

**Southington Local Schools
District Committee**

**Mr. Rocco Nero
Superintendent - Elementary Principal (K-5)**

**Mr. Robert Kujala
Associate Superintendent, Middle/High School Principal (6-12)**

**Mrs. Heather Harnett
SEA President**

Southington Local Schools

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Southington, OH 44470
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(330) 898-7480 Ext. 108**

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**Guidance Counselor: Ms. Marilyn Largen
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**Treasurer: Mr. Joel Snider
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**Assistant: Mrs. Sylvia Jackson
(330) 898-7480 Ext. 110**

**Board of Education Members
Mrs. Elizabeth Dunn
Mr. Cory Freeman
Ms. Megan Gibbs
Mr. Steve Gilanyi
Mr. Terry Kelly**

**Bell Schedule
MS/HS
2022-2023**

Breakfast	7:35	to	7:50
Period 1	7:52	to	8:33
Period 2	8:36	to	9:17
Period 3	9:20	to	10:01
Lunch MS	10:04	to	10:34
Period 4 MS	10:37	to	11:18
Period 4 HS	10:04	to	10:45
Lunch HS	10:48	to	11:18
Period 5	11:21	to	12:02
Period 6	12:05	to	12:46
Period 7	12:49	to	1:30

Revised & Reviewed

**2005-2006, 2006-2007, 2007-2008, 2008-2009, 2009-2010, 2010-2011, 2011-2012
2012-2013, 2013-2014, 2014-2015, 2015-2016, 2016-17, 2017-18, 2018-19, 2019-20, 2020-21, 2021-22, 2022-
2023**

ENROLLMENT REQUIREMENTS:

- Copy of your child's birth certificate
- Copy of your child's social security card
- Copy of your child's current immunization record
- Custody agreement (if applicable)
- 2 forms of proof of residency (current utility bill, copy of lease/deed in your name)
- Registration paperwork

MISSION STATEMENT

Southington Local Schools are committed to excellence in teaching and learning for all students. The community and school both hold high expectations for students and staff. We share with our community the responsibility for the education of all students so they will be prepared to live and work in a rapidly changing world.

Goals

Within the scope of community needs and district finance we adopt the goals:

1. That we meet or exceed state standards in every area.
2. That all students develop effective communication skills.
3. That special education students and regular education students be considered in all program decisions with an eye toward providing equal access to all programs.
4. That students become involved in the local and extended communities and that they learn the democratic way of life.
5. That we keep pace with the technological progress of society and that we utilize technology to bring students enriched programs.
6. The student activity programs continue to be developed to meet student needs.
7. That we emphasize long-term retention and application of learning.
8. That students be trained and encouraged to think critically and to evaluate information used in their decision making process.
9. That individual differences be recognized and respected.
10. That the school seeks to cultivate a relationship with the home in promoting the educational, social, physical and emotional growth of the student.
11. The staff members see students as individuals and partners in their education pursuits.
12. The remediation of basic skills is available to every student with a deficiency.
13. That the school encourages cross cultural experience and growth.
14. That the programs be offered to meet the needs of vocational students.

FOREWORD

This handbook has been prepared for you—the students of Southington Local Schools. Included in it are regulations and policies governing the various activities of your school. Your school will be as good as

you make it. You are better citizens of your school if you know the rules and regulations and respect them.

Remember, nothing but your best is good enough! In education, you receive only what you work for — and once earned, it is yours! We hope you will enjoy your years at Southington Local Schools.

EQUAL OPPORTUNITIES

The Southington Board of Education provides equal education, counseling, extra curricular and employment opportunities to all students, employees and job applicants. Equal opportunities exist without regard to race, color, creed, national origin, sex, handicap or sexual orientation. Concerns shall be referred to the Principal.

SURVEILLANCE

For student safety and welfare, video surveillance cameras and other sensors are placed throughout the building and school grounds and on buses. Actions recorded on these cameras and/or devices may be used as evidence in disciplinary action. Any attempt to damage or interfere with the function of these devices will result in disciplinary action by the school and possible referral to local law enforcement agencies.

EMERGENCY WEATHER PROCEDURES

Every attempt is made to have school daily, but when the issue of the safety of our students is in question the school will either be canceled or placed on a two-hour delay. A Parent Notification system is in place. If your caller ID shows **SOUTHINGTON SCHOOLS 330-898-1781**, you will know that you are being notified that school is delayed or canceled. In addition, the following TV & Radio stations will broadcast our school closings or delays:

PLEASE DO NOT PHONE THE SCHOOL TO ASK.

TV Stations:

WFMJ-Channel 21 (www.wfmj.com)

WKBN-Channel 27 (www.wkbn.com)

WYTV-Channel 33 (www.wytv.com)

RadioStations:

WHOT-FM 101

WKBN-FM 98.9

WRRO-AM 1440

WYFM-FM-103

TWO-HOUR DELAY PROCEDURES

Two-hour delays are announced as quickly as possible. The two-hour delay will first be announced using the district All Call and also on the radio stations. Every effort is made to get the information out as quickly as possible. When a school delay procedure is announced the following time schedules and changes are used:

- High School will start at 9:30 a. m. (Buses leaving for their routes at approximately 8:50 a. m.)
- Elementary school will start at 10:30 a. m. (Buses leaving for their routes at approximately 9:45 a. m.)
- TCTC students will be provided transportation at 9:20 a. m. by school bus.
- The **normal ending times** for both High School & Elementary will remain the same.
- **PLEASE DO NOT PHONE THE SCHOOL. SCHOOL TELEPHONE LINES WILL BE IN USE TO COORDINATE STUDENT TRANSPORTATION.**

PLEASE DO NOT DROP STUDENTS OFF EARLY

GUIDANCE DEPARTMENT

COUNSELOR

Students may arrange to see our counselor by filling out an appointment slip in the guidance office. The guidance office arranges all meetings with college, vocational, and military representatives. Transcripts will be released to post secondary schools upon request with prior authorization. Our counselor can also talk with students about personal problems, school problems, scheduling, grades, and career plans. Student conversations with the

counselor are considered confidential except in cases of child abuse or a serious threat to the student or another individual. Self-injury is considered a serious threat & will be reported.

GRADING

Grades are given each nine-weeks and reflect a cumulative grade (mark) for the immediate grade period. All homework, tests, class work, projects, laboratory work, etc. are reflected in this grade. Semester and yearly grades will also be issued. The semester grade is based upon the two previous nine-week grades, and if a semester exam is given, the grade is divided by five. The yearly grade is the average of the two semester grades. Final exams must be taken in their entirety in order to receive credit for a course. Failure to complete all parts of a semester or final exam will result in loss of credit for the course, regardless of prior grades. It is the teacher's professional responsibility to evaluate the work and progress of the students. Feel free to ask teachers to describe their grading system. Students have the responsibility for understanding the grading system. All students and parents shall be informed of a failing grade. No student will receive a failing grade if notification is not given. Parents have access to grades with screen name & password. Check with the office for more information.

The grading scale is based on the following percentage (%): (Note: The AP/CCP will begin with the class of 2023)

Grading Scale	Letter Grade	Regular Points	AP/CCP Points
92 - 100	A	4	5
82 - 91	B	3	4
72 - 81	C	2	3
62 - 71	D	1	2
0-61	F	0	0

***** The Grading Scale of Chalker High School will be used when assigning point value for CCP points.**

A student will receive a minimum score of 50% on any attempted assignment. If an assignment is not turned in or turned in according to the teacher timeline then the student will receive a 0% for the assignment(s).

GRADES-INCOMPLETE

A teacher may award a grade of "I" when a student does not fulfill the requirements for the class. In any excused absence, a student will have a reasonable amount of time to complete the requirements and be awarded credit for the course. All incomplete grades not completed to the satisfaction of the teacher shall remain incomplete, and no credit will be granted until completion of the required work. Failing work, submitted in fulfillment of incomplete work, may be returned to the student for improvement and resubmission if time allows. All "incomplete" grades, if not made up within two (2) weeks following the end of the grading period, will result in an "F" grade. Based on special circumstances, the Principal may grant an extension of time to complete necessary work. Such arrangements are to be made BEFORE the expiration of the time limit for making up incomplete work.

GRADE REPORTS/INTERIM REPORTS

Written interim reports may be sent to parents between scheduled reporting periods when a student's work falls below expectancy, at time of significant improvement, or for the recognition of unusual contribution. In addition, a conference may be arranged at any time to aid in determining causes of student difficulty or to cooperatively plan strategies specifically designed to assist the student in the classroom.

- Students with grades of “C” or below will receive an interim report every 9 weeks or upon parent request. Grades can be viewed at any time by logging into the parent access portal.
- **ALL STUDENTS RECEIVE GRADE REPORTS FOUR (4) TIMES PER YEAR, FOLLOWING COMPLETION OF EACH OF THE FOUR NINE-WEEK GRADING PERIODS.**

Grade cards are usually sent home about one week after the end of the grade period. Students will bring home grade reports and interim reports. Parents/Guardians requesting additional copies of the report card or interim report can send self-addressed, stamped envelopes to the school office. The envelopes should be clearly marked with the students’ name and which specific report is being requested.

