts, or pants that reveal the upper thigh or undergarments.

Students who fail to comply with Board policy and regulations concerning student dress will be subject to school discipline in accordance with the Board's policy on student discipline.

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.

Lockers

Hallway lockers will be assigned to Grade 9 students on the first day of school. Students in grades 10-12 will be assigned a locker, if they choose to use one. 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 P.E. class. Students should follow the directions of their P.E. 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 P.E. 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, or staying for SHS athletic events.

Study Halls

All grade 10-12 students may have their study halls in the Cafeteria 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 will have the opportunity to sign up to go to the library during their study halls by completing a Google Form that will be posted in the morning. Students who go to the library must first report to their study hall classroom for attendance. When arriving at the library, they must check in at the front desk. Students are expected to stay in the library for the duration of the study hall period and follow the rules and expectations of the library.

Monitored study halls are an intervention for those students who may need additional academic support. Students scheduled in a monitored study hall (which will now be scheduled

in regular classrooms, not Lab D in the Library) must attend and may face consequences if they fail to do so.

School Store (DECA)

The Southington High School School Store (DECA Store) is operated by the SHS DECA program and Marketing pathway and serves as a fully functioning, student-run business that provides valuable hands-on learning experiences while serving the school community. Students can purchase a variety of items, including school supplies, sportswear, SHS apparel, snacks, beverages, and other school related merchandise.

Students are responsible for many aspects of daily business operations, including customer service, merchandising, inventory management, marketing, sales, financial recordkeeping, and store operations. Through these authentic experiences, students apply classroom concepts in marketing, finance, management, and entrepreneurship while developing leadership, communication, teamwork, professionalism, and career readiness skills.

Southington High School's School Store has earned Gold Certification through DECA Inc.'s School Based Enterprise (SBE) Certification Program, the highest level of national recognition for school based enterprises. This distinction recognizes the store's excellence in business operations and its commitment to providing students with meaningful, real world business experiences that prepare them for college, careers, and future leadership opportunities.

The School Store is closed during all lunch periods. Only students assigned to Study Hall during Periods 1, 2, or 4 may visit the School Store during those times with an orange pass issued by their study hall teacher. Students are expected to conduct themselves respectfully while visiting the store and to promptly return to their assigned location after making their purchases.

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.

Senior Dismissal

There is a trend of students requesting to leave SHS before the end of the school day without taking full advantage of the opportunities offered here. We are putting parameters around who

can request an early dismissal. Early dismissal requests will be open only to seniors who meet the following criteria:

- possess a 3.65 weighted GPA
- Must have earned at least 20 credits heading into their senior year

Any senior with a 4th period study hall who possesses at least 20 credits but does not have a 3.65 weighted GPA will be able to submit an appeal in the fall of their senior year to the senior dismissal committee, who will make the final determination.

Seniors who have a first period study hall will still be allowed to opt out of the study hall and have a late entry instead. Late entry and early dismissal will be senior privileges only.

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. This includes SHS alumni.

Student Parking

As increasing numbers of students have access to motor vehicles, the requests for parking permits have escalated dramatically. 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.

In the 2026-2027 school year, parking during the school day is available to members of the **junior and 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 for seniors, 12 credits for juniors
- 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.

Students who want to apply for a parking permit must register with the Attendance Office by filling out an application. Permits and parking spaces will be assigned upon presenting a copy of their Connecticut Driver's license 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.

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, noisemakers, and speakers are not permitted at athletics contests and will be confiscated by administrators on site.**

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, 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.

