

# TORRINGTON HIGH SCHOOL

**STUDENT/PARENT HANDBOOK**

**2021-2022**



**Torrington High School  
50 Major Besse Drive  
Torrington, CT 06790  
Phone (860) 489-2294  
Fax (860) 489-2853**

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**All students will be required to submit a verification form that they have read the 2021-2022 THS Student/Parent Handbook, including but not limited to the following policies:**

### **New Policy - students Face Masks/Coverings**

- Code of Conduct
- Sexual Harassment Policy
- Cell Phone/Electronic Device Policy
- Grading Policy
- Homework Policy
- Acceptable Educational Use of the Internet, Networks and Internet Safety Policy
- Attendance Policy
- Bullying Policy
- Dress Code Policy
- Student/Parent/School Compact

## **Torrington High School Core Values & Beliefs**

THS believes that a community of self-motivated individuals who exercise personal responsibility and respect, demonstrate intellectual curiosity and resiliency, and value hard work and integrity will create life-long learners and productive members of society. Students will uphold TRADITION, and bring HONOR and SUCCESS to themselves, the school, and the community.

### **THS 21st Century Learning Expectations**

#### **COMMUNICATION**

Students will effectively communicate orally, visually, and in writing by addressing purpose, using evidence, organizing information, citing sources, and honoring discipline-specific standards.

#### **INQUIRY**

Students will demonstrate intellectual curiosity by creatively posing questions to identify problems, successfully utilizing critical thinking skills to solve problems, and reflectively analyzing the results.

#### **VALUE CHARACTER**

Students will uphold the tradition of good citizenship by taking personal responsibility and accountability for their actions, by showing respect and tolerance for others, and by contributing to a positive school and community.

#### **INFORMATION LITERACY**

Students will comprehend visual and written materials, effectively utilize technology to obtain and generate information, and successfully demonstrate their ability to analyze and evaluate information and make inferences and connections.

#### **COLLABORATION**

Students will work effectively to meet common goals by sharing responsibility for learning, honoring the input of others, and regularly contributing information in class or group assignments.

### **Accreditation Statement**

Torrington High School is accredited by the New England Association of Schools and Colleges, Inc., a non-governmental, nationally recognized organization whose affiliated institutions include elementary school through collegiate institutions offering postgraduate instruction.

Accreditation of an institution by the New England Association indicates that it meets or exceeds criteria for the assessment of institutional quality periodically applied through a peer group review process. An accredited school or college is one which has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future.

Accreditation by the New England Association is not partial but applies to the institution as a whole. As such, it is not a guarantee of the quality of every course or program offered, or the competence of individual graduates. Rather, it provides reasonable assurance about the quality of opportunities available to students who attend the institution.

Inquiries regarding the status of an institution's accreditation by the New England Association should be directed to the administrative staff of the school or college. Individuals may also contact the Association.

**COMMISSION ON PUBLIC HIGH SCHOOL  
NEW ENGLAND ASSOCIATION OF SCHOOLS AND COLLEGES  
209 BURLINGTON RD  
BEDFORD, MASSACHUSETTS 01730-1433  
TELEPHONE: (781) 271-0022**



## TORRINGTON HIGH SCHOOL

50 Major Besse Drive  
Torrington, CT 06790  
t. 860-489-2294 ~ f. 860-489-2853

**Robin Ledversis**  
Principal  
EXT 2203

**Leanne Maguire**  
Assistant Principal  
EXT 2201

**Andrew Marchand**  
Assistant Principal  
EXT 2219

**Charles McSpirtt**  
Assistant Principal  
EXT 2238

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On behalf of the staff at Torrington High School, I am happy to welcome you to the 2021-2022 school year! We are glad to have you and your family as a part of the Torrington High School Family. As I begin my third year as Principal of Torrington High School, I am energized and deeply committed to making a positive difference in the lives of your children and want you to know our mission is to provide students the opportunity to develop the scholastic, technical, social and life-long skills essential for academic, occupational, and personal success as productive citizens. We embrace the challenges of the future while we continue to cherish and celebrate the traditions of the past. Our remarkable staff involved parents and committed students come together to make Torrington High School a wonderful and unique place.

We will accomplish this by setting high academic expectations for all students and providing supportive systems to assure they are met. By addressing school culture, setting high standards for teacher performance, increased academic expectations for all students and engaging the community, it is our goal at Torrington High School that all graduates are college or career ready without mediation.

The information in this handbook addresses the most frequently asked questions about courses, graduation requirements, activities, academic and behavioral expectations, and school schedules. Please review this information with your student so that he or she is fully prepared to take advantage of the opportunities available at Torrington High School. Should you have any questions, contact information for administrators and student support personnel are included in this handbook.

We hope your visit to our website will give you a quick snapshot of life at our school. Please explore our links to find out more about curriculum, programs, and daily events at Torrington High School

If you would like to contact me, my email address is [rledversis@torrington.org](mailto:rledversis@torrington.org). You can also reach me by phone at 860-489-2294. I am looking forward to working with you as we work toward an academically successful school year.

Sincerely,

Robin Ledversis  
Principal  
Torrington High School

## **NO CHILD LEFT BEHIND ACT OF 2001**

### ***Notification to Parents***

Parents of all children in a school or program supported by Title I funds may request information regarding the professional qualifications of the students' classroom teachers. Upon request, this information will be provided in a timely fashion and will include:

- Whether their child's teacher has met the State qualifications and licensing criteria for the grade levels and subject areas in which the teacher has provided instruction to the child;
- Whether their child's teacher is teaching under an emergency or other provisional status pursuant to which one or more state criteria have been waived;
- The baccalaureate degree major of their child's teacher, as well as any other graduate certification and/or degree the teacher holds, including the major field of the certification or degree; and
- Whether their child is being provided services by a paraprofessional, and, if so, the paraprofessional's qualifications.

***The Torrington Board of Education is an equal opportunity employer and educational institution and does not discriminate on the basis of race, religion, color, sex, national origin, age or handicap, nor does it tolerate sexual harassment. Grievances should be forwarded to the Assistant Principals' Offices, Torrington High School, Major Besse Drive, Torrington, CT 06790 (860-489-2294)***

## Torrington High School Staff Directory

### Administration

Principal: Mrs. Robin Ledversis Grade 12	(860) 489-2294 Ext. 2203
Assistant Principal: Mr. Andrew Marchand Grade 11	(860) 489-2294 Ext. 2219
Assistant Principal: Mrs. Leanne Maguire Grade 10	(860) 489-2294 Ext. 2233
Assistant Principal: Mr. Charles McSpirtt Grade 9	(860) 489-2294 Ext. 2238
Supervisor of Special Education: Mr. Stephen Barton	(860) 489-2294 Ext. 2116

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### Administrative Assistant to Principal and Assistant Principals

Mrs. Julie Beckwith (860) 489-2294 Ext. 2200

### Attendance Secretary

Mrs. Christine McCarthy (860) 489-2353 or  
(860) 489-2294 Ext. 2151

### Guidance Secretary

Mrs. Kathy Boutin (860) 489-2294 Ext. 2113

### Main Office/Central Treasury Secretary

Ms. Tara Curry (860) 489- 2294 Ext. 2204

### Data/Main Office Secretary

Mrs. Debra Schapp (860) 489-2294 Ext. 2205

### Athletic Director

Mr. Michael McKenna (860) 489- 2285

### Health Office

(860) 489-2286

### Guidance Office

Mrs. Barbara Beebe Counselor (860) 489-2294 Ext. 2230  
Mr. Ryan Dickens, Counselor (860) 489-2294 Ext. 2118  
Ms. Jessica Odlum, Counselor (860) 489-2294 Ext. 2115  
Ms. Emily Reznik, Counselor (860) 489-2294 Ext. 2233  
Mrs. Elena Sileo, Counselor (860) 489-2294 Ext. 2117  
Mr. Claire Pepper, Social Worker (860) 489-2294 Ext. 2119  
Ms. Stacey Nardozi (860) 489-2294 Ext. 2217  
Mr. Gaitan Rodriguez Social Worker (860) 489-2294 Ext. 2220  
Mrs. Aimee Greeley, School Psychologist (860) 489-2294 Ext. 2120

School Resource Officer Mr. David Cooper (860) 489-2294 Ext. 2195

In order to contact a staff member by email, please use the following: First initial, last name,  
@torrington.org ex: Joe Smith would be [jsmith@torrington.org](mailto:jsmith@torrington.org)

# Torrington Public Schools 2021-2022 School Year Calendar

Approved - May 3, 2021

NOTE: All schools will have an early dismissal for professional development on one Thursday per month.

