

**NONNEWAUG HIGH
SCHOOL**

Student Handbook

2018 - 2019



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Dear Students, Parents, and Guardians,

It is with great pleasure that I welcome you to the new school year. All of us here at Nonnewaug High School are prepared to make 2018-2019 great.

Throughout the year, we will be emailing you and updating our website about upcoming events and important information. Please be sure you have completed PowerSchool Registration to assure that you receive our updates.

As we begin this school year, I can say with confidence, our NHS staff is deeply committed to our students' learning and well-being.

Warmly,
Julie Luby
Principal
jluby@ctreg14.org

PARENT/GUARDIAN/STUDENT ACKNOWLEDGEMENT

Our expectations for all members of our NHS community are to treat one another with respect and kindness and to assume responsibility for our actions. To assure that each member of our community understands our policies and procedures, please read this handbook with your child.

Once you have read the handbook, please check the appropriate box on “PowerSchool Registration” indicating that you have done so. Thank you.

MISSION STATEMENT

The Nonnewaug High School community believes that all students have the right and responsibility to achieve their full potential. To that end, we strive to provide students with the knowledge, skills and understandings needed to become lifelong learners and productive, compassionate citizens of the 21st century.

The Nonnewaug High School community values:

- Lifelong learning
- Passion, effort, and determination
- Accountability and responsibility
- Mutual trust, honesty, and respect
- Fairness and justice
- Citizenship

Nonnewaug High School educators believe that:

- All students can learn.
- Teachers are role models every moment of the day.
- Teachers must be prepared, professional, reflective, and intellectually curious.
- Mutual respect and safety produce a positive learning environment.
- Everyone brings a unique perspective to the community.

Nonnewaug High School Behavior Mission Statement

Nonnewaug High School believes a safe and positive learning environment is essential to promoting the development of lifelong learners who will be successful, compassionate members of their community.

Respect, honesty, perseverance, and kindness are the foundation of our mission.

IMPORTANT DATES

Date	Occasion
September 6	First Day of School for Students
October 8	Columbus Day - School Closed
November 6	Teachers' Professional Learning Day - School Closed
November 21	Early Dismissal
November 22-23	Thanksgiving Break
December 21	Early Dismissal
December 24-January 1	Winter Break - Schools Closed
January 18	Early Dismissal - Teacher Professional Learning
January 21	Martin Luther King, Jr. Day - Schools Closed
February 15	Teachers' Professional Learning- Schools Closed
February 18	February Break - Schools Closed
April 15-19	April Break - Schools Closed
May 24	Early Dismissal - Teacher Professional Learning
May 27	Memorial Day - Schools Closed
June 14	Last Day of School

*Last day for students and teachers is dependent upon the number of school days cancelled due to snow or other school closing emergencies.

ACADEMIC INFORMATION

GRADUATION REQUIREMENTS

Students must earn a total of 23 credits, demonstrate mastery of specific performance standards, and be in attendance four years. The required credit distribution is defined below. A credit is defined as the equivalent of one class period for each day of the school year.

CREDITS REQUIRED

A full-year course is equal to one credit; a half-year course is equal to one-half credit. In order to graduate from Nonnewaug High School a student must complete the minimum number of credits as follows:

English	4 credits
Mathematics	4 credits
Social Studies	3 credits (including U.S. History and Civics)
Science	3 credits (including a lab science)
Technology	.5 credit
Physical Education	1 credit
Health	.5 credit
Fine Arts or Vocational	1 credit
Elective Courses	6 credits

- Students in grades 9, 10, and 11 are required to take at least 6 credits per year, during the school day. Students in grade 12 are required to take 5 credits.
- For students planning to enroll in a university or college, a program of study which includes four years of math, four years of science and three years of the same world language is strongly recommended.
- Sophomores, juniors and seniors in the Agriscience Program must complete an approved annual 200-hour SAE (Supervised Agricultural Experience).

NHS has defined graduation requirements which we believe promote our mission. In order to graduate from Nonnewaug High School students are required to:

1. Earn the minimum number of credits in the required areas.
2. Demonstrate mastery of each of the NHS Learning Expectations.
3. Demonstrate proficiency in one of the standardized measures required of students.