HONORS MATH PROGRAM- (Class of 2023 and beyond)

The Southington Local School District strives to provide the best possible education for our children. We are excited about offering a 7th grade Honors Math course for the 2017-18 school year. Honors Math will include all of the 7th grade material and the essential 8th grade material that is critical for High School level courses. This course will move at an accelerated pace with the goal of having the Honors Math students entering High School Algebra 1 in 8th grade. This will allow our students the opportunity to take Calculus 1 as a Senior.

Criteria used to determine eligibility includes:

- Grade 5 IOWA achievement results
- 5th and 6th grade Ohio State Achievement Tests
- Math course grades
- Attendance

The expected course sequence is listed below and will be required for any student who is successfully able to transition to high school courses and remain in the program. (If a student looks to take a College Credit Plus course of equal or more rigor then exceptions will be made). A student is expected to maintain A’s and B’s in either 7th or 8th grade after the first nine weeks. If the student is unable to meet the grade requirement, he/she will return to the appropriate grade level math course.

Math Course Pathway:

Grade	7	8	9	10	11	12
Course	Honors Math 7-8	Algebra 1	Geometry	Algebra 2	Precalculus	Calculus 1

GRADUATION REQUIREMENTS

1. A minimum of 21 units of credit is the present graduation requirement.
2. All students must earn the following units of credit:
 - 4 credits of English
 - 4 credits of Mathematics (Must include an Algebra II equivalency)
 - 3 credits of Science (Must include 1 Physical, 1 Life, and 1 advanced science)
 - 3 credits of Social Studies (Must include ½ credit of Am History and ½ credit of Gov.)*
 - ½ credit of Health
 - ½ credit of PE
 - 1 credit of Business/Technology (Must include Financial Literacy)

- 1 credit of Fine Arts or Foreign Language **
- 4 Electives (Any class taken that does not fulfill one of the above requirements)

* Beginning with the class of 2020 must also include ½ credit of World History

** The state requires that 2 semesters of Fine Arts be completed from grades 7-12/TCTC students are exempted from this requirement

Testing Requirements for Graduation

The class of 2018 and beyond must take 7 end –of- year exams to meet testing requirements AND meet one of the following:

1. Accumulate the necessary 18 points* on end-of-course exams (which include Alg. 1, Geometry, Biology*, American History, American Government, English I and English II)**
2. Score at the “remediation free” level on a college admissions test (such as ACT or SAT),
3. Earn both an industry recognized credential or a license issued by the state for practice in a vocation and a “workforce readiness and employability” score on a job skills assessment (such as WorkKeys) and appropriate seals as designated by the state and district.

* Must earn a minimum of four points in math, four points in English and six points across science and social studies.

**Students in the class of 2018 who took the physical science end of year course in 2014/2015 may use that score in place of a Biology score to meet this requirement)

PROMOTION/CLASSIFICATION OF STUDENTS

Promotion is made in relation to homeroom assignments. Each student is assigned to a homeroom reflecting the grade achievement EARNED AS OF THE BEGINNING of each school year. The grade achievement is determined on the basis of credit earned. Educational options shall not be utilized to make up deficiencies during the school year for failed course work during the same school year. The following minimum credits are required for assignments to grade levels:

- | | |
|---|---------------------------------|
| 9 th – completion of 8 th grade | 10 th – 4.0 credits |
| 11 th – 9.0 credits | 12 th – 14.0 credits |

The Middle School teachers and counselors make middle school retention and promotion recommendations to the Principal and Superintendent. Students in grades 7 & 8 can be retained if they do not pass three or more content test subject course areas. This board policy was adopted 9.16.97 by the Southington Local Schools Board of Education.

PUPIL LOAD AND SCHEDULE CHANGE

- Every student must carry a minimum of **six** classes a day in an eight period day.
- Students will be permitted to add a course **only during the first ten days of school.**
- Students carrying six classes (minimum) will not be permitted to drop/add any class after the 10th day of school.
- Students with more than six classes may drop a class by the first interim date with written permission from their parents.

TRUMBULL COUNTY TECHNICAL CENTER (TCTC)

Students have an opportunity to attend this school during their junior and senior years. The counselor will take applications during the student’s sophomore year. Students should have completed the following minimum credits by the end of the sophomore year:

- | | |
|---------------------------------------|---|
| 2 credits in English | 2 credits in Math |
| 2 credits in Science | 2 credits in Social Studies |
| 1 credit in Health/Physical Education | 1 Fine Arts/Foreign Language/ OR Business |

ACADEMIC HONORS

NATIONAL HONOR SOCIETY

Membership in the National Honor Society is one of the highest honors that can be awarded to a high school student. Chapters across the nation strive to give practical meaning to the Society's goals of scholarship, leadership, service, and character. These four ideals are considered as a basis for selection. No student is inducted simply because of a high academic average. Membership is open to qualified juniors and seniors maintaining an academic requirement of a **3.40** cumulative grade point average.

HONOR GRADUATES

Honor diploma graduation must meet 8 of 9 requirements from the college preparatory curriculum.

- a) Four units of English,
- b) Four units of mathematics that shall include algebra I, algebra II, and geometry and 1 higher level math
- c) Four units of science that include 1 physical, 1 life, and 2 advanced sciences. Four units of social studies that include ½ unit of American History and ½ unit of American Government. Beginning with the class of 2020 ½ unit of World history is also required.
- d) Either three units of one foreign language or two units each of two foreign languages
- e) One unit of fine arts
- f) Either one unit of business/technology and two additional units in (a) through (f) above or earn three additional units, in (a) through (f) above
- g) Maintain an overall high school grade point of at least 3.5 on a four-point scale up to the last grading period of the senior year
- h) Obtain a composite score of 27 on the American College Testing (ACT) test or an equivalent composite score of **1280** on the Scholastic Assessment Tests (SAT).

STEM HONORS DIPLOMA

- A. English - Four units
- B. Mathematics - Five units, shall include algebra I, algebra II, and geometry and 1 higher level math
- C. Science - 5 units, including 2 units of advanced science
- D. World Languages - 3 units of one world language, or no less than two units of each of two world languages studied
- E. Social Studies - 3 units
- F. Fine Arts - 1 unit
- G. Electives - 2 units that focus on STEM
- H. GPA - Maintain an overall high school grade point of at least 3.5 on a four-point scale up to the last grading period of the senior year
- I. ACT/SAT - Obtain a composite score of 27 on the American College Testing (ACT) test or an equivalent composite score of **1280** on the Scholastic Assessment Tests (SAT).
- J. Complete a field experience and document the experience in a portfolio specific to the student's area of focus
- K. Develop a comprehensive portfolio of work based on the student's field experience or a topic that is related to the student's area of focus

ARTS HONORS DIPLOMA

- A. English - Four units
- B. Mathematics - Four units, shall include algebra I, algebra II, and geometry
- C. Science - Three units, including 1 unit of advanced science
- D. World Languages - 3 units of one world language, or no less than two units of each of two world languages studied
- E. Social Studies - 3 units
- F. Fine Arts - 4 units
- G. Electives - 2 units that focus on Fine Arts

- H. GPA - Maintain an overall high school grade point of at least 3.5 on a four-point scale up to the last grading period of the senior year
- I. ACT/SAT - Obtain a composite score of 27 on the American College Testing (ACT) test or an equivalent composite score of **1280** on the Scholastic Assessment Tests (SAT).
- J. Complete a field experience and document the experience in a portfolio specific to the student's area of focus
- K. Develop a comprehensive portfolio of work based on the student's field experience or a topic that is related to the student's area of focus

CAREER-TECH HONORS DIPLOMA

- A. English - Four units
- B. Mathematics - Four units, shall include algebra I, algebra II, and geometry
- C. Science - Four units, including 2 units of advanced science
- D. World Languages - 2 units of one world language
- E. Social Studies - 4 units
- F. Electives - 4 units of career-technical courses
- G. GPA - Maintain an overall high school grade point of at least 3.5 on a four-point scale up to the last grading period of the senior year
- H. ACT/SAT/Workkeys - Obtain a composite score of 27 on the American College Testing (ACT) test or an equivalent composite score of **1280** on the Scholastic Assessment Tests (SAT) or 6 or higher on Reading for information and 6 or higher on Applied Mathematics.
- I. Field Experience - Complete a field experience and document the experience in a portfolio specific to the student's area of focus
- J. Portfolio - Develop a comprehensive portfolio of work based on the student's field experience or a topic that is related to the student's area of focus
- K. Additional Assessments - Earn an industry-recognized credential or achieve proficiency benchmark for appropriate Ohio Career-Technical Competency Assessment or equivalent.