August							September							October						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7	5	6	7	8	9	10	11	3	4	5	6	7	8	9
8	9	10	11	12	13	14	12	13	14	15	16	17	18	10	11	12	13	14	15	16
15	16	17	18	19	20	21	19	20	21	22	23	24	25	17	18	19	20	21	22	23
22	23	24	25	26	27	28	26	27	28	29	30			24	25	26	27	28	29	30
29	30	31												31						
25 & 26 - New Teacher Orientation 30 - Staff Convocation 31 - Professional Development - Staff  <b>0 student days / 2 teacher days</b>							1 - Professional Development - Staff 2 - First Day of School 6 - Labor Day-No School 8 - HS Early Dismissal - Welcome Back Night 16 - Early Dismissal - PLC 22 - MS Early Dismissal-Welcome Back Night 29 - Elem. Early Dismissal-Welcome Back Night  <b>20 student days / 20 teacher days</b>							11 - Columbus Day - No School 21 - Early Dismissal - PLC  <b>20 student days / 20 teacher days</b>						
November							December							January						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22
28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29
														30	31					
2 - Election Day-Prof. Dev. (Teachers Only) - No School 9,10,12 - Early Dismissal - Parent Conferences 18 - Early Dismissal - PLC 24 - 26 -Thanksgiving Recess  <b>18 student days / 19 teacher days</b>							16 - Early Dismissal - PLC 23 - 31 - Winter Recess  <b>16 student days / 16 teacher days</b>							3 - New Year's Day Holiday-No School 17 - Martin Luther King Day-No School 20 - Early Dismissal - PLC  <b>19 student days / 19 teacher days</b>						
February							March							April						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
6	7	8	9	10	11	12	6	7	8	9	10	11	12	3	4	5	6	7	8	9
13	14	15	16	17	18	19	13	14	15	16	17	18	19	10	11	12	13	14	15	16
20	21	22	23	24	25	26	20	21	22	23	24	25	26	17	18	19	20	21	22	23
27	28						27	28	29	30	31			24	25	26	27	28	29	30
17 - Early Dismissal - PLC 21 - President's Day - No School 22 - Prof. Dev. - (Teachers Only) No School  <b>18 student days / 18 teacher days</b>							17 - Early Dismissal - PLC 29,30,31 - Early Dismissal - Parent Conferences  <b>23 student days / 23 teacher days</b>							15 - Good Friday - No School 18-22 - April Recess-No School 28 - Early Dismissal - PLC  <b>15 student days / 15 teacher days</b>						
May							June													
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat							
1	2	3	4	5	6	7	5	6	7	8	9	10	11							
8	9	10	11	12	13	14	12	13	14	15	16	17	18							
15	16	17	18	19	20	21	19	20	21	22	23	24	25							
22	23	24	25	26	27	28	26	27	28	29	30									
29	30	31																		
19 - Early Dismissal-PLC 30 - Memorial Day-No School  <b>21 student days / 21 teacher days</b>							15 - Last Day of School ( with No Cancellations) 22 - Last Day of School ( with 5 Cancellations)  <b>11 student days / 11 teacher days</b>													

## Torrington Public Schools



**2021-2022**

**\*Days Black Highlighted = No School\***

Students: 181 days, Teachers: 186 days, Five (5) days added for school day cancellations due to inclement weather. If more than or less than 5 cancellations, the last day of school will be adjusted accordingly.

**This calendar is subject to change without notice.**

Approved - Board of Education  
May 3, 2021

## SCHEDULE 2021-2022

A Day			A Day with Club on Tues/Advisory on Wed		
Period 1	7:20 AM	8:25 AM	Period 1	7:20 AM	8:18 AM
Period 2	8:29 AM	9:28 AM	Period 2	8:22 AM	9:15 AM
Period 3	9:32 AM	10:31 AM	Period 3	9:19 AM	10:12 AM
Period 5/Lunch	10:35 AM	12:05 PM	Club on Tues/Advisory on Wed	10:16 AM	10:46 AM
Lunch 1	10:35 AM	11:05 AM	Period 5/Lunch	10:46 AM	12:16 PM
Lunch 2	11:05 AM	11:35 AM	Lunch 1	10:46 AM	11:16 AM
Lunch 3	11:35 AM	12:05 PM	Lunch 2	11:16 AM	11:46 AM
Period 6	12:09 PM	1:07 PM	Lunch 3	11:46 AM	12:16 PM
Period 7	1:11 PM	2:10 PM	Period 6	12:20 PM	1:13 PM
			Period 7	1:17 PM	2:10 PM
B Day			B Day with Club on Tues/Advisory on Wed		
Period 2	7:20 AM	8:25 AM	Period 2	7:20 AM	8:18 AM
Period 1	8:29 AM	9:28 AM	Period 1	8:22 AM	9:15 AM
Period 4	9:32 AM	10:31 AM	Period 4	9:19 AM	10:12 AM
Period 6/Lunch	10:35 AM	12:05 PM	Club on Tues/Advisory on Wed	10:16 AM	10:46 AM
Lunch 1	10:35 AM	11:05 AM	Period 6/Lunch	10:46 AM	12:16 PM
Lunch 2	11:05 AM	11:35 AM	Lunch 1	10:46 AM	11:16 AM
Lunch 3	11:35 AM	12:05 PM	Lunch 2	11:16 AM	11:46 AM
Period 5	12:09 PM	1:07 PM	Lunch 3	11:46 AM	12:16 PM
Period 8	1:11 PM	2:10 PM	Period 5	12:20 PM	1:13 PM
			Period 8	1:17 PM	2:10 PM
C Day			C Day with Club on Tues/Advisory on Wed		
Period 1	7:20 AM	8:25 AM	Period 1	7:20 AM	8:18 AM
Period 3	8:29 AM	9:28 AM	Period 3	8:22 AM	9:15 AM
Period 4	9:32 AM	10:31 AM	Period 4	9:19 AM	10:12 AM
Period 8/Lunch	10:35 AM	12:05 PM	Club on Tues/Advisory on Wed	10:16 AM	10:46 AM
Lunch 1	10:35 AM	11:05 AM	Period 8/Lunch	10:46 AM	12:16 PM
Lunch 2	11:05 AM	11:35 AM	Lunch 1	10:46 AM	11:16 AM
Lunch 3	11:35 AM	12:05 PM	Lunch 2	11:16 AM	11:46 AM
Period 5	12:09 PM	1:07 PM	Lunch 3	11:46 AM	12:16 PM
Period 7	1:11 PM	2:10 PM	Period 5	12:20 PM	1:13 PM
			Period 7	1:17 PM	2:10 PM
D Day			D Day with Club on Tues/Advisory on Wed		
Period 2	7:20 AM	8:25 AM	Period 2	7:20 AM	8:18 AM
Period 4	8:29 AM	9:28 AM	Period 4	8:22 AM	9:15 AM
Period 3	9:32 AM	10:31 AM	Period 3	9:19 AM	10:12 AM
Period 7/Lunch	10:35 AM	12:05 PM	Club on Tues/Advisory on Wed	10:16 AM	10:46 AM
Lunch 1	10:35 AM	11:05 AM	Period 7/Lunch	10:46 AM	12:16 PM
Lunch 2	11:05 AM	11:35 AM	Lunch 1	10:46 AM	11:16 AM
Lunch 3	11:35 AM	12:05 PM	Lunch 2	11:16 AM	11:46 AM
Period 6	12:09 PM	1:07 PM	Lunch 3	11:46 AM	12:16 PM
Period 8	1:11 PM	2:10 PM	Period 6	12:20 PM	1:13 PM
			Period 8	1:17 PM	2:10 PM

## Torrington High School Student/Parent/School Compact

As members of the Torrington High School community, we provide all learners with equal opportunities to acquire the necessary academic and life skills to be productive members of a global society and to demonstrate the civic and social expectations of responsible citizens.