NHS Social/Civic Learning Expectations - Graduates of Nonnewaug High School will demonstrate that they are:

1. self-directed, productive, accountable individuals;
2. collaborative, adaptable team members who respect diversity and successfully work with others to reach a common goal; and,

3. conscientious, responsible adults who contribute to the welfare and improvement of the local or global community.

*For more information and the complete policy regarding graduation requirements, please refer to the Program of Studies.

TRANSFERS

If a student transfers into Nonnewaug High School after completing at least three years in a high school in another district, he/she may be exempted from specific Nonnewaug performance standards.

SPECIAL NEEDS

Students with special needs may be exempt from specific performance standards for graduation as described in this policy, if so indicated in their Individual Education Plan (IEP).

NOTIFICATION

Graduation status regarding credits is documented on the student transcript.

OPTIONS

Seniors, who are not eligible for graduation with their class due to a failure to meet the district graduation requirements, as per policy, may select one of the following options:

- Attend summer school to raise a course grade to a passing level.
- Make arrangements for reassessment to meet a specific learning expectation.
- Return in a fifth year to a prearranged program to be determined by the appropriate department and the School Counseling Department.

SCHOLARSHIP APPLICATIONS

Many scholarships for financial aid for post-secondary schools are available through Nonnewaug High School. The majority of these scholarships are awarded based upon applications submitted by students. Application forms for local scholarships (only) are distributed to all seniors in late winter. Specific deadline information is communicated to students and parents at that time.

ACADEMIC GUIDELINES

COURSE SELECTION

NHS begins the course selection process in February of the current year. In order to build a schedule that has balanced class sizes, student course selections for the following year must be finalized by June 1st of the current school year. Students have from February through May of the current school year to make changes or adjustments to their course selections for the next school

year. Requests to add courses after June 1st will be honored only if there is an open period in the student's schedule and if there are open seats in the course. For detailed information regarding course addition or withdrawal, please see the Program of Studies for our complete policy.

COURSE CREDIT

Credits for each course are designated in the Program of Studies and are based upon the number of hours a class meets. On occasion, a student may elect to take a course which has some curricular overlap with other courses for which the student has already received credit. In this case the student should consult with his/her school counselor prior to enrollment to determine eligibility for credit. Credit determination is always contingent upon the student's passing the class and meeting attendance requirements.

COURSE CHANGES AFTER THE SCHOOL YEAR BEGINS

Changes will not be made to switch teachers or period assignments of classes. If a course change would remove a necessary course, reduce the number of academic credits to an unacceptable level, or be implemented for the sole purpose of obtaining early dismissal or late arrival, the change is not considered to be in the student's best educational interest. Such changes will not be approved. Requests to change course sections within the same level are not permitted.

To initiate a schedule change, the student must complete a Schedule Change Request Form. The student's school counselor will contact the student to discuss the schedule change. The student must continue to attend all classes on his/her schedule until the counselor verifies that the schedule has been changed.

Reasons for a schedule change after the start of the school year must meet one of the following qualifications:

- Level change as recommended by the teacher and parent.
- PPT mandated change.
- Administrative request.
- Completed summer school course/credit earned.

COURSE WITHDRAWAL AFTER THE SCHOOL YEAR BEGINS

A student may withdraw from a course, provided the withdrawal is within ten (10) school days from the beginning of the course and the outcome of the course withdrawal does not reduce the student's schedule to fewer than 6 credits with the exception of seniors who must maintain 5 credits per semester. Note: All students must be enrolled in a minimum of 4 courses and obtain a passing grade based on an unweighted average to be eligible to participate in sports.

In order to withdraw from a course, the student must obtain a withdrawal form, state the reason for the withdrawal, and obtain a parent signature. The student must submit the form to the classroom teacher for approval. The student then returns the form to his/her school counselor. If the withdrawal request is approved by the teacher, the school counselor will withdraw the student from the course. If the withdrawal request is denied by the teacher, the school counselor will notify the parents of the decision. The parent may request a parent-teacher conference to discuss the withdrawal request. Course withdrawals will not be allowed after the end of the first semester for a year-long course or after the end of the first quarter for a semester-long course for students in grades 9, 10 and 11. For seniors, course withdrawal will not be allowed after October 1. Limited exceptions will be considered with principal's permission.