VALEDICTORIAN/SALUTATORIAN

The valedictorian and salutatorian will be the student(s) selected from all eligible graduating seniors at Chalker High School who meet the following requirements:

1. Holds the highest cumulative GPA.
2. Coursework must include six of the following courses:
 - Academic English 9,10,11,12, Calculus, Biology I & II, Chemistry, Physics or Post Secondary Education Option classes. Two of the courses must be taken in the senior year.
3. Be a student in good standing for the entire 4 years at Chalker High School. However, when a student transfers into Chalker beyond grade nine, that student cannot be given advanced opportunity over existing Chalker students.
 - Example: Student transfers into Chalker after grade 9 and finishes his/her career with a 4.0 G.P.A. The highest ranking Chalker student has a 3.98 G.P.A. These two students would be co-valedictorians.

The valedictorian will be determined at the end of the 7th semester grading period of the senior year. It will be the responsibility of the High School Principal with the assistance of the Guidance Counselor to make the determination. When two or more students meet all the established criteria and have identical GPA's, co-valedictorians will be recognized. The student with the 2nd highest GPA will be recognized as salutatorian. Valedictorian, salutatorian and class president will give graduation speeches. If the class president is also the valedictorian or salutatorian, the class advisor will determine the 3rd speaker. The "Top Ten" will be recognized as "Distinguished Scholars" beginning with the Class of 2009 (Adoption date: April 19, 2005)

HONOR ROLL

Honor roll will consist of students whose quarterly average is a 3.0 - 4.0. (Beginning with the class of 2023, Honor Roll will be figured on a 5.0 scale)

GENERAL INFORMATION

ATHLETIC ELIGIBILITY

The OHSAA and the Southington Local Schools establish the eligibility rules. They are:

1. A High School student must earn **five (5) credits and maintain a 1.0 GPA in the previous grading period** to be eligible for the next nine-week participation. Junior High students must pass 5 classes and maintain a 1.0 GPA in the previous grading period in order to be eligible to participate.
2. Scholastic deficiencies cannot be made up during summer school, night school, tutoring, or exams other than accorded every other pupil because of illness certified by a doctor and concluded within seven (7) days after the official close of the semester. (Rule 7, Section 2).
3. Suspension/expulsion/emergency removal shall cause an athlete to be ineligible for the designated time.
4. Eligibility for FALL sports is the 4th grade period, NOT the end of the year grades. Questions regarding athletic eligibility can be referred to the Athletic Director or the Principal.
5. Due to Covid 19 OHSAA may make amendments to the eligibility rules. The district will follow and abide by any amendments to eligibility rules.

EMERGENCY MEDICAL AUTHORIZATION FORMS

These forms MUST be on file in the office for ALL students. BY LAW, STUDENTS CAN BE EXCLUDED FROM SCHOOL ATTENDANCE FOR FAILURE TO COMPLETE AN EMERGENCY MEDICAL AUTHORIZATION FORM. Although Chalker students attend the TCTC, an Emergency Medical Form must be completed by the parents/guardians of these students.

FERPA AND DIRECTORY INFORMATION

The exception to disclosure of student information without consent is the release of "directory information." The district will make the information listed below as directory information available upon a legitimate request unless a parent/guardian or student 18 years or older notifies the school in writing by September 14 of each school year that he/she will not permit distribution of the following information. Under Ohio law, directory information includes the following:

- Student name
- Address
- Telephone listing
- Date of graduation
- Date and place of birth
- Major field of study
- Dates of attendance
- Awards received
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams

PUBLIC ADDRESS ANNOUNCEMENTS

The following procedures must be used for announcements on the school's PA system:

1. All announcements must be written in appropriate electronic form.
2. A faculty member or coach must submit all announcements.
3. The principal must approve all announcements.
4. Emergency announcements must be approved by the Principal.
5. No announcements will be made during the school day except in emergencies.
6. Announcements will be made for school related activities only.

STUDENT ACTIVITIES

Participation in co-curricular, extracurricular, and interscholastic athletic activities enables students to develop leadership qualities, make new friends, learn leisure-time activities, pursue special interests, and just have fun. (Co-curricular activities are tied to courses, which require time outside the regular school day.) Students are encouraged to select from the activities available, one or more in which to participate actively. However, since the primary purpose of high school is to promote scholastic achievement, students are reminded to select activities wisely and to budget their time effectively. There are activities that provide for: (1) extension of interests aroused in the classroom, (2) an opportunity to develop special interests and abilities, and (3) social and service activities in the school and community. Some possible activities are:

Extra Curricular Activities

Beta Club
Cheerleading
Class Officers
Drama
National Honor Society
Pep Band
Student aide
Ski Club
Chess Club

Interscholastic Athletics

Golf (boys & girls)
Cross Country (boys & girls)
Volleyball
Football
Basketball (boys & girls)
Baseball
Softball
Track (boys & girls)
Weightlifting
Bowling

Co-Curricular Activities

Band
Choir
Yearbook

EIGHTEEN-YEAR-OLD-ADULT STUDENTS/MARRIED

All students, regardless of age, are required to abide by all school regulations. Adult students have this same responsibility and are required by the Board of Education policy to do so. Continued violations of school regulations may result in the student being withdrawn from school. Students may fill out an 'Age of Majority' request.

SUMMER SCHOOL

Students are to contact the Guidance Counselor and or Principal before enrolling in summer school courses. Failure to contact the Guidance Counselor or Principal will result in summer classes **not** being credited.

TELEPHONE

All office phones are reserved for business purposes. Students will not be called out of class to receive telephone calls. Emergency messages will be delivered to students in their classes.

TEXTBOOKS

All basic hardbound texts are loaned to the student for his/her use during the school year. Texts are the property of the Southington Board of Education. Students are responsible for texts issued to them and will be required to pay for loss or damage. Students deliberately causing damage to textbooks, etc. will also face disciplinary action. We must continue to take care of all of our books. Covers on books help in this cause.

POLICIES AND PROCEDURES

ATHLETICS

All students who participate in interscholastic athletics must have signed the athletic code of conduct. Failure to have this on file with the athletic director before the beginning of each season will be reason to deny a student participation in that sport. **Students must be in attendance for the entire scheduled school day to participate**

in practice or games. Documented appointments to a doctor, funerals, dentist, college visit, or lawyer may be excused by the Principal. Extenuating circumstances can be considered by the administration.

DANCE REGULATIONS

The staff and administration recognize the desire for social interaction between students as part of extracurricular events, specifically student dances. While such events are held out of the normal school day, such events still fall under school supervision and regulation. One of the purposes for supervision and regulation is to provide guidelines for participant behavior, including the safety and enjoyment of all attendees.

The following is a list of guidelines for student attendance and behavior at school sponsored student dances:

- Student dances shall be open to all Chalker High School and Trumbull Career and Technical Center students who have Southington as their home school.
- Grade level for attendance may be regulated by the sponsoring group, i.e., prom, etc.
 - High School events are limited to grades 9-12
 - Prom is limited to Juniors and Seniors. Freshman and Sophomores may attend as the guest of a Junior or Senior
- Tickets for any dance may be purchased by any student currently enrolled at Chalker High School and/or TCTC

A student may elect to invite an out-of-district guest. **The following guidelines will apply:**

- The guest must be verifiably enrolled in an area high school or high school based career center program.
- Tickets for guests must be purchased in advance; no tickets may be purchased at the door.
- A Guest Request form must be obtained in advance and completed prior to purchasing the guest's ticket.
- The Guest Request form must be completed by an administrator of the guest's home school, and must include all requested information. Guests may not enter the dance without the registered student.
- The sponsoring organization with administrative approval may limit participation to only Southington Local Schools Students

Behavior during school sponsored dance events are covered under the guidelines outlined in the Student Handbook and appropriate social guidelines. Specifically:

- Once the student has entered the dance, he/she must sign out to leave the premises prior to the close of the event. Leave/re-enter privileges do not exist. If necessary, an escort may be requested to monitor a student's travel to the parking lot to retrieve a missed item from a vehicle.
- No outside food or drink may be brought into any dance.
- If a Southington student brings an out-of-district guest, when the Southington student leaves, the guest must leave as well.
- Attire shall be suitable for the dance as set forth by the sponsoring group. Hats, dew rags and bandanas are prohibited by the school dress code and shall not be permitted at dances. Undergarments and undershirts shall not be exposed. Shirts must remain on and buttoned.
- Students are expected to keep personal demonstrations of affection out of the dance.
- Dancing shall be appropriate for the event and setting, shall be face-to-face, and shall not include sexually suggestive movements. Dance sponsors, chaperones and administrators reserve the right to request students adjust their behavior.

Note: Consequences for violating school/dance policy can include regular school discipline, denial of participation in future dances, and police referral. **Students are expected to comply with all behaviors outlined in the Student Handbook. Any student and/or guest failing to comply with requests for behavior adjustment may be asked to leave the dance immediately.** There will be no return of ticket money paid.