**Student Agreement** – It is important that I do my best to be successful. Therefore, I will do the following:

- Have high expectations for myself as a student
- Attend school daily because good attendance is necessary for my academic success
- Report to each class on time
- Come to school each day with pens, pencils, notebook and other necessary tools for learning
- Complete and return homework assignments on due date
- Set aside time each day for study/homework/reading
- Listen, follow directions, and complete all classroom assignments
- Make up missed assignments in a timely manner
- Accept responsibility for my own learning by seeking extra help from my teachers and utilizing the THS after school Learning Center
- Treat everyone with respect by refraining from inappropriate spoken language, body language, physical conduct and vandalism
- Follow the Code of Conduct by demonstrating respect, responsibility and safety

**Parent/Guardian Agreement** – I want my child to achieve. Therefore, I will be responsible for supporting my child's learning by doing the following:

- Ensure that my child is punctual and attends school daily, understanding that good attendance is necessary for academic success
- Plan family vacations in accordance with the school calendar
- Provide and update contact information for my child's health & safety
- Establish a daily homework time for my child and review the homework with my child
- Communicate with my child and teachers to know what my child is learning
- Review my child's progress on the PowerSchool Parent Portal and discuss any concerns with my child and the teacher
- Attend parent meetings and Parents Night or meet with teachers/counselor/administrator when needed
- Encourage my child to accept responsibility for his/her own learning/progress by having him/her seek extra help from the teacher and utilize the THS after school Learning Center
- Contact the teacher, counselor, social worker, and administration directly if I have any concerns or questions
- Support the school in its efforts to maintain proper discipline by having my child follow the Code of Conduct
- Encourage my child to participate in co-curricular activities, realizing that it will help his/her social growth, organizational skills, and sense of belonging to the THS school community

**Teacher Agreement** – It is important that all students achieve academic success. Therefore, I will do the following to support student achievement:

- Treat students with respect
- Provide a safe classroom environment conducive to learning
- Provide instruction that fosters high academic expectations and equity for all students
- Provide purposeful homework assignments
- Communicate with each student about his/her progress
- Provide students and parents/guardians with student progress reports frequently
- Use various instructional strategies in the classroom to make learning accessible to all students, taking into account differences in learning styles and cultural identities
- Encourage students to be independent learners
- Provide time outside the classroom for all students who need extra help
- Update PowerSchool bi-weekly
- Provide timely feedback and review graded assessments with students so that each has an opportunity to know what he/she needs to do to be successful

**As Administrators of Torrington High School, we support this student/parent/school compact. Therefore, I will do the following to support the academic achievement of all students:**

- Provide a safe and culturally sensitive learning environment
- Maintain policies consistent with high academic and behavioral standards
- Provide an environment that encourages positive relationships among the teacher, parent, and student
- Ensure implementation of high-quality curriculum and instruction in a supportive and effective learning environment that enables students to achieve academic success
- Expect teachers to regularly provide assignments that will reinforce classroom instruction
- Expect teachers to use diverse methods of teaching so that all students can learn at a high level
- Communicate and work with families to support student learning
- Provide information and school reports without acronyms and with clarity for families
- Encourage parent/guardian participation in their child's education by providing academic reports and opportunities to participate in the improvement of teaching and learning at THS
- Encourage parent/guardian membership in the Torrington High School PTO

### **Academic Resource Center**

The Academic Resource Center (ARC) supports students primarily in STEM and Humanities courses. Teachers monitor student progress and guide students towards academic success through goal setting and continual support. The ARC is open all periods during the school day to assist students in improving their general academic performance by promoting skill acquisition in the following areas:

- Organization and Executive Functioning Skills
- Study Skill Acquisition
- Task Initiation and Completion
- Assessment Preparation
- Remediation Support
- Reflection and Goal Setting Activities

Students can access the ARC as a universal support throughout the school day and it can also be built into a student's schedule, as needed. ARC was designed to match student needs with an appropriate level of support.

## Academics

### Graduation Requirements

Torrington High School graduates (for the year 2022) must successfully complete a minimum of twenty-two (22) units of credit. The Class of 2023 and beyond must successfully complete 25 units of credit including a Capstone credit. All students must also successfully complete the required Standardized Tests in keeping with Connecticut Education Law Title X of the General Statutes, Sec. 10-221a and Board of Education Policy #6095. For information on specific credit requirements, please refer to the Torrington High School Course of Study book found online or in the Guidance Office. The Class of 2023 and beyond will need 25 credits.

**Grading System:** Please refer to Board Policy #6111 for further details on Grading.

**Class Rank/ Valedictorian and Salutatorian:** Class rank, based on weighted averages, are available at the end of the junior year and the end of the first semester of the senior year. The students' ranked number one and two at the end of first semester senior year earn the title of valedictorian and salutatorian if they have been students of Torrington High School for a minimum of two and one-half years.

**Course Selection Process:** Information on adding/dropping a course, overriding a course recommendation, selecting courses, or credit recovery can be found in the Torrington High School Course of Study book found online or in the Guidance Office.

**Homework Expectations:** See Board Policy #6110

**Honor Roll Requirements:** See Board Policy #6111

**Incompletes:** Students whose grades are incomplete will receive an "I" on their report cards. If work is not completed within ten (10) school days from the marking period close, the student's grade will be computed without those assignments. There are no incompletes at the end of the school year.

**Mandatory Intervention:** See Board Policy #6111

**Notification of Failures:** See Board Policy #6111

**Progress Reports:** Students and parents should utilize THS PowerSchool "parent portal" to monitor attendance and academic progress throughout the school year. Report cards are mailed home at the end of each quarter.

Score	Grade
98-100	A+
94-97	A
90-93	A-
88-89	B+
84-87	B
83-80	B-
78-79	C+
74-77	C
70-73	C-
65-69	D
0-64	F
Incomplete	INC/I
Withdraw Failure (0 grade)	WF
Passing	P
Additional Credit	AC
<b>Additional Credit</b> Identifies courses taken off campus. Credit is awarded on the transcript but no grade is assigned and may	<b>Passing</b> To be used for PPT Requirement or with Administrative Approval.

**Progression towards Graduation**  
In order to make adequate progress towards graduation students should earn at least:

6.0 credits to be considered grade 10  
12.0 credits to be considered grade 11  
18.0 credits to be considered grade 12

**Earning Credits**

One Quarter year class= 0.25 credit  
One half year class= 0.5 credit  
One full year class= 1.0 credit

not be used to supplant graduation requirements.	
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**Retaking assessments, resubmitting work and revising assignments:** Each department has developed its own retake, resubmission, and revision practices in order to reinforce key concepts and understandings as well as to encourage students to develop ownership and investment in their learning. Students are encouraged to discuss with their teachers any opportunities to utilize these practices.

**Textbooks:** All textbooks are the property of Torrington High School. If a book is lost, destroyed or defaced, another book will be issued after the student has paid for the lost or destroyed book. All books must be returned prior to the end of the school year. Lost books must be paid for (new books at full cost, one year or older at replacement price).

**Student Debt:** All student debts must be settled prior to the end of the school year. Students who owe textbooks, uniforms, or money to the cafeteria will receive notice of student debt. Unreturned items or unsettled debts will delay seniors from receiving their caps and gowns and possibly barring them from participation in the graduation ceremonies.

**Study Hall:** Study Hall is a class period where students are assigned to study, complete homework, catch-up on missing assignments, or study for tests or quizzes. **Attendance is mandatory like all classes.**

**Syllabus Expectations:** By the first day of class, all students and parents will receive class expectations which include grade calculations, homework requirements, and course outlines.

**Weight Differentials:** Course identification numbers are used to determine weight differentials for grade point averages. Grades in courses ending in 08 will be weighted and multiplied by a factor of 1.08 (Advanced Placement and College Courses). Grades in courses ending in 06 will be weighted and multiplied by a factor of 1.06 (Honors). Grades in courses ending in 04 will be weighted and multiplied by a factor of 1.04 (College Preparatory).

**Withdrawal from School:** Students, seventeen or older, **must** have written permission from their parents to withdraw from school until they have reached eighteen years of age. Students **must** return all school books/materials **prior to withdrawal** or pay replacement costs. No transcripts are released until this happens. Connecticut Statute states that students who withdraw from school may be required to wait up to 90 days before re-enrolling.