If the student withdraws within the ten (10) day timeline, the course will not appear on the student's transcript. If the withdrawal occurs after this ten (10) day limit, the student will receive a WP or WF on his/her permanent academic transcript. The WP indicates that the student has a passing average at the time of the withdrawal. The WF indicates that the student has a failing average at the time of the withdrawal. In both cases, the notations of WP and WF indicate that no credit will be given for the course. During senior year, any withdrawals from courses may also be reported to schools or universities to which the student has made application to attend after graduation.

HOMEWORK GUIDELINES

The Region 14 Board of Education, in Policy 6154, directs school administration to prepare homework guidelines which outline the specific roles and responsibilities of teachers, students and parents.

In the policy, it offers a variety of reasons why homework is important and meaningful. At the high school level, homework serves a variety of important purposes including, but not limited to:

- Additional practice/reinforcement of skills taught in class
- Extension/application of skills taught in class
- Catching up on missed classwork due to illness, field trips, etc.
- Preparation for class (building background knowledge)
- Reading

Nonnewaug High School values homework and the habits of mind, such as organization, time management and follow through, that are cultivated by the practice of completing regular homework assignments on a consistent basis. Nonnewaug High School also values students' active participation in extracurricular activities such as sports and clubs as well as community service and family time.

To honor the balance then, it is the responsibility of the teachers to provide unit/weekly or monthly calendars, to the degree practical, in order to allow students to plan. It is also the responsibility of the teachers to limit assignments to no more than an average of 20 - 30 minutes per course, per night, excluding holidays.

It is the responsibility of students to complete assignments in an honest and ethical manner, submitting only original work as one's own, in a timely manner. In order to work efficiently, students must take measures to limit distractions such as cell phones. Multitasking will increase the time necessary to complete assignments and does not represent an overload of work assigned. Students should make decisions about when to complete assignments that span more than one day, in order to avoid an overload on any one evening.

Parents are responsible to support students' efforts by encouraging students to remove distractions and by providing time and space conducive to completing meaningful and sometimes difficult work. Parents are also responsible to encourage students to communicate with their individual teachers if they either do not understand an assignment or find it exceptionally time consuming.

On average, Nonnewaug High School expects that most students, will have approximately 1.5 - 2 hours of homework nightly. Students who elect to take several AP and/or ECE level courses can expect to have more nightly work.

GRADE PROMOTION

Promotion to the next grade depends upon a student accruing the following number of course credits:

- To enter grade 10: 5 credits
- To enter grade 11: 10 credits
- To enter grade 12: 16 credits

WEIGHTED CLASS RANK and TOP TEN PERCENT FOR COMMUNICATION TO COLLEGES

Courses which require more work of students are given an extra value called a weighting factor. For a full year course, Advanced Placement and College Articulation courses are weighted at 1.25; Honors (H) courses are weighted at 1.17; College Prep courses are weighted at 1.09 and Academic are weighted at 1.0. See the Program of Studies for credit hour information for individual courses.

To determine rank, the final grade in each class is multiplied by the applicable weighting factor. All of these resulting values are added together, and then divided by the number of credits

attempted. This numeric value (weighted grade point average) is the basis for the ranking. Note: Some courses are not included in the WGPA. For example; PE, Academic Lab, Intervention courses Pass/Fail courses or summer school course. All members of the senior class will be given a decile rank (top 10%, 20%, etc.) based on their cumulative academic performance through the end of junior year (six semesters). This ranking is requested by most colleges during the application process. Students must be enrolled at NHS at the start of their junior year to be ranked with their graduation class.

SELECTION OF VALEDICTORIAN, SALUTATORIAN and TOP TEN PERCENT FOR GRADUATION

Nonnewaug High School recognizes outstanding academic achievement through the designation of Valedictorian, Salutatorian and Essayist. In addition, students who rank in the top 10% of their graduating class are awarded gold cords to wear at graduation. To determine these recipients, a weighted class rank will be determined using final grades from grades 9-11 and mid-year grades from grade 12 (seven semesters). Recipients of the awards are notified prior to graduation. A student who enrolls in NHS after the start of his/her junior year will not be considered for Valedictorian, Salutatorian or Essayist honors.