CAFETERIA

Cafeteria Guidelines:

- All paper and refuse is to be thrown away in the proper receptacles.
- Food is not to be taken from the cafeteria to other areas of the building unless approved by the Principal or Superintendent.
- Bottle Water is the only food item permitted in the building. Must be in clear bottle and not be colored by any flavoring agents
- No food, such as pizza, may be ordered and delivered to the school.
- There is to be no loitering in the hallway restroom.
- Students are not to leave the cafeteria without permission.
- Students must receive permission to use rest rooms.
- There are no locker or phone passes during lunchtime.
- Loud, disruptive or rowdy behavior is inappropriate and prohibited and may result in cafeteria supervisors assigning seats and referring students to the office for disciplinary action.

CLASS DUES

Class dues may be charged annually to each student beginning with the ninth grade. These monies are collected to pay for prom, graduation expenses, and other expenses deemed necessary by the class. The class officers, with the advice of their class advisors, decide upon these dues. Failure to pay dues will exclude a student's ability to run for class office, participate in Homecoming, Prom court, senior trip, or activities financed through class dues.

COURSE FEES

Certain courses (chemistry, technology, biology, art, etc.) require a fee to be paid by each student to cover anticipated usage of materials. Further charges may be made in cases of over-usage of supplies or damage to equipment. In addition, courses may have fees for supplemental materials for which a student is charged. The school office has a list of all course fees and charges. If fees are not paid, grade cards and/or diplomas will be held. Seniors must have all fees and obligations cleared two weeks prior to graduation.

ACCOUNTS DUE

** The district understands the financial burden faced by families and students. Please make every attempt to pay accounts due in a timely manner. Students who owe money may have participation in extracurricular trips and activities revoked (such as MS trip to D.C. or H.S. senior trip).

DRESS CODE

One of the outstanding characteristics of Southington students is their high standard of personal grooming and dress. Due to changing styles, dress codes must be flexible. Students are expected to wear clean clothing that fits properly. Clothing must be worn according to the purpose for which it was designed. Any type of dress or grooming that distracts from the educational process or causes concern for health, safety, or general well being of students will be considered improper. Any questions concerning the interpretation of the school dress code should be referred to the building principal. Book bags (**including shoe bags**) may not be carried during the school day. Severe dress code violators may be sent home to change or sit in the in-school suspension room until proper clothing or appearance can be acquired.

The following items are considered inappropriate:

- Hats, other head coverings and gloves
- Sun glasses (worn or displayed)
- Tank tops or bare midriff clothing
- Transparent clothing
- Sagging pants below the hipbone
- Pants with tears, slits, or holes above shorts level (fingertip length) must have non transparent tights below the jeans.
- Beachwear

- Wallet chains, spiked jewelry, heavy or oversized jewelry worn around the neck, wrist or waist
- One facial piercing is allowed in addition to ear piercing. Lip rings are **not** allowed.
- Skirts must be fingertip length.
- Shorts may be worn, if loose fitting, and extend at least to mid-thigh. Cutoffs are not to be worn.
- Shirts, blouses and all tops must be long enough to cover the stomach. All tops must have finished sleeves that cover the shoulder (roughly 3 fingers). No cut-off sleeves are permitted. No spaghetti straps - shoulders must be covered. "Cold Shoulder" blouses are acceptable as long as they meet the above criteria.
- All shoes and sandals must have a back. **FLIP FLOPS, SLIPPERS, SHOWER SHOES, or ATHLETIC SLIDES** will be allowed to be worn at the discretion of the student officers council (which will include principal and teacher representatives) **Slides, flip flops, etc can not be worn in PE classes.** Otherwise dress shoes or tennis shoes must be worn.
- Clothing or accessories with writing, pictures, or slogans referring to or suggestive of inappropriate, derogatory or offensive language, alcohol, drugs, tobacco or obscenity are prohibited.
- Coats, jackets and **blankets** are not to be worn during the school day. Students are urged to keep a sweater or sweatshirt in their locker to compensate for uncomfortable conditions.

Any students whose appearance, as determined by the administration as distracting or disruptive to the optimal learning environment will be considered in violation of this code. The administration will serve as the final authority on all matters related to dress and proper grooming.

DROP OFF/PICK UP

Students will be dropped off and picked up at the gym lobby. Students will not be permitted to be in the hallways before the bell rings for the start of the day. Students will remain on the bus or in the gym lobby until the first bell rings. Students will also not be permitted to be in the school or hallways at the end of the day unless coaches have given students authorization.

- Please monitor the District Web page for any changes to pick up/drop off procedures due to COVID 19

EARLY DISMISSAL FROM SCHOOL

It is strongly recommended that doctor and/or dentist appointments be scheduled after regular school hours. However, if needed, the students can be dismissed if a written parental permission slip is submitted to the office before school begins. The parental permission slip should state the nature of the requested absence and the time of dismissal. **VERIFICATION OF THE APPOINTMENT AND COMPLETION OF THE APPOINTMENT WILL BE REQUIRED.** All students must sign out at the school office before leaving the school grounds. **STUDENTS WHO ARE ILL ARE NOT PERMITTED TO DRIVE THEMSELVES HOME.** The office will follow the emergency medical form directions. **Students will not be dismissed after 2 pm unless they have documentation of a medical appointment.**

SENIOR CONTINGENCY

Options available under the supervision of the Superintendent:

- a) Taking college courses
- b) Employment
- c) Taking a technical course
- d) Community Service

EMERGENCY DRILLS

All students are to participate fully, quietly, and cooperatively in all drills. Directions for fire and emergency drills will be posted in each room at the beginning of the year and are to be followed without question.

LOCKERS

Lockers are the property of the school, and their use is a student privilege. Lockers are loaned to the students for use during the school year. Each student will be assigned a locker. Responsibility for the locker and contents rests solely with the student. Lockers are not to have anything on their exterior. On prior approval from the principal, lockers may be decorated on birthdays. These decorations can remain on the lockers for a period of one week. In addition to student birthdays, students may decorate the exteriors of lockers for pep rallies. Only

school-authorized locks may be used. Students not returning school locks at the end of the year or at time of withdrawal will be charged a replacement charge of \$4.00. Under no circumstances should students' money or valuables be contained in lockers. Open beverage containers, foodstuffs, perishables, gym clothing, etc. are not permitted in lockers for longer than one school day.

SEARCH AND SEIZURE

Lockers supplied by the school and used by the students are the property of the board of education. Therefore, student lockers and the contents of the locker are subject to random search at any time without regard to whether there is a reasonable suspicion that the locker or its contents contains evidence of a violation of a school rule or criminal statute. Random searches of lockers may include the assistance of dogs trained to detect the presence of drugs. This also includes vehicles driven to school.

MEDICATION

No medications are to be kept in the student lockers, classrooms, or on the person unless the parent/guardian and physician complete proper paperwork. The school office should be contacted for the required procedures concerning the taking of medications. In all cases, written parental permission is required before the office gives any medication. Every effort shall be made to schedule the administration of medication outside of school hours. If this is not possible, the school nurse, teacher, principal, or secretary will administer the medication. Instructions on dispensing the medication must be given to the school nurse/secretary by the prescribing physician. All prescription and non-prescription medication will be kept in a locked cabinet.

- I. Forms to be completed:
 - A. Medication Release Form
 - B. Permission to Administer Prescribed Medication Form

PHYSICAL EDUCATION POLICY

Temporary Excuse-20 days or fewer

If an excuse is for less than four weeks, a student will substitute written assignments for the time covered by the medical excuse. These assignments may include book reports, work sheets, magazine summaries, filmstrip viewing, or any other assignment the student may wish to complete with the teacher's consent. These assignments will include areas pertaining to sports, recreation or fitness. **Parent notes are appreciated but cannot excuse a student from class.**

Extended Excuse-21 days or more

If an excuse is for four weeks or longer, the student should be rescheduled for another semester and withdrawn from the semester in which the excuse applies.

Permanent Excuse-semester or year

If an excuse should continue for the entire year, the student will be rescheduled for the following school year. If students are unable to complete this physical education requirement due to medical reasons, they will be handled on an individual basis at the discretion of the Health and P. E. Department through programs that will be developed to meet the individual needs of students who are unable to physically participate in classroom assignments. Upon successful completion of these tasks, the student will be given credit for physical education. Physical education is a graduation requirement of Chalker High School.

STUDY HALLS

Study halls are provided for constructive study. An atmosphere of quiet and orderliness is expected. Specific study hall rules include:

1. No talking without teacher permission.
2. Books are to be brought for use during the study hall.
3. Only one (1) student is permitted to use the restroom at one time.
4. Students are not permitted to visit students in another class.
5. A student leaving the study hall for any part of the building must have a pass signed by supervisory personnel and presented in person to the study hall teacher.
6. No sleeping allowed.

7. No food or drink is allowed.
8. If a student does not have study material, detentions will be assigned.

STUDENT DRIVERS

Driving to school is a privilege that can be revoked if these procedures are not followed:

1. All cars must be registered in the High School office
2. Student drivers must display a parking permit.
3. Student drivers must park and exit their vehicles upon arrival. There is no loitering in vehicles while on school property.
4. Students are not permitted to go to their car during the day without administrative approval.
5. Cars must allow ALL buses to leave the school area before exiting.
6. Students must drive in a safe and cautious manner, abiding by all traffic regulations.
7. Students could also lose driving privileges for the following reasons:
 - a. Truancy
 - b. Drug/alcohol violations
 - c. Excessively "late to school"
 - d. Excessively "late to class"
 - e. Poor grades
 - f. Discipline issues
 - g. Suspension from school for possession of contraband materials to include stolen goods, drugs, alcohol, or weapons.