**Attendance:** Attending school and reporting to class timely is a student expectation at Torrington High School. Students who have an excessive number of unexcused absences risk losing credits in their courses. Excessive is defined as five or more unexcused absences in a semester long course and ten or more unexcused absences in a yearlong course. Students who have met these thresholds will have the opportunity to appeal the decision to remove credit, however, the school administration reserves the ultimate right to grant the appeal. Students who do not report to school or class timely may be assigned consequences by school personnel. The entire district attendance policy follows.

## Policy on Student Attendance, Truancy and Chronic Absenteeism



[http://www.torrington.org/UserFiles/Servers/Server\\_348793/File/Board\\_of\\_Education/Policy\\_Manual/Policy%206006\\_%20Attendance%20Truancy%20and%20Absenteeism.pdf](http://www.torrington.org/UserFiles/Servers/Server_348793/File/Board_of_Education/Policy_Manual/Policy%206006_%20Attendance%20Truancy%20and%20Absenteeism.pdf)

## Honor/Conduct Code

### Philosophy

At Torrington High School, we believe that strong academics are positively linked with appropriate learning behaviors while students are in school. The faculty also believes that school – home partnerships are critical for ensuring strong learning. Our philosophy is one that includes building community among students and all members of the school district and the development of strong interpersonal problem solving skills, which a student will carry through life.

### General Expectations for Behavior

Honesty, integrity, responsibility, and mutual respect are the keys to true learning. Torrington Public Schools promote school communities of trust and honorable conduct. This climate is central to the very nature of our schools and represents the highest possible expression of shared values among members of the school community. Indicators of honor include:

<b>Academic Honesty: THS 21st Century Learning Expectations</b>	<b>Personal Integrity:</b>
<p><b><u>COMMUNICATION</u></b> Students will effectively communicate orally, visually, and in writing by addressing purpose, using evidence, organizing information, citing sources, and honoring discipline-specific standards.</p> <p><b><u>INQUIRY</u></b> Students will demonstrate intellectual curiosity by creatively posing questions to identify problems, successfully utilizing critical thinking skills to solve problems, and reflectively analyzing the results.</p> <p><b><u>VALUE CHARACTER</u></b> Students will uphold the tradition of good citizenship by taking personal responsibility and accountability for their actions, by showing respect and tolerance for others, and by contributing to a positive school and community.</p> <p><b><u>INFORMATION LITERACY</u></b> Students will comprehend visual and written materials, effectively utilize technology to obtain and generate information, and successfully demonstrate their ability to analyze and evaluate information and make inferences and connections.</p> <p><b><u>COLLABORATION</u></b> Students will work effectively to meet common goals by sharing responsibility for learning, honoring the input of others, and regularly contributing information in class or group assignments.</p>	<p>Personal integrity is the quality of being honest with yourself and others and conducting yourself in a way that demonstrates respect for yourself and those around you.</p> <ul style="list-style-type: none"><li>● Responding to others in a truthful way;</li><li>● Following the school code of conduct;</li><li>● Follow reasonable requests of teachers, administrators, and other district employees;</li><li>● Refraining from bullying, unkind or disrespectful behaviors</li></ul>

### **Respect:**

**Putting empathy into action.**

### **Responsibility:**

**Self-monitor words and actions.**

### **Safety:**

**Let healthy and informed choices guide actions.**

# Expectations are Based Upon:

**Tier 4  
Most Serious Safety Concerns**  
Administrative Intervention  
Mandatory expulsion hearings

- The process and criteria for expelling students from public schools is governed by state law (Connecticut General Statutes §10-233d)

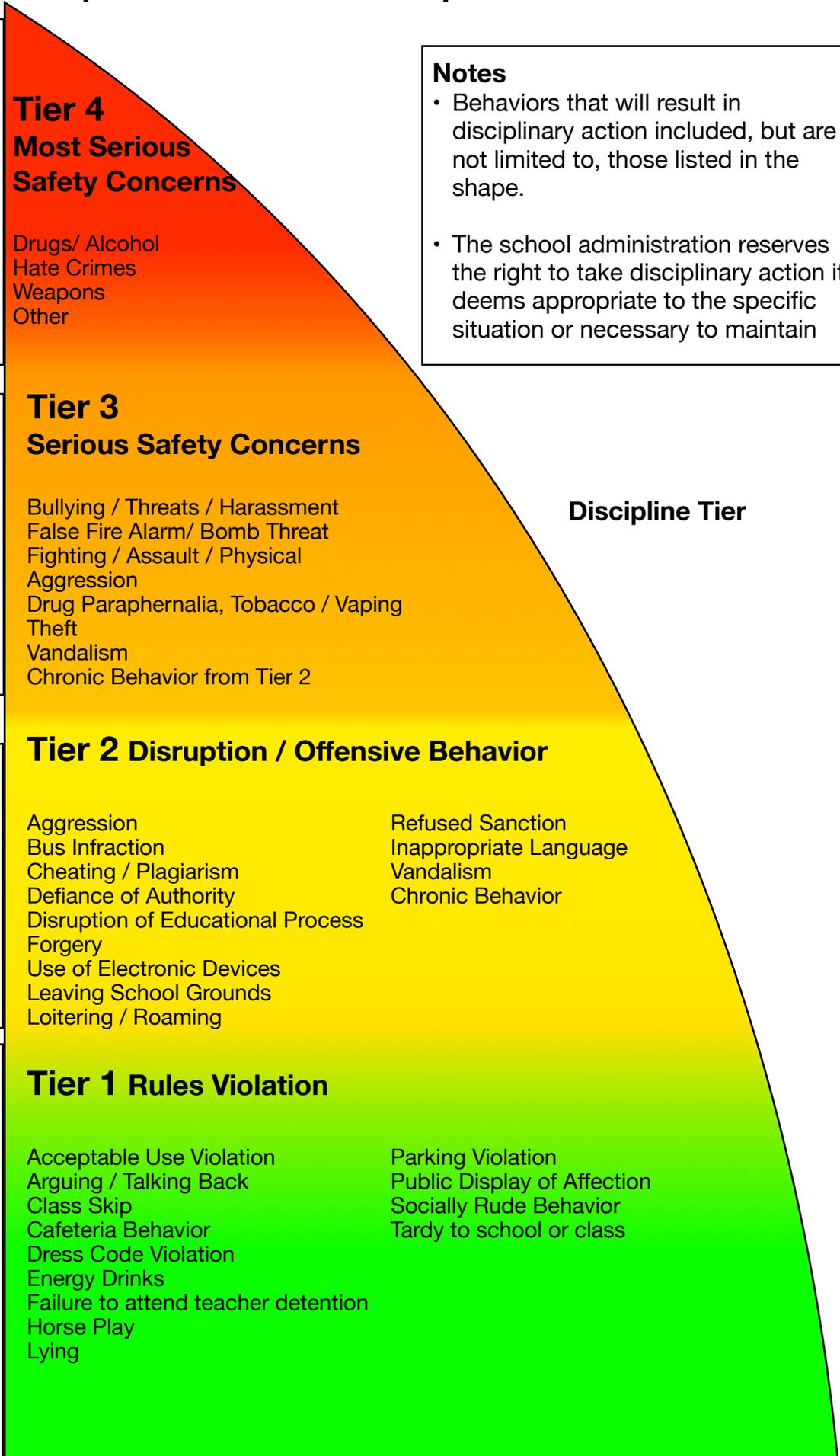
**Tier 3  
Serious Safety Concerns**  
Administrative Intervention  
May include Tier 1, 2, and / or consequences plus:  
May result in

- Suspension / Expulsion
- Police referral

**Tier 2  
Disruption / Offensive Behavior**  
Administrative Intervention  
May include Tier 1 consequences plus:

- Referral to RTI Team
- Functional Behavior Assessment

**Tier 1 Rules Violation**  
Teacher documents reoccurring violation and following attempts to remedy at the classroom level and completes the referral form and submits to the appropriate administrator.  
May include:  
Conference with student  
Parent / Teacher Conference  
Parent Contact  
Teacher Detention  
Loss of Privilege  
Mediation  
Letter of apology and / or Behavior



**Notes**

- Behaviors that will result in disciplinary action included, but are not limited to, those listed in the shape.
- The school administration reserves the right to take disciplinary action it deems appropriate to the specific situation or necessary to maintain

**New for the 21-22 School Year-** All staff and students are required to wear face coverings, covering the nose and mouth, as described below:

Definitions Face covering/face covering

- A cloth, paper, or disposable face covering that covers the nose and mouth. In accordance with CDC guidelines and site level procedures.
- It may or may not be medical grade.
- Evidence shows that the proper wearing of facial face coverings or coverings helps stop the spread of the virus, which is currently by droplets when an individual coughs, sneezes or talks.