Administrators and Counseling Staff Assignments

Grade 9, Ms. Kathleen Reynolds kreynolds@southingtonschools.org

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

Grade 10, Mrs. Simone Crouch scrouch@southingtonschools.org

Gleba	Viens	Napolitano	Davis	Wallace	Perry	Gonzalez	Discenza
A - CO	CP-GQ	GR- LI	L0- N	O-R	S - Z	All Ag-Science Students	All GHAA and ML Students

Grade 11, Mr. Tom Hinman thinman@southingtonschools.org

Gleba	Viens	Napolitano	Davis	Wallace	Perry	Gonzalez	Discenza
A - CO	CP - GL	GM-LE	LF - O	P-SIL	SIM - Z	All Ag-Science Students	All GHAA and ML Students

Grade 12, Ms. Leah Clark lclark@southingtonschools.org

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

School Counselors

Mr. Mark Bugnacki mbugnacki@southingtonschools.org
Mr. Geoff Davis gdavis@southingtonschools.org
Ms. Jennifer Discenza jdiscenza@southingtonschools.org
Mr. David Gleba dgleba@southingtonschools.org
Mrs. Ana Napolitano anapolitano@southingtonschools.org
Mrs. Sylvia Gonzalez sgonzalez@southingtonschools.org
Mrs. Ashley Perry aperry@southingtonschools.org
Mrs. Lindsay Perzan lperzan@southingtonschools.org
Mrs. Beth Viens bviens@southingtonschools.org
Mrs. Jessica Wallace jwallace@southingtonschools.org

Student Support Center Secretaries

Mrs. Nicole Monteiro nmonteiro@southingtonschools.org
Mrs. Maria Gazaferi mgazaferi@southingtonschools.org

Special Education Coordinator

Mrs. Susie Velsor svelsor@southingtonschools.org

Multi-Lingual (ML) Department

Mrs. Patricia Pettit ppettit@southingtonschools.org

Attendance

Mrs. Bonnie Frechette shsattendance@southingtonschools.org

<u>Administrator</u>	<u>Department</u>
Rich Aroian	Attendance/Credit Recovery, Security, Social Studies
Leah Clark	Custodial, Family and Consumer Science, Math
Simone Crouch	English, World Language, Multilingual Learners (District Wide)
Jennifer Discenza	School Counselors, School Psychologist, School Social Workers
Tom Hinman	Science, Health/P.E.
Kathleen Reynolds	Agricultural Science, Art/Music, Business, Tech and Engineering
Susie Velsor	Special Education Teachers

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 student's treating physician or mental health provider indicating the student is well enough to return to school will need to be submitted and reviewed.

Maia Learning

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. 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.

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.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, unless FERPA authorizes disclosure without consent.

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.

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/fp

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 a 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.

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.

Area of Concern	Legal Reference	Coordinator	Address	Telephone
Race, Color, National Origin, Religion, Age	Title VI	Frank Pepe Assistant Superintendent	Southington Public Schools 200 North Main Street Southington, CT 06489	860-628-3202
Gender	Title IX	Frank Pepe Assistant Superintendent	Southington Public Schools 200 North Main Street Southington, CT 06489	860-628-3202
Disability	Section 504	Amy Aresco Director of Pupil Personnel Services	Southington Public Schools 200 North Main Street Southington, CT 06489	860-628-3200 Ext. 10210
Sexual Orientation	CT State Statute 10-15C	Frank Pepe 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: 07/07/26

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.

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.)*

Student Hazing

Hazing activities are seriously disruptive to 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.

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 vaping devices 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 Bullying/Challenging Behavior

CT Public Act 23-167 was signed into law in 2023 and addresses Connecticut's School Climate Laws. It defines bullying as well as challenging behavior:

***"Bullying"** means unwanted and aggressive behavior among children in grades Kindergarten through 12, inclusive, that involves a real or perceived power imbalance.*

***"Challenging behavior"** means behavior that negatively impacts school climate or interferes, or is at risk of interfering, with the learning or safety of a student or the safety of a school employee.*

The law prohibits bullying or challenging behavior which occurs outside of the school environment as well. It can be done in writing, orally, or through electronic communication.

***"School environment"** means anywhere something connected to school happens—like during a school event, on a field trip, at the bus stop, on the school bus, or even during activities outside of school—if it affects how students feel or learn at school.*

The law says that schools must investigate any reports of bullying, even if the report is anonymous. All students will be accountable for any bullying or challenging behavior, and will have a role in repairing relationships.

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.