- ***STUDENT DRUG TESTING PROGRAM** - Student drivers are required to participate in the student drug testing program.
 - A first violation of the student code of conduct -
 - The student shall be required to have a professional assessment and follow the recommendations of the assessment. All costs of the assessment are the responsibility of the student. The student shall forfeit parking permit until the assessment and driving suspension is complete. Failure to comply with the professional assessment will result in the denial of driving privileges for the remainder of the school year.
 - A second violation of the student code of conduct will result in denial of driving privileges for the remainder of the school year. The student must participate and complete a professional education program.

STUDENT PUBLICATIONS

Publications such as the student newspaper, yearbook and other forms of media are connected to the overall school program and subject to editorial control by the school's authorities. The school recognizes the rights of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, non-commercial written material and petitions, badges, buttons, or other insignias. All items must meet school guidelines. Any material may not be displayed or distributed if it:

- Is obscene to minors, libelous, indecent, or vulgar
- Advertises any product or service not permitted to minors by law.
- Intends to be insulting or harassing
- Intends to incite fighting or present a likelihood of disrupting school or a school event.

TCTC STUDENTS

The Trumbull Career and Technical Center is an extension of our school program; therefore, students who elect to attend the career center are subject to disciplinary action based upon the Student Code of Conduct of either Chalker High School and/or the Trumbull Career Technical Center. Consequently, conduct and/or involvement in any activity that may or does result in disciplinary action by one school may be grounds for similar disciplinary action by the other school.

VISITORS

Chalker High School welcomes adult visitors but asks they do the following:

- All visitors to Chalker High School **MUST** check in at the principal's office immediately upon entering the building. This includes alumni returning for a visit. Alumni visits are restricted to before and after school hours. Alumni may meet with former teachers during their conference periods provided arrangements have been made ahead of time.
- No visitor may enter a room while class is in session.
- Parents are welcome to visit Chalker High School at any time, but are requested to check in at the office in order that proper arrangements are made to insure a quality visit.
- Permission will not be granted to have a visitor come to school during lunch or to attend classes with you.
- Prospective students who wish to visit Chalker High School must make prior arrangements through the Guidance Office.
- TCTC students are still Chalker students but must abide by all rules set forth for visitors.

ATTENDANCE POLICY

Personal illness is always a concern. Southington Local Schools believes that children who are truly ill should not be forced to attend school and jeopardize their health. However, it is the expectation of the school that students who demonstrate a pattern of illness should receive medical attention. Medical and dental appointments that are not of an emergency nature should, as far as possible, be scheduled after school hours or on non-school days. State Law specifically states that every child up to age 18 must attend school. The law is very clear on what constitutes a legal excuse for an absence from school. No parent or guardian has the right to excuse his/her child or anyone else's child from school for any reason other than those stated. Once a student reaches twenty-three (23) days of unexcused absence, he/she may be recommended for expulsion from school and may run the risk of failing their classes or losing credit.

HOUSE BILL 410 HABITUAL TRUANCY

It is important for every student in Ohio to attend school every day. Missing too much school has long-term, negative effects on students, such as lower achievement and graduation rates. There are many reasons students miss school, but districts can often directly impact their students' attendance. By using data to identify and assist students who may need extra support and services, districts can target support to get students to school every day.

In December 2016, the Ohio General Assembly passed House Bill 410 to encourage and support a preventative approach to excessive absences and truancy. Beginning with the 2017-2018 school year, several changes took effect. Schools may not suspend or expel students for missing too much school. The district's policies outline interventions and plans for students who miss too much school. A district or school absence intervention team, composed of a team of educators, district representatives and other supportive adults, will develop a specialized absence intervention plan for students who are habitually truant. Absence intervention plans incorporate academic and non-academic support to help the student and remove barriers to regular attendance. The legislation highlights the importance of parental engagement and accountability as part of a student's absence intervention plan.

Highlights of HB 410:

1. Definition of 'habitual truant' changed from days to hours. The new definition is:
 - a. Unexcused absence for 30 or more consecutive hours;
 - b. Unexcused absence for 42 or more hours in one month; or
 - c. Unexcused absence for 72 or more hours in one year.
2. Includes 'excessive absences':
 - a. Absent without legitimate excuse for 38 or more hours in one school month with or without a legitimate excuse; or

b. Absent without legitimate excuse for 65 or more hours in one school year with or without a legitimate excuse.

3. Requires updates to district policies, such as removing 'excessive absences' from zero tolerance policies and committing to preventative approaches to truancy rather than suspensions or expulsions.

4. The creation of absence intervention teams to develop absence intervention plans for students who are habitually truant. Children will be assigned to an absence intervention team within 10 days of reaching a truancy threshold, and an absence intervention plan will be developed within 14 days of assignment. Parents will be invited to be part of the team, and will be notified of the absence intervention plan. Parent failure to respond to attempts to include them in addressing truancy will be evaluated regarding reporting to children's services. Parents may send a designee to participate on their behalf.

5. Parents will be notified within 7 days after reaching 38 hours of absence in one month (with or without excuse) or 65 hours in a year (with or without excuse.)

STUDENT ATTENDANCE

State law allows very little, if any, flexibility for local Boards as far as compulsory school attendance is concerned. The primary burden of responsibility, of course, rests with the parents. Section 3321.05 of the Ohio Revised Code provides a pertinent part, "Every parent, guardian, or other person having charge of any child of compulsory school age who is employed under an age and schooling certificate, or who has not been determined to be incapable of profiting substantially by further instruction, must send a child to school."

Although the primary responsibility for regular attendance of children grades K-12 rests with the parent(s), the school and the attendance officer of the school district also share some of the responsibility. It is they who must identify potential attendance problems. They must bring these potential problems to the attention of the parents, and work with the students, parents and the courts, if necessary, to cure these problems.

According to these regulations, a student may be given an excused absence from school for the following reasons only:

EXCUSED ABSENCES:

Excused Absences are not counted toward the maximum allowable limit

1. **Funerals:** A reasonable amount of time will be allowed without penalty to attend funerals of immediate family.
2. **Quarantine:** The absence of a student under this condition is limited to the time of quarantine as fixed by the proper health officials. **(State law requires that a certificate by the appropriate health officials must accompany the student upon re-entry.)**
3. **Medical and Dental Appointments:** The appointments should be arranged outside of school hours, if at all possible. However, they are for the purpose of maintaining good health and will be considered necessary if they cannot be arranged outside of school hours, providing the school is advised of the appointment preceding the absence and a medical excuse is provided.
4. **Legal Responsibilities:** If they cannot be arranged outside of school hours, legal obligations shall be an excused absence. Documentation will be presented to the building principal.
5. **School Sponsored Trips:** These include routine field trips, off site school authorized functions, college visits (2 for seniors and 1 for juniors), and board approved overnight field trips.
6. **Religious Holidays:** These absences will include a legitimate, bona fide religious holiday.
7. **Personal illness:** If a student is ill, he/she should stay out of school for his/her own welfare, as well as that of other students; however, parents should make sure students are ill and not just indisposed towards school. If a student becomes ill, or is injured while at school, following the proper procedures (such as producing a medical excuse) he/she may be excused. **A written note is required from a parent/guardian and/or a physician, dentist, etc... for a personal illness absence to be an excused absence from school.** The absence will be considered an unexcused absence if a parent/doctor note is not received by the main office within 48 hours of the student's return to school.

8. In School Discipline

****Students must be in school for the entire school day to attend/practice or play in extracurricular activities. (exceptions may include medical appointments, funerals, college visit, death in family).**

CALLING YOUR CHILD ABSENT FROM SCHOOL

Parents are required to call 330-898-1701 to report your child absent from school. This line is operational 24 hours a day and is the preferred method for reporting absences. Students that are **not** called off by phone are required to bring a written note within 24 hours of their absence. Students without notes will be considered unexcused.

COLLEGE VISITS

College visits are limited to two (2) per year. Prior approval must be obtained one week before the scheduled visit. A form from the Guidance Office must be completed by the student and returned to the Guidance Counselor or Principal.

TARDY TO SCHOOL (SIGN-IN) – (for attendance reporting purposes)

Students arriving late to school must go directly to the office to sign in and receive a tardy slip. **Hours of non-attendance will be compiled and will count toward the HB 410 attendance policy.**

The penalty for tardiness is as follows:

- 1-3 tardies per grading period – Warning
- 4-5 tardies per grading period – One detention for each tardy
- 6 tardies per grading period – Two detentions
- 7 + tardies per grading period – Saturday School and/or In School Suspension

EARLY DISMISSAL (SIGN-OUT)

Each teacher keeps classroom attendance. **Hours of non-attendance will be compiled and will count toward the HB 410 attendance policy**

LEAVING WITHOUT PERMISSION

Students failing to follow procedures for leaving early will be subject to disciplinary action.