## Infractions

**Aggression:** Aggression/Risk of Injury—any behavior aimed at causing harm or pain, psychological harm, or personal injury or physical distraction. An important aspect of aggressive behavior is the intention underlying the actor’s behavior. Aggression can be direct or indirect, active or passive, and physical or verbal which may lead to a risk of injury. A risk of injury is an unexpected or undesirable event, especially one resulting in damage or harm to an individual.

**Assault or Hazing:** Physical assault, striking without provocation or retaliation or requiring physical actions as part of an initiation to a club, team and/or group.

**Bullying (board policy 6010):** Any act by a student or a group of students directed against another student with the intent to ridicule, harass, humiliate or intimidate electronically the other student while on school grounds, at a school-sponsored activity or on a school bus which acts are committed more than once against any student during the school year.

**Cafeteria Misbehavior:** Behavior that interferes with a civilized eating experience. Examples include but are not limited to: shouting, running, horseplay, failure to clean up after oneself, and throwing food.

**Cheating/ Plagiarism:** Quoting or paraphrasing work without proper citation. Submitting work as your own that was copied from or taken from another student/or source.

**Class Cut:** Unauthorized absence from class.

**Defiance of Authority:** Not following a reasonable request from an adult.

**Disruption to the Educational Process:** Behaving in a way that interrupts the learning environment for self and/or others.

**Dress Expectations for School:** In keeping with our values of Respect, Responsibility and Safety, and to maintain an environment that is safe and conducive to the educational process, below are the expectations for dress for all students:

- a. Attire or accessories that contain messages or images that would tend to be offensive or disruptive to the educational process, including racist messages or images; sexist messages or images; messages or images promoting the use of drugs, alcohol, or tobacco; profane or pornographic messages or images; messages that incite violence or constitute “fighting words”; or attire or accessories that promote or signify gang affiliation is prohibited.
- b. See-through clothing, clothing revealing bare midriffs (front or back), tank tops, halter tops, tube tops, undershirts or underpants, worn as outer garments, clothing with plunging necklines (front or back), or clothing worn in such a manner as to expose undergarments is not allowed. Clothing normally worn as sleepwear is not allowed.

- c. Footwear that mars floors, causes excessive noise, or creates a safety hazard will not be permitted.
- d. Head coverings of any kind, including but not limited to hats, caps, scarves, bandanas, curlers, masks, headbands, visors, kerchiefs, athletic sweatbands, earmuffs, or hoods is not permitted. Head coverings shall not be worn, carried, hung on belts or around the neck or kept in the classroom during regular school hours. However, approved coverings worn as part of a student's religious beliefs shall be permitted.
- e. Spiked or studded bracelets, oversized or multi-finger rings, belts or chains or any other articles of attire with spikes or studs attached; oversized metal belt buckles, or any other item of clothing or accessory that may present a safety hazard to the student, other students, or staff will not be permitted.
- f. Outerwear must be secured in the student's locker upon arrival to school. Coats, jackets, or attire normally worn as outerwear shall not be worn, carried, or kept in the classroom during the school day. (Lockers will not be in use during the 20-21 school year.)
- g. Sunglasses are prohibited.
- h. Skirts, shorts, skorts, dresses or jumpers shorter than fingertip length are prohibited.
- i. Pants, skirts, skorts, and shorts must be worn or secured at waist level.

### **Drug/Alcohol: see Board of Education policy # 6050**

**Over-the-counter medication distribution/possession:** Non-prescription medicines are not allowed in school except as noted in the medication policy.

**Possession, consumption of or being under the influence of Controlled Substances, Prescription Drugs, and Alcohol on school grounds or at a school-sponsored event:** A student shall not be in possession or under the influence of drugs or alcohol at any time during school, on school transportation or at any school-sponsored activity.

**Possession of smoking or other tobacco use:** Students may not possess or use tobacco products of any kind in school or at school-sponsored activities.

**Sale, distribution, or intent to distribute Controlled Substances, either prescription or non-prescription drugs or alcohol:** A student shall not sell, offer to sell or distribute.

### **Discipline and Restorative Practices**

**Fighting:** Mutual combat or physical interaction involving 2 or more participants.

**Forgery/Identity theft:** Signing someone else's name to a document and/or pretending to be someone else.

**Gambling/ Gaming:** Gambling or playing games of chance for money or anything of value.

**Harassment:** Offensive physical, verbal or visual comments or actions which are racial, ethnic, sexual or religious in nature. The exposure of intimate parts of the body will not be tolerated at any time during the school day or during school sponsored activities.

**Hate Crime:** Intimidation based on prejudice or bias when such person cruelly, and with specific intent to intimidate or harass another person because of the actual or perceived race, religion, ethnicity, disability, sexual orientation or gender identity or expression of such other person, does any of the following: causes physical contact with such other person; damages, destroys or defaces any real or personal property of such other person; threatens, by word or act, to cause physical harm to an individual or group.

**Inappropriate Language/Socially rude behavior:** Language or behavior which is offensive, humiliating and/or hurtful, including comments that are verbal or written and offensive in nature regarding race, religion, ethnic background, sexual orientation, disability, or personal appearance.

**Leaving school building/grounds:** Students should not be outside the school building/off school grounds or attempt to re-enter after unauthorized exit without permission. Students may not leave school grounds during the school day or go to their cars during the school day without administrative permission.

**Loitering/Roaming:** Presence outside of assigned area without permission and /or without a pass.

**Reporting or conspiracy to report a false alarm or a false bomb threat:** Calling in, leaving a written message or pulling a fire alarm.

**Tardy to class/school:** Entering building or class after start time.

**Theft:**

**Possession of Stolen Goods:** Possession of items without permission of owner.

**Robbery:** Taking property from another by force, threat, and/or aggression.

**Threatening:** The stated or implied threat of bodily harm in verbal or written form or by gesture.

**Transportation:**

**Bus infraction:** Referral by bus driver or Bus Company for inappropriate behavior on the bus.

**Driving violation on school property:** Reckless or dangerous driving on school property.

**Parking violation on school property:** Parking in an unauthorized spot or area or without appropriate permit.

**Truancy:** See Board of Education Policy #6210

**Misuse of electronic devices, including but not limited to cell phones:** See Board of Education Policy #6041

**Vandalism to school property:** Damage or defacement of school property.

**Violation of Acceptable Use Policy:** Any violation to the Internet Acceptable Use policy found under Internet Use in this handbook.

**Weapon/fireworks:** No student shall use or possess a weapon or fireworks on school property or at any school function.

## **Consequences- [Some information about Restorative Team and work](#)**

In each instance of an office referral, an administrator or designee will determine the appropriate consequence. For students in our schools, the classroom is a smaller version of home and family. The classroom teacher is the primary person who structures routines and classroom management, which affects discipline. Students who violate the rights of others or who violate district or school rules shall be subject to disciplinary measures. The classroom teacher is the best person to handle school discipline, and in most cases the discipline is managed well at the classroom level. However, there are times when student behavior warrants administrative involvement. Office referrals for discipline are a last resort. Tier 1 behaviors are defined as those that can be resolved by teacher intervention. Tier 2 infractions are behaviors that are persistent and significantly impact classroom instruction and student learning. Tier 3 infractions will result in an automatic office referral.

## **Detention**

Detentions are of three types, **teacher detention, office detention, and lunch detention.**

Teachers may require students to meet with them before or after school to discuss classroom behavior and/or academic performance. \* Generally, one day's notice of a detention assignment will be given. Teachers will notify parents when their student is assigned a detention.

If a student fails to report for detention, the teacher will attempt to contact his/her parents/guardians and then, based upon that outcome, will either reschedule the detention or refer the student to the appropriate assistant principal. If a student is referred to the assistant principal for missing a teacher detention, he/she will be assigned an office detention. **\*Teachers can hold after school detention on any school day Monday through Friday.**

## **Lunch Detention**

At THS, our goal is to keep as many students as possible in school and in a positive learning environment. Lunch detention will be utilized to address low-level disruptive behaviors and/or first-time offenses.

While serving a lunch detention, students will not be allowed to access the cafeteria and will be served a lunch that meets the USDA school nutrition standards. In addition, use of all electronics, including cell phones, is not allowed during the detention period. Cell phones and other electronic devices will be held by the teacher until the end of the lunch period, when they will be returned to the student.

## **Determining In-School or Out-of-School Suspension**

In accordance with Section 10-233c of the Connecticut General Statutes, the conduct of a pupil that leads to suspension by the school administration is due to the following:

- Violation of a publicized policy; or
- Disruption of the educational process; or
- Endangerment to persons or property.

When the conduct of the pupil occurs on school grounds or at a school-sponsored activity, then one or more of the above elements must be established for disciplinary action.

If the conduct occurs off school grounds, then both of the following elements are necessary to lead to disciplinary action:

- Violation of a publicized policy; and
- Disruption of the educational process.

Similarly, if the conduct of the pupil occurs while the pupil is awaiting or receiving Transportation to and from school, the following elements are required:

- Violation of publicized policy; or
- Endangerment to persons or property

Suspensions shall be in-school suspensions unless the school administrator determines that the pupil being suspended poses such a danger to persons or property or such a disruption of the educational process that the suspensions should be out-of-school.

The Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act (Section 504) each contain a set of procedural protections to be applied when children with disabilities are subject to school disciplinary activity.

## **Principal Meeting**

In cases of repeated disruptive or unacceptable behavior, the appropriate Administrator has the option of referring the offending student to a disciplinary meeting. During the meeting, the Principal will meet with the student, parent/guardian and appropriate school personnel to review the academic and disciplinary record of the student involved. As a result of the hearing, the Principal will take appropriate disciplinary measures to possibly include disciplinary probation, in-school suspension, out-of-school suspension and/or referral to outside agencies (counseling, probation, police, etc.). It is understood that the Disciplinary Hearing process will be used in appropriate cases in an effort to avoid referral to the Superintendent of Schools for consideration for expulsion from school.

## **Procedures Governing Expulsion**

School administrators **may consider recommendation** for expulsion of a student in a case where he/she has cause to believe the student has engaged in conduct on school grounds or at a school-sponsored activity which endangers persons or property, is seriously disruptive of the educational process or is in violation of a publicized Board policy.

## **School administrators must recommend expulsion proceedings in all cases against any student whom the administration reasonably believes:**

- Was in possession on school grounds or at a school-sponsored activity of a deadly weapon, dangerous instrument, martial arts weapon or firearm as defined in 18 USC 921 as amended from time to time; or
- Off school grounds, possessed and used a firearm as defined in 18 USC 921, IN VIOLATION OF Conn. Gen. Stat. 29-35, or possessed and used a firearm as defined in 18 USC 921, deadly weapon, a dangerous instrument or a martial arts weapon in the commission of a crime; or
- Was engaged on or off school grounds in offering for sale or distribution a controlled substance (as defined in Conn. [ ] Gen. Stat. 21a2409 ), whose manufacturing, distribution, sale, prescription, dispensing, transporting, or possessing with intent to sell or dispense, offering or administering is subject to criminal penalties under Conn. Gen. Stat. 21a-227 and 21a-278.
- A "firearm" as defined in 18USC 921 means any weapon that will, is designed to, or may be readily converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; any explosive, incendiary, or poison gas, including a bomb, a grenade, a rocket having a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, or a similar device.
- "Deadly weapon" means any weapon, whether loaded or unloaded from which a shot may be discharged, or a switchblade knife, gravity knife, bill, blackjack, bludgeon, or metal knuckles.
- "Dangerous instrument" means any instrument, article, or substance which, under the circumstances in which it is used or attempted or threatened to be used, is capable of causing death or serious injury, and includes a vehicle' as that term is defined in this section and includes a dog that has been commanded to attack (except police dogs on duty).
- A "martial arts weapon" includes, but is not limited to, a nunchaku, kama, kasari-fundo, octagon sai, tonfa, or Chinese star.

Upon receipt of an expulsion recommendation, the Superintendent may conduct an inquiry concerning the expulsion recommendation. If the Superintendent, or his/her designee, determines that a student should or must be expelled, he or she shall forward his/her recommendation to the Board of Education so that the Board of Education can consider and act upon this recommendation. Notice of any suspension or expulsion and the conduct for which the pupil was suspended or expelled must be included in the student's cumulative educational record. Notice of suspension is to be expunged upon high school graduation. Conn. Gen. Stat. 10-233c(e).

**GRIEVANCE PROCEDURE TITLE VI, TITLE VII (CIVIL RIGHTS ACT, 1964); TITLE IX (EDUCATION AMENDMENTS, 1972); SECTION 504 (REHABILITATION ACT, 1973).**

The Torrington Board of Education adopts the following grievance procedures in order to provide for prompt and equitable resolution of citizen, student, and employee complaints alleging any action, which is prohibited by Section 504, Title VI, VII, and IX.

- Any student, citizen, or employee will, in the case of an alleged violation, attempt resolution of the issue through the Administrator of the building in which the practice has allegedly occurred.
- If a person is not satisfied with the complaint response of the building Administrator, he/she may appeal the decision within ten calendar days, in writing. The appeal should be forwarded to the designated non-compliance officers. A review of the written complaint will take place within twenty calendar days.
- If the complainant is not willing to abide by the system-wide Non-Discrimination Compliance Officer's recommendation, he/she may submit a written appeal for a hearing to the Board of Education within fifteen calendar days of receiving the decision.
- With at least ten calendar days' notice given prior to the hearing, the Board of Education shall inform all parties involved of the date, the time and place of the hearing and of the right to present witness(es) and to legal counsel or other representation, if desired. The Board of Education shall hear all aspects of the appeal and shall reach a decision within thirty calendar days of the receipt of the written appeal. The decision shall be presented in writing to the complainant at its next regularly scheduled meeting. The Secretary of the Board of Education shall inform the parties of the Board's action within five working days of the Board's meeting.

**The Torrington Board of Education does not knowingly condone discrimination on the basis of sex, age, race, and creed, national origin, physical handicap, in any services provided or operated by the Torrington Board of Education. A complete copy of that policy including a grievance procedure is available in the Board of Education office, 355 Migeon Avenue.**

## **Extra-Curricular Activities**

### **Philosophy**

The bulk of educational research demonstrates that participation in extra-curricular activities provides many benefits to our students. Participation in extra-curricular activities provides students an opportunity to create a positive and voluntary connection to their school, which can lead to an increase in academic achievement, a reduction in disciplinary issues while at school, and an increase in graduation rates. In addition, students learn lessons in leadership, teamwork, organization, analytical thinking, problem solving, and time management through working with others on various projects and activities.

There are many clubs and activities available at THS that will allow students to explore interests outside of academics, and students are encouraged to take advantage of these offerings.

### **School Athletics:**

Participation in the athletic program provides students with the opportunity to learn the lifelong values found in cooperation and competition. These activities require a high level of mental and physical concentration. Individual and team effort are enhanced by a program that is set in a favorable environment based on quality leadership, coaching, scheduling and equipment.

The athletic program of Torrington High School seeks to:

- Promote school morale and spirit
- Teach sportsmanship, self-reliance, leadership, and teamwork
- Develop a high degree of athletic proficiency and skill
- Develop courage, discipline, strength, endurance, vitality and health

Students participating in interscholastic athletics must meet all criteria of Torrington High School in the THS Athletic Code of Conduct and those of the Connecticut Interscholastic Athletic Conference. Failure to meet these requirements will result in consequences up to and including removal from the team. School disciplinary actions will be further taken as necessary.

## School Athletics: Rules of Eligibility

Torrington High School adheres to the Rules of Eligibility as established by Connecticut Interscholastic Athletic Conference (CIAC). Visit [www.casciac.org](http://www.casciac.org) for further details.