DISMISSAL

At the close of the school day, students should leave the building immediately. If a student is to attend a meeting or are assigned a specific task, they will go directly to the assigned location.

TRUANT

Truancy, an unexcused absence, is the failure of the student to attend school without a legal reason. According to juvenile court guidelines, students identified as having excessive unexcused absences will have home contact in each case of absenteeism, and court referral will result if the absenteeism continues. There are two types of truancy: (1) Truancy where a student chooses to miss class but stays in the building, and (2) Truancy where a student misses an entire day and/or leaves the building. Students will receive zeroes for any missed work due to truancy. When a student has been absent without a legitimate excuse for more than 10 consecutive days, or a total of 15 days in any semester, that student may have his/her temporary instruction or driver's license suspended by the Bureau of Motor Vehicles (ORC 33210.13)

MAKE UP WORK

Students may make up work missed during an excused absence under the following guidelines:

- The number of days for make up work to be completed shall not exceed the number of days absent and shall not exceed one week without teacher or administrative approval.

- Students absent on the day of an exam shall be expected to take a makeup exam on the day of their return if the exam date was announced while they were present.
- Students are responsible for obtaining missed assignment information from teachers. Students are also responsible for completing missed assignments.
- Teachers have discretion to give partial or full credit for missed work beyond aforementioned procedure on a case by case basis

PARENT NOTIFICATION

A letter **and/or phone call** will be sent/**made** to the parent/guardian notifying them of their child's attendance record.

18 hours (unauthorized) - Letter

30 hours (consecutive), 42 hours (month) or 72 hours (for the year) - Letter, Call, AIT Team meeting

38 hours in a month (excessive absent) - Letter

65 hours in a year (excessive absent) - Letter

100 hours (excessive absent) - Letter, Call, Meeting with AIT team

EXEMPTIONS

Sometimes major emergencies, extended illness, accidents, etc. will deprive students of the ability to attend school. Home instruction may be needed in some situations. Special schooling programs are required in other situations. If these alternatives are not utilized and more than 18 days worth of class sessions are missed in a year course, credit for the course is lost unless the principal or designee grants an exemption. Courses of less than a year in duration would be prorated as to acceptable absences.

VACATIONS

The Southington Local School Board realizes that many parents cannot control the dates of their vacation. We also realize that many problems can arise from leaving high school age children at home for long periods of time. It is for this reason we will excuse students for vacations under the following conditions:

- Students will not be excused for vacations unless their parents accompany them. This rule does not change when a student becomes 18.
- Students must arrange with the building principal or at least one week in advance for all excused vacations. A note from the parent is also required.
- Any student requesting permission for an excused vacation must notify each of his/her teachers.
- If a vacation is not properly approved, the absence will be unexcused.
- Tests & missed assignments will be completed when the student returns.

DISCIPLINARY POLICIES / STUDENT CODE OF CONDUCT

Students, like all citizens, have rights guaranteed by the Constitution of the United States. Most often, the First Amendment, which ensures freedom of religion, speech, press and petition, and the Fourteenth Amendment, which guarantees due process and equal protection, apply in school situations. The rights of an individual are preserved only by the protection and preservation of the rights of others. Students are responsible for the way they exercise their rights, and must accept the consequences of their actions and recognize the boundaries of their rights. Each exercise of an individual's rights must demonstrate respect for the rights of others.

These statements set forth the rights of students in the public schools of the district and the responsibilities that are inseparable from these rights:

1. Civil Rights- including the right to equal educational opportunity and freedom from discrimination; the responsibility not to discriminate against others.
2. The right to attend free public schools; the responsibility to attend school regularly and to observe school rules essential for permitting others to learn.
3. The right to due process of law with respect to suspension and expulsion.

4. The right to free inquiry and expression; the responsibility to observe reasonable rules regarding these rights.
5. The right to privacy, which includes privacy in respect to the student's school records.

SCOPE OF JURISDICTION

This policy applies to students under the authority of school personnel or involved in any school activity. This includes but is not limited to school buses, and property under the control of school authorities, and while at interscholastic competition, extracurricular events, or other school activities or programs. Also included is:

1. Misconduct by a student that occurs off school district property but is connected to activities or incidents that have occurred on school property; and
2. Misconduct by a student that, regardless of where it occurs, is directed at a district official or employee or the property of an official or employee.

POINTS TO KEEP IN MIND WITH REGARD TO MISCONDUCT

1. Students at Southington are expected to behave and obey school rules, regulations, and procedures, and to practice good citizenship at all times. We feel that the following rules and regulations can act as positive guides.
2. Every attempt shall be made to be as fair as possible as well as firm as possible.
3. Proper behavior is one of the most important lessons that we must learn.
4. You may have the right to decide not to learn in a democracy, however, you have no right to interfere with the education of others in any way.
5. The administration and teachers do not punish students when they show improper conduct. They only take corrective action hoping it will not happen again.
6. A constant effort will be made to keep a few students from giving Southington Schools a poor reputation.
7. Please note that this Southington Local Board adopted policy is in compliance with Ohio Law 3313.661 (conduct code).
8. The violations involve corrective action for one school year at a time.
9. Parents are to be notified, whenever possible of serious or repetitive infractions.
10. Under due process, students have the right to appeal out-of-school suspensions to the superintendent. Expulsions may be appealed to the Board of Education.
11. All possible misconduct could not possibly be listed. Any action or behavior judged by school officials to be inappropriate in a school setting and not specifically mentioned in other sections shall be in violation of the student conduct code. In cases of misconduct, the corrective action will relate as closely as possible to the offense.
12. Corrective Actions are only a guideline. Final disciplinary action will be determined by the severity of each offense.

INFRACTIONS OF STUDENT CODE OF CONDUCT (DEFINED)

SUSPENSION

Pursuant to Section 3313.66 of the Ohio Revised Code, the Superintendent, Principal may suspend a pupil from school for not more than ten (10) school days. If, at the time a suspension is imposed, there are fewer than ten (10) school days remaining in the school year, in which the incident which gives rise to the suspension takes place, the Superintendent or designee may apply any remaining part or all of the period of the suspension to the following year.

Suspension may be imposed for violations of the rules and regulations appearing in the Code of Conduct and Board of Education policies on student behavior.

Misconduct for which Suspension may be imposed

Electronic Devices: The following items may be brought to school, but, except for cell phones, must be kept in the students' lockers or cars during the school hours: radios, CD players or any other form of amplified music, individual listening devices such as CD players, iPods®, MP3 players, walkmans, pagers, Blackberries®, broadband equipped computers, or other electronic signaling devices. Use is restricted to classrooms where an educational purpose has been established by the teacher.

- Middle School students are expected to place cell phones in the phone organizer in each class room or leave their device in their locker. Repeated violations will result in loss of phone privileges at school.
- **HS only** - The use of cell phones must not create a distraction or disruption at school or school related activities.
 - Cell phones are permitted during breakfast and lunch in the cafeteria
 - Students cannot make or receive voice calls
 - Southington Local Schools assumes no responsibility for the theft, loss, or damage of a cell phone. Students bring these devices to CHS at their own risk.
 - Cell phones may possess advanced functions including internet access, email, e Reader, and video/audio playback functions. These functions may be used during the appropriate time and in the appropriate area. Earbuds are required for video/audio functions. The use of earbuds must be at a volume that does not disrupt others.
 - Restrictions:
 - Accessing, sharing, disseminating inappropriate content, including pornography, material with abusive language, drug/alcohol/weapon related content, or any other information that can be deemed harmful or shocking to students/staff.
 - Any and all harassment/bullying and intimidation behaviors.
 - **The video/audio recording or photography of students or staff members is prohibited.**

Tobacco/Electronic Cigarette: Possession, consumption, distribution, purchase or attempt to purchase, and/or use of tobacco products or electronic cigarettes or similar look alike devices in school, on school grounds, on school buses, and at any interscholastic competition, extra-curricular event, or other school-sponsored event. Tobacco products include, but are not limited to cigarettes, cigars, pipe tobacco, chewing tobacco, snuff or any other matter or substance that may contain tobacco. Smoking of electronic cigarettes, vapor devices, and other substitute forms of cigarettes whether they contain nicotine or not, are also prohibited

Gambling: Students shall not participate in games of chance for money or other stakes, bookmaking, wagering, or any other form of gambling.

Honor Violations: Presenting someone else's work as one's own in order to obtain a grade or credit is considered to be cheating. This includes, but is not limited to, copying others assignments, quiz or test answers, and plagiarism. **Plagiarism is defined as stealing or passing off the ideas or words of another as one's own; to use another's work without citing that source. If a student's work has used 5 consecutive words identical to another person's work, it will be considered plagiarism.**

Trespassing: Students shall not enter upon school grounds or premises of a school building to which the student is not assigned, except with the express permission of the school principal of that building. Students may attend or participate in School District sponsored events. Students are not permitted to enter upon the grounds or premises of any Board of Education facility when the student has been placed on suspension, expulsion or removal without the express permission of the building principal. Students are not permitted in the school building at such times as the building is closed.