### **FALL SPORTS**

Football  
Soccer (Boys & Girls)  
Cross Country (Boys & Girls)  
Volleyball (Girls)  
Swimming/Diving (Girls)  
Cheerleading  
Unified

### **WINTER SPORTS**

Basketball (Boys & Girls)  
Indoor Track (Boys & Girls)  
Swimming/Diving (Boys)  
Cheerleading  
Dance  
Unified

### **SPRING SPORTS**

Baseball  
Softball  
Track (Boys & Girls)  
Tennis (Boys & Girls)  
Golf  
Unified

**Advisory** meets daily. Advisory is a vehicle for creating a more personalized learning environment where all students are well known by at least one adult. Moreover, this period provides a structure and a set of practices for monitoring and supporting students' academic progress and college and career readiness throughout their high school career.

**Academic/Club** is a scheduled period which allows students the opportunity to participate and/or attend to the following:

- Students or teachers may schedule time with teachers, get assistance with class work, and make up tests.
- Students may schedule time with counselors or administrators during this time.
- Clubs and class activities will run based upon staff availability and student academic needs.

Students must obtain a pass from the club advisor **prior to a club meeting**. If students do not have a pass, they will not be dismissed from the period. Once students are dismissed to attend their club meeting/academic, they are expected to remain for the entire time.

**After School Activities** Some student clubs and activities meet after school. Students can also schedule extra-help time with their teachers after school. Students are expected to arrange transportation prior to any after school activity.

**Student Council** An extracurricular activity for students within our school. It provides opportunities for students to demonstrate their talents, leadership skills, and interests while continuing to develop new skills. It is also about giving students more ownership of the programs they attend. A student council representative is assigned to each class. That person passes on requests, ideas and complaints from students in that class to the student council. The elected Class Officers are automatically members of the student council. Their roles may be assigned or voted on, either within the student council or by the entire student body. Our student council is overseen by a sponsor, which is typically a teacher(s).

## Guidance and School Counseling

### **COUNSELORS AND SPECIALISTS**

The primary goal of counselors and specialists is to assist students in gaining an understanding of themselves so that they may make informed decisions regarding their present and future directions. This office is composed of guidance counselors, social workers, a school psychologist, and an office support personnel. The College and Career Center is a resource of the Guidance Office.

### **FUNCTIONS AND SERVICES**

All students of Torrington High School and their parents/guardians are encouraged to utilize the services offered within the Guidance Department. Students may make an appointment to see their counselor via the guidance secretarial staff. Study halls and Activity period may be used for these individual sessions. Parents are encouraged to call for an appointment.

**Services provided:**

<b>Academic</b>	<b>Career and College</b>	<b>Personal/Social</b>
Counseling	Counseling	Personal Counseling
Course Selection	College Admissions Process	Crisis Response
Student Success Plans	College Application Process	Suicide Prevention
Individual Planning	College Entrance Exams	Problem Solving
Transcript Evaluation	ASVAB	Goal Setting
Curriculum Development	Career and Vocational Counseling	Behavior Plans
Partnership, Technology, or Magnet School program Advisory	Career Interest Survey	Advocacy
Tutoring match	College and Career Center	Agency Referrals

**Modes of service:**

- Individual student meetings (planned or responsive) Group Meetings/Sessions
- Needs-Based Curriculum Development  
Comprehensive Classroom Lessons Informational Sessions
- Collaboration within and outside school

**Student Success Plans (SSP)** is a process for student success, designed to increase the persistence, success, and graduation rates of all students. Through a holistic approach your advisor, guidance counselor, web-based support systems, and intervention techniques, students are identified, supported and monitored. Data is collected and analyzed to help students make decisions for post-secondary options.

**Naviance** helps students reach their goals by developing skills critical for college, career, and life with a research-backed readiness framework and comprehensive toolset.

**PowerSchool** Is a web-based student information system designed and implemented for all of the schools in our district. It enables school staff to input student information in a timely fashion, while creating a collaborative environment for parents, teachers and students to work together. Parents and students can access their accounts to track their grades and attendance, school announcements, assignments, schedules, class registration, and teacher comments. For more information or assistance on creating an account on PowerSchool please contact Debbi Schapp at 860-489-2294 ext. 2205 or check Website: <http://powerschool.torrington.org>

Confidentiality is an important part of all professional relationships. It is essential to know, however, that by law or by sound ethical practices, there are situations whereby a counselor is required to disclose information that affects student safety or the safety of others. To avoid any misunderstanding between the student and counselor, it is best for the student to clarify any issue that is expected to be held in confidence.

## **Health Services** **(See Board Policy #6100)**

It is the purpose of the Torrington High School health department to support a student's academic potential through good physical and mental health habits.

### **Emergency Contact Information**

We urge parents to notify the school, through the nurse, of any information regarding health, illnesses, injuries or medical conditions as well as changes to contact information. This information will be handled discreetly, but ensures that we are aware of and understand the special needs of our students.

### **Health Concerns**

By medically evaluating each student who comes into the health office, i.e., examining the student's temperature, ears, blood pressure, or listening to the lungs, if necessary, for congestion along with a health interview, the school nurse can better assess whether a student should remain or be dismissed from school.

**Students must be assessed by a school nurse then a parent or authorized emergency contact is always contacted by the nurse before dismissal.**

### **Extended Absence from School**

In the event of significant illness or injury, a physician's note is required for an extended absence of more than five (5) days. Following surgery, traumatic injury or a contagious illness, a physician's note is required to return to school. We urge parents to notify the school nurse of any significant illness or injury prior to the student's return to school. This will allow the nurse to arrange any necessary accommodations for the student.

### **Health Assessments**

Physical exams will be required for all 9th grade or new transfer students. Please refer to Board Policy 6100R for information on the specific assessments and immunization requirements that need to be met in order to attend.

### **Food Allergies**

The Torrington School District recognizes that life threatening food allergies are an important condition affecting many school children and positively welcomes all pupils with food allergies. In order to minimize the incidence of life threatening allergic reactions, the Torrington School District maintains a procedure for addressing life threatening allergic reactions and maintains an Emergency Action Plan for any student whose parent/guardian and physicians have informed the school in writing that the student has a potentially life threatening allergy. A parent or guardian of a student with food allergies is responsible for providing all food for his/her own child. Snacks will be kept in a separate snack box or chest provided by the parent or guardian.

### **Medications**

Please refer to Board Policy 2000 for specific rules in relation to medications. Medication forms are in the Nurses' office or online at [www.torrington.org](http://www.torrington.org).

## **Procedures**

### **Electronic Devices /Internet Use**

On use of electronic devices, see board policy (#6041). In emergencies, students may use the phones in the main office and parents may contact their child by calling the main office at 860-489-2294. Use of technology within the school is a privilege, not a right. Use of personal electronic devices in classrooms is at the discretion of the academic teachers. For information on responsible use of internet access, see board policy. **Torrington High School is not responsible for lost or stolen items.**

### **Eighteen Year Old Students**

Rules, regulations, and policies in effect at THS apply uniformly to all students. This shall apply without exception for all students regardless of student age.

## **Emergency Plans**

THS has established procedural guidelines in the event of an emergency. Crisis Response Drills and Fire Drills are scheduled throughout the school year. There is no communication to or from the school during a drill or event.

## **Film Policy**

Films deemed pertinent to the enhancement of a particular skill or lesson plan by individual teachers with no rating or with a rating other than G/PG/PG13, require written parental notification. If a parent or guardian disapproves of a student's participation in the classroom viewing of a film rated other than G/PG/PG13, an alternate learning experience will be assigned.

## **Lockers/School Property and Student Liability - Lockers will not be used during the 20-21 school year.**

The use of all school property, including desks and lockers are the property of the Board of Education and remain under direct supervision of the Assistant Principals and may be inspected at any time, whenever there is a question concerning the health and safety of students and faculty. **Students who fail to secure their possessions run a risk of loss. Torrington High School is not responsible for lost or stolen items.**

## **Lunch-All students will be provided breakfast and lunch at no cost.**

## **Passes**

Any student in the hallway at any time other than passing time must have a pass, which has the student's first and last name, destination, date, time, and is signed by a staff member.

## **School Dances**

All THS students in good standing are welcome to attend school dances, semi-formals, and prom. These activities are not open to the general public in that they are student-only activities. A THS student may request permission to invite a guest to a THS dance by requesting a form from the Main Office. All guests must be high school students.

## **School Searches**

All administrators may search or authorize the search of lockers and other school property available for use by students if reasonably related in scope (see board policy #6191).

## **Upperclassmen Privilege - Senior Early Arrival and Dismissal Program for the 2021-21 school year**

A senior whose study hall occurs during periods one, four, five, or eight of the school day may be allowed, given fulfillment of criteria and requirements to arrive late or leave campus early. When the senior student exercises this privilege, she/he will be responsible for her/his own safety and behavior. The interpretation of the rules will be at the discretion of the school administration. Parent permission is required.

It is further expected that students and parents will monitor academic progress to ensure that the student remains in good academic standing and on track for timely graduation. Students who are not in good academic standing, as indicated by having a grade point average below 80 percent, possessing a failing grade in a course required for graduation, or have engaged in conduct or behavior detrimental to the student's academic well-being, as defined by the school administration, will not be eligible for the senior early dismissal privilege.

## **Procedures, expectations, and rules**

1. Students must apply for the Early Dismissal privilege and demonstrate that they are in academic good standing; seniors may apply at the start of the second quarter. Students will be informed of their eligibility and faculty notified of those participating in the early dismissal option.
2. The Early Dismissal privilege requires written parental permission. This written permission must be submitted to the main office. Failure to receive parental permission and/or submit the parental permission form to the office will be considered a class 'skip' or 'cut' from the study hall.
3. Once granted, the student will be issued an early dismissal pass. The student with the privilege must notify his/her study hall teacher immediately prior to their assigned study hall. Due to safety reasons, students must sign out in the main office and exit the building promptly. It is expected that students will comply with the requirement; failure to do so will result in the revocation of the early dismissal privilege.
4. Students who choose to leave the campus early must do so through the main doors in order to maintain school security.

5. Students who choose to leave the campus early must leave the property immediately. This includes all athletic fields, parking lots, and common spaces.
6. Seniors who choose to leave the campus early may not return or enter the building until the end of the school day. This includes student-athletes who may have practice that commences immediately with the final bell.
7. Students who are eligible for the early dismissal privilege will have their status reviewed on a quarterly basis. In addition to student conduct concerns, the privilege may be revoked due to student academic performance, conduct concerns, student debt, or anything reasonably deemed to be problematic by the school administration.
8. Students who are participating in the early dismissal program and using a personal automobile or motorized vehicle must submit proof of insurance, registration, and a copy of his/her license to the main office. Seniors may initially apply for this privilege in the first week of September. Juniors may apply for this privilege in the first week of the second semester, date to be determined based upon weather related cancellations.

### **Working Papers**

According to State law, "Children under fifteen years of age may be employed in agriculture, domestic service, and certain other specified occupations. No such child may be employed in any store or factory, theatre, bowling alley, barbershop, or similar institution. At age fifteen, students may obtain employment at any mercantile establishment, as bagger, cashier, or stock clerk. However, this employment may only be during school vacation five or more consecutive days when school is not in session or on Saturdays. Everyone between fifteen and eighteen years of age must obtain a working certificate for either part-time or full-time employment. Certificates are issued in the main office. Minors applying for working papers must present their birth certificates and a "promise of employment" form from the employer. To obtain a working paper please contact the Main Office. For more information or questions please contact the Connecticut Department of Labor [**Wage & Workplace Standards Division (860) 263-6791**] or Visit their website: [www.ct.gov/idol](http://www.ct.gov/idol) ].

## **Student Services**

### **Referral Procedures for Students Possibly Needing Special Education Services**

All students who may need special education services must go through the Response-To-Intervention (RTI) process. This process ensures that each student has a variety of modifications or accommodations. The RTI team monitors these interventions for several months to determine if a special education referral is needed. If you have any questions about the process, you may contact your child's guidance counselor (860-489-2291).

### **Programs for Students with Special Education Needs**

The Special Education department provides services for students with a broad spectrum of skills. Programming is based upon students' needs and their post-secondary career plans, with parents playing a critical role in the planning process.

### **Procedural Safeguards In Special Education**

The parent of a child who requires or may require special education and related services is guaranteed procedural safeguards in accordance with the federal law entitled "Individuals with Disabilities Education Act" (formerly titled "Education of the Handicapped Act") and with the state laws and regulations concerning children requiring special education.

## **Transportation**

If you are an 11<sup>th</sup> or 12<sup>th</sup> grade student driver, you must pick up the THS student driving and parking lot regulations form in the Main Office. The following regulations are set forth in the best interest of all students. Parking on school grounds is a privilege. To maintain this privilege a student is expected to exhibit the responsible behaviors and appropriate attendance patterns as outlined in the student handbook. This privilege may be withdrawn from any student who violates any of these regulations. A replacement parking permit will cost \$5.00. **You must return your parking permit to the appropriate grade level administrative office at the end of the school year.** This Form will not be accepted unless everything has been filled out completely.

### **Application process:**

**Each student who drives a vehicle to the school whether it belongs to him/her, a family member or a friend must register his/her vehicle in the Main Office and provide a copy of the student driver's license. All student vehicles on campus must possess a current parking permit. Parking permits are numbered in order to identify student vehicles. The permit must be hung from the rear-view mirror of the vehicle and must be in plain view while parked on school grounds. Only 11<sup>th</sup> and 12<sup>th</sup> grade students are permitted to register and drive a vehicle to school. Vehicles that have not been properly registered with their grade level administrative office are subject to being towed away at owner's expense. The parking lot is school property and the space where you park is provided to you **free of charge**. School officials reserve the right to search vehicles in the parking lot if necessary.**

1. Students may park only in the areas provided for student parking. Improper parking, such as wrong areas, blocking roadway, straddling lines, are prohibited.
2. Parking Permits are non-transferrable. A student who gives his/her permit to someone else will lose that permit.
3. School grounds speed shall not be in excess of 10 miles per hour. All traffic signs must be obeyed. Vehicles must be driven in a safe manner at all times.
4. Torrington High School is not responsible for or liable for any damage to, loss of vehicle or personal property. Students will keep their vehicles locked at all times while parked on campus.
5. Students may not go to their vehicles during the school day unless authorized by an administrator.
6. Attendance Criteria: A parking permit will be rescinded from any student who is chronically late, truant or leaving school grounds without permission.
7. Students are not permitted to bring onto school grounds nor keep in vehicle, while it is on school grounds, any prohibited or controlled substances, such as beer, e-cigarettes, wine, alcohol or drugs, nor any gun, explosives, or weapons.
8. Citizenship Criteria: A student must exhibit appropriate behavior as outlined in the Parent/Student Handbook.
9. Appeal Process: A student may appeal a parking related decision (other than a parking ticket) to the Principal.

Information on Bus transportation is found in the Transportation Policy #6200 on page 56 of this handbook. Late busing information is found on page 26 under After School Activities.

# Torrington Public Schools Board Policies

Available on the Torrington Public Schools

Website [www.torrington.org](http://www.torrington.org)

## BOARD OF EDUCATION - POLICY MANUAL

ABUSE/NEGLECT POLICY—#6000

AIDS EDUCATION EXEMPTION POLICY—#5010

ATTENDANCE POLICY—#6006

BULLYING / HATE CRIMES—#6010R

CELL PHONES, ELECTRONIC DEVICES—#6041

DISCIPLINE POLICY—#6030

DRUGS, ALCOHOL AND TOBACCO—#6050

GRADING POLICY—#6111

GRADUATION REQUIREMENTS—#6095

HEALTH SERVICES—#6100R

HOMELESS STUDENTS—#6113R

HOMEWORK POLICY—#6110R

MIGRANT STUDENTS—#6115R

NON-DISCRIMINATION—#6021R

ON-CAMPUS RECRUITMENT—#6156

PLEDGE OF ALLEGIANCE—#6184

RIGHTS AND PRIVACY OF PARENTS AND STUDENTS—#6160

SCHOOL ACTIVITY FUNDS—#3050

SEXUAL HARASSMENT OF STUDENTS—#6170R

STUDENTS FACE MASKS/COVERINGS—#2011

STUDENT PRIVACY AND SAFETY—#6071R

TRANSPORTATION POLICY—#6200

TRUANCY POLICY—#6210