Misuse of Facilities and Equipment: Students shall not use school facilities and/or equipment for uses other than those which were intended. Students shall not damage, destroy or deface school property, or private property on school premises.

Disruption of School: Students shall not use violence, force, noise, coercion, threat, harassment, intimidation, fear, passive resistance, or any other conduct, cause, attempt, or threaten to cause the disruption or obstruction of any mission, process, activity, or function of the school.

Use of Flame Producing Devices: The unauthorized use or possession of matches, lighters, or any other flame-producing device on school property is prohibited.

Use of Profane, Indecent, or Obscene Language: Use of language of this type, whether written or verbal, directed toward or used in the presence of school personnel or students is prohibited. This shall include the use of obscene gestures, pictures and signs.

Failure to Complete Minor Disciplinary Sanction: A student who fails to complete an assigned minor disciplinary sanction such as in-school discipline, detention, or written work will be subject to suspension.

Insubordination or Disrespect: Students who refuse to comply with the directions of school personnel or who talk back to, argue with, or make disrespectful comments toward any staff member or about a staff member will be subject to suspension.

Tuancy: A student who misses school, including a study hall, class, lunch or any other assigned activity for part or all of a day without school authorization or who leaves the school building without administrative permission is subject to suspension.

Transmission of Prescription or Non-Prescription Medication: No student shall transmit or attempt to transmit any form of prescription or non-prescription medication to another student.

Fireworks, Smoke Bombs, or Other Similar Devices: No student shall possess, use or threaten to use fireworks, smoke bombs, or any other similar devices while on school property or while participating in any school sponsored activity.

Theft or Unauthorized Possession: Theft or unauthorized possession of school property or equipment, personal property of any District employee or of another student or visitor is grounds for suspension.

Fighting: Fighting among two or more students is grounds for suspension.

Harassment: Students shall not engage in any obscene, abusive, profane or degrading gestures or expressions; racial, ethnic or religious prejudicial or disrespectful actions; harassment of any kind (including sexual) to any individual or group; or intimidation and/or threats to an individual or group. This includes publication or distribution of materials meeting this description.

Assault: No student shall cause, attempt or threaten to cause physical injury to any person on school property or any school event. This will include an unprovoked attack.

Extortion: Students shall not solicit money or objects of value from other students for any reason.

Complicity: Students shall not be present or in such a position as to allow or assist another student to be in violation of any school rule. This specifically includes, but is not limited to students that serve as "look outs".

Motor Vehicle Violations: Students shall not engage in reckless, unsafe or unauthorized operation of a motor vehicle on school grounds or at school sponsored activities.

Dress Code: Students shall not violate school rules pertaining to appearance and dress. Students shall attend dressed in a manner which is clean, not hazardous to their safety or the safety of others and which does not detract from the educational process.

Hazing: Students shall not plan, encourage, or participate in any form of hazing. Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation into any organization that creates a risk of mental or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy. Violation may lead to suspension, recommendation for expulsion, and/or legal action as contained in ORC2307.44

Gang Activity: Students shall not engage in any gang activity. Any indication of gang activity by the type of dress, apparel, activities, acts, behavior or manner of grooming, displayed, reflected, or participated in by a student is prohibited.

Gross Misconduct/Repeated or Flagrant Violations: Gross misconduct or repeated or flagrant violations of any school rule may result in suspension.

Violation of the Student Code of Conduct: Any violation of the TCTC Student Code of Conduct where suspension is normally considered appropriate is grounds for suspension from the Southington Local School District.

Physical Attack/Inappropriate Contact: A student shall not cause, attempt to cause, threaten to cause, or behave in such a manner as could reasonably be interpreted to cause injury or damage to any person (i.e. fighting, verbal abuse, threats, physical retaliation). Any hostile acts of bodily contact among two or more students, regardless of how it begins or who was at fault, in or on school property, or while in attendance at any sponsored activity, at home or away, shall result in suspension or other disciplinary action for all parties involved. The principal will take into consideration if the student was found to be acting in self-defense. This will also include throwing of any object or causing an object to become a projectile

Disregard of Reasonable Directions or Requests: A student shall not fail to obey or comply with any reasonable direction or command given by any authorized school employee. This shall also apply to classified employees in the performance of their assigned duties including secretaries, teacher aides, bus drivers, cafeteria workers and custodians.

Being in an Off-Limits Area: These are locations designated by the school administration or personnel that should be avoided by a student or groups of students. Students will be considered off-limits if they attend an extracurricular event and are not in school a minimum of 3.5 hours or 4 periods.

Repeated Tardiness (to class or school).

Other Grounds for Suspension: Commission of any of the acts which are grounds for expulsion could also result in suspension and/or any acts that constitute a violation of Local, State, or Federal Law.

EXPULSION

Pursuant to Section 3313.66 of the Ohio Revised Code, the superintendent may expel a pupil from school attendance for a period not to exceed the greater of eighty (80) school days or the number of school days remaining in the semester or term in which the instant it gives rise to the expulsion takes place. If at the time an expulsion is imposed there are fewer than eighty (80) school days remaining in the school year in which the incident that gives rise to the expulsion takes place, the superintendent or designee may apply any remaining part or all of the period of the expulsion to the following year. Any act that would be a criminal offense when committed by an adult that results in serious physical harm to persons or property (as defined by Section 2901.01 of the Ohio Revised Code) may subject the offender to expulsion for up to one year. Additionally, violations of the weapons in school policy may result in expulsion of up to one (1) year. The Superintendent or his/her designee may reduce the one (1) year expulsion on a case by case basis for reasons relating to the age of the student, previous offenses, the student's disability, or for individual circumstances. This list is not all-inclusive.

Misconduct for which Expulsion may be imposed

Assault: To cause or attempt to threaten or cause physical injury to any person is grounds for expulsion. This will include an unprovoked attack.

Making False Fire Alarms and Bomb Threats: Students shall not, through written, electronic or verbal means disrupt or threaten to disrupt the educational process and/or endanger or threaten to endanger the safety of school occupants by means of false alarms and/or bomb threats.

Involvement with Alcoholic Beverages: A student shall not possess, transmit, buy, sell, conceal, use or be under the influence of any alcoholic beverage at any time the student is subject to the authority of the school. Use of an alcoholic beverage shall be determined by the professional staff and may include, but not be limited to, detection on the breath of the student, regardless of where the alcoholic beverage may have been consumed. A student shall not consume any alcoholic beverage before arrival at school or a school sponsored or related event or activity.

Involvement with Drugs and Drug Paraphernalia: A student shall not possess, use, transmit, buy, sell or conceal any of the drugs defined as a "drugs of abuse" in Ohio Revised Code Section 3719.011 or possess, use, transmit, buy, sell, or conceal any of the drugs defined as "counterfeit controlled substance" in Ohio Revised Code Section 2925.01 or be under the influence of any such drugs. Nor shall any student possess, use, transmit, buy, sell or conceal any drug related paraphernalia at any time the student is subject to the authority of the school. Examples of drugs of abuse include, but are not limited to, narcotic drugs, "look alike" drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, cocaine, or derivatives, glue, or other substances that could modify behavior. A student shall not use any drug of abuse before arrival at school or at a school sponsored or related event or activity. Use of drugs authorized by a medical prescription from a licensed physician shall not be considered a violation of this rule. However, no student may self-administer drugs authorized by a medical prescription from a licensed physician, except for asthma inhalers. Students in grades 6-12, self-administering of non-prescription "over-the-counter" medication (aspirin, ibuprofen, cough drops, etc.) shall not be considered a violation of this policy. Students in grades kindergarten through five may not self-administer any medication, whether prescription, non-prescription, or "over the counter." A student who demonstrates behavior seemingly related to drug usage or who exhibits symptoms or physical conditions that may be related to drug usage, shall be referred by a staff member for observation and questioning by a school administrator. If the suspicion of drug usage still exists, the parents shall be informed immediately and shall be requested to come to school as soon as possible. Based on his/her professional judgment, the administrator may send the student home in the custody of his/her parents.

Counterfeit, controlled substances or "look-a-likes" shall be defined as:

- a. Any drug that bears, or whose container or label bears, a trademark, trade name, or other identifying mark used without authorization of the owner or writes such trademark, trade name, or identifying mark;
- b. Any unmarked or unlabeled substance that is represented to be a controlled substance manufactured, processed or packed or distributed by a person other than the person that manufactured, processed or packed or distributed it;
- c. Any substance that is represented to be a controlled substance but is not a controlled substance or is a different controlled substance;
- d. Any substance other than a controlled substance that a reasonable person would believe to be a controlled substance because of its similarity in shape, size and color for its markings, labeling, packaging, distribution for the price for which it is sold or offered for sale.

Disruption of School: A student shall not, by the use of violence, force, noise, coercion, threat, harassment, intimidation, fear, passive resistance, or any other conduct, cause, attempt or threaten to cause or urge other students to cause, attempt or threaten to cause disruption or obstruction of any lawful mission, process or function of the school.

Arson/Attempted Arson/Possession of Incendiary Device:

Setting fires or the use or possession of any incendiary device is prohibited.

Involvement with Weapons or Dangerous Instruments: A student shall not use, possess, handle, transmit, sell or conceal any object that can be classified as a weapon or dangerous instrument. Weapons or dangerous instruments include, but are not limited to guns, knives, metal knuckles, straight razors, explosives, noxious irritants, poisons and other dangerous substances along with any item that is a "look alike" of the above, i.e., toy guns, knives, etc. or any object which is used or may be used to inflict physical harm. Weapons violations may result in expulsion for up to one (1) year.

Harassment: Students shall not engage in any obscene, abusive, profane or degrading gestures or expressions; racial, ethnic or religious prejudicial or disrespectful actions; harassment of any kind (including sexual) to any individual or group; or intimidation and/or threats to an individual or group. This includes publication or distribution of materials meeting this description.

Violation of the Tobacco Policy: A student who violates the tobacco policy for the third time is subject to expulsion.

Repeated or Continued Violation of Minor School Conduct Rules or Rules for which Suspension may be Imposed: If, after out-of-school suspension, a student continues to violate minor school conduct rules, expulsion may result as the next step. Additionally, a student who has been suspended may be expelled for new suspendable conduct after having served an out-of-school suspension.

Violation of the Student Code of Conduct: Violations of the TCTC Student Code of Conduct by committing an offense for expulsion is normally considered appropriate grounds for expulsion from the Southington Local School District.

Harassment, intimidation, or bullying policy statement and definition

Harassment, intimidation, or bullying behavior by any student/school personnel in the Southington Local Public Schools is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Harassment, intimidation, or bullying, in accordance with House Bill 276, means any intentional written, verbal, graphic or physical acts including electronically transmitted acts i.e., Internet, cell phone, personal digital assistant (PDA), or wireless hand-held device, either overt or covert, by a student or group of students toward other students/school personnel with the intent to harass, intimidate, injure, threaten, ridicule or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of:

Causing mental or physical harm to the other student/school personnel including placing an individual in reasonable fear of physical harm and/or damaging of students' personal property; and, is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student/school personnel. Dating violence is defined as a pattern of behavior where a person uses or threatens physical, sexual, verbal or emotional abuse to control the person's dating partner. A dating partner is any person, regardless of gender, involved in an intimate relationship with another person primarily characterized by the expectation of affectionate involvement whether casual, serious, or long term.

Reporting Procedures

Students and/or their parents or guardians may file reports regarding suspected harassment, intimidation or bullying. Such written reports shall be reasonably specific including the person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation and/or bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the building principal for review and action.

School Personnel Requirements

School personnel are required to report any prohibited incidents of harassment, intimidation, or bullying to school principal or other personnel designated by the principal.

Reporting Obligations

If after investigation, acts of harassment, intimidation and bullying by a specific student are verified, the building principal or his/her designee shall notify in writing the parent or guardian of the perpetrator of that finding. If disciplinary consequences are imposed against such students, a description of such discipline shall be included in such notification. If after investigation, acts of bullying against a specific student are verified, the building principal or his/her designee shall notify the parent or guardian of the victim of such finding. In providing such notification, care must be taken to respect the statutory privacy rights of the perpetrator of such harassment, intimidation and bullying.

Reports Documented

Any prohibited incident will be documented in accordance with procedures followed by other disciplinary problems. These incidents are recorded on a database.

Response Procedures

Any prohibited incidents will be investigated by using the student incident report form, by interviews, and by monitoring school surveillance equipment.

Protecting the Victim

Inform school personnel of the incident and instruct them to monitor the victim and the offending party for indications of harassing, intimidating and bullying behavior. Personnel are to intervene when prohibited behaviors are witnessed. Check with the victim daily to ensure that there have been no incidents of harassment/intimidation/bullying or retaliation from the offender or other parties.

Disciplinary Procedures

When acts of harassment, intimidation and bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences. Anonymous complaints that are not otherwise verified, however, shall not be the basis for disciplinary action.

In and out-of-school suspension may be imposed only after informing the accused perpetrator of the reasons for the proposed suspension and giving him/her an opportunity to explain the situation.

Summary of Incidents

District administrators semi-annually will provide the president of the district board a written summary of all reported incidents and post the summary on the district website, if one exists. The list shall be limited to the number of verified acts of harassment, intimidation and bullying, whether in the classroom, on school property, to and from school, or at school-sponsored events.

CRITERIA FOR CORRECTIVE ACTION

The exercise of self-control, self-discipline, and self-direction are essential to positive school behavior and future success. To this end, each student must be responsible for his/her own behavior and must respect the rights of others. The following criteria will be considered when determining the appropriate corrective action for infractions of the student conduct code:

- o Circumstances surrounding incident or violation
- o Minor or major infractions of school rules
- o Frequency of infractions
- o Cooperation and attitude of student

CORRECTIVE ACTIONS

Verbal Warning

Loss of Privileges

- a. Driving and parking
- b. Computer use
- c. Activities
- d. Bus transportation

Detention

Saturday School

In-school Discipline

Out-of-School Suspension

Emergency Removal

Expulsion

STUDENT DUE PROCESS

1. Students will be informed in writing of the potential suspension for the proposed action.
2. The student will be provided an opportunity for an informal hearing to challenge the reasons for the intended suspension and explain his/her actions.
3. An attempt will be made to notify parents or guardians by telephone if a suspension is issued.
4. Within 24 hours, a letter will be sent to the parent or guardian stating the specific reasons for the suspension and include a notice of their right to appeal.
5. Students may appeal to the Superintendent. All appeals must be made within 10 days of receipt of the notice of suspension from the principal.

EMERGENCY REMOVAL

If a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, the Superintendent, Principal or personnel employed to direct, supervise or coach a student activity program may remove the student from the premises.

EXPULSION

Behavior of a student can be considered so serious as to justify total removal from the educational program for a prolonged length of time. The Southington Local Schools Board of Education has policies & procedures that will be followed in the event an expulsion is necessary.

INTERNET ACCEPTABLE USE AND SAFETY POLICY

Southington Local Schools recognize that our students live in a world of increasingly sophisticated technology and greatly enhanced communication. We further recognize that the availability of an ever – present and virtually unlimited information resource has profound implications for instructions. We therefore believe that it is imperative to provide Internet access to our students and staff. The Acceptable Use and Safety Policy detailed here is designed to articulate the appropriate use of computer networks, including the Internet, in the instructional setting of our schools. This document seeks to set ground rules that will forestall problems that could surface in such an unfettered environment. User compliance with these rules will help ensure a safe and appropriate learning environment. To this end, the district will employ reasonable technology solutions, including Internet filtering software to restrict access to objectionable material. Staff or software will monitor Internet access by students at all times. The use of obscene, vulgar, threatening, harassing, abusive, or other graphic communication, which creates a substantial risk of materially disrupting or creating liability for the district in either public or private messages is expressly forbidden. Students who intentionally try to bypass any filtering system will lose computer privileges. All students and employees are eligible to access the network resources in our school building. Students may be issued school owned accounts to access resources online for educational purposes, for example but not limited to: Google apps for education (and all applicable services), Study Sync or email. Except in cases involving specific class projects, students will not have access to chat rooms, online messaging systems, or other forms of social media-based communication in school. Internet and user account privileges may be denied, suspended, or revoked as a consequence of violation of the provisions of this policy. Security of any

computer system is a high priority, especially when the system involves many users. If the user can identify a problem on the Internet, he/she must notify a system administrator immediately. Do not demonstrate the problem to other users. Do not use another individual's account. Do not use MP3 players for downloading music. Do not use USB media storage devices. Furthermore, Southington Local Schools will cooperate fully with law enforcement officials when there is suspicion that unlawful activity has taken place.

The Southington School District is providing access to its computer networks and the Internet ONLY for educational purposes. Students in K-5th grade will be educated during their library classes with regard to cyber bullying and appropriate electronic communication. Students in 6th-12th grade will be educated in every computer based course with regard to cyber bullying and appropriate electronic communication. Any cyber bullying, hazing, harassment, intimidation, or other electronically transmitted act meant to injure, threaten, ridicule or humiliate another student or group of students will not be tolerated and significant consequences will occur. This includes but is not limited to social networks such as Facebook, Twitter, Instagram, Snapchat, Google+ and others. This will apply to all incidents that occur during the school day or after school hours. All Internet users are expected to abide by the rules covered above. Any violation of the following rules and items found in the Technology Acceptable Use Policy will be considered a violation of the school district's code of conduct. The building administrators and staff reserve the right to terminate immediately the transaction or account of any student or person who misuses the system. The system administrators will deem what is inappropriate in accordance with the district's Technology Acceptable Use Policy, and their decision is final.

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