NATIONAL HONOR SOCIETY SELECTION PROCEDURES

To be eligible for membership the candidate must be a member of the junior or senior class. Candidates are assessed based on their demonstration of the four principles of scholarship, service, leadership, and character. Students who meet the academic requirement of at least an 88 unweighted average, not-rounded based on their final average at the end of the previous school year, will receive a letter and a Student Activity Form before the end of the first quarter. The activity form must be completed in its entirety and returned by the due date to be reviewed by the faculty council.

The requirement for service is that each candidate will submit his/her community, school, religious or other service projects for review by the faculty council. Community service is defined as assisting others through the contribution of time and services, without tangible compensation. Each candidate must demonstrate two or more cases of recognized participation in community service projects within the school or local community, and one or more cases of recognized participation in an ongoing community service project in which the candidate contributed over several instances. Combined, these projects should total at least 60 hours of service throughout high school.

The requirement for leadership is that each candidate must have occupied one or more positions of continuous and recognized leadership within the school or community during high school. Each candidate will be expected to describe the qualities of leadership that he/she demonstrated,

including responsibility, initiative, strong communication, good conduct, and a positive influence on the respective organization. Candidates who do not meet this requirement must demonstrate a unique and exceptional ability for leadership in the school or classroom environment, as determined by the faculty council. References are required.

The requirement for character is the continuous demonstration of respect, dependability, honesty, fairness, compassion, ethics, and citizenship: a candidate of good character is a role model within the school. Each candidate must write a short essay on his/her personal definition of character as part of the Student Activity Form. Two faculty members must expressly indicate their recognition of the candidate's good character by signing and submitting a brief statement to that effect. The faculty council will provide a model form that another faculty member may sign in recognition and support of a candidate's good character.

To ensure that no candidate is inadvertently ignored, each candidate must indicate to the faculty council two particular faculty members whom that candidate believes would attest to his/her good character. The faculty council will give the faculty members notification of all candidates whose requested faculty member did not attest to that candidate's good character so that another faculty member may be given the opportunity to do so. Please note that no candidate who, in a written statement by a faculty member, demonstrates or demonstrated explicitly bad character will be selected. After the faculty council has assessed each candidate, selected candidates will be notified through a letter from the chapter president. Non-selected candidates will be notified either in person or in writing by the chapter adviser. Selected candidates will become members at a special induction ceremony in December.

GRADUATION

Graduation at Nonnewaug High School is normally held on the Saturday closest to the last day of school. Due to unexpected school cancellations for inclement weather or school emergencies, the specific date of graduation cannot be determined until April. As soon as the final date is determined, seniors and their families will be notified.

MARKING PERIODS

Each academic year is divided into two semesters. Each semester is divided into approximately two ten week marking periods (quarters). Report cards are distributed approximately ten (10) school days after the end of each marking period.

REPORT CARD GRADES

At the end of every marking period, each student receives a grade on the report card to signify the level of achievement in the course. The numerical grades used are the following:

- 90-100 Superior grasp of the material, showing outstanding application and interest.

- 80-89 Above average grasp of material, demonstrating a high level of application.
- 70-79 Average grasp of material, meeting fundamental requirements for the course.
- 65-69 Poor grasp of material.
- 55 - 65 Failure, no credit, eligible for summer school.
- < 55 Failure, no credit, not eligible for summer school.
- P Pass, used only in pass/fail classes. Credit is awarded.
- F Fail, used only in pass/fail classes.

The method used for establishing the grade for the report card is determined by the teacher. At the beginning of the course, the teacher will inform the student of the criteria for the determination of grades. If, at any time, there is a question concerning a student's grade, the classroom teacher is the first person to contact at school. If there continues to be a concern after discussing the grade with the individual classroom teacher, the student's school counselor should be contacted for further assistance.

INCOMPLETES

A grade of incomplete (I) is given when required work is not completed because of illness or other appropriate reasons. An "incomplete" must be completed within twenty school days after the end of the marking period unless a written request for an extension of time is submitted to the teacher and approved by the principal.

ACADEMIC PROGRESS REPORTS

Nonnewaug High School will provide online access to each student's grades and parents may access these grades at any time. Online access is done by typing the following address into a web browser (PowerSchool.ctreg14.org/public) Type in the user name and password provided by the School Counseling Department. We ask parents and students to recognize that teachers need a reasonable time to correct student work and enter grades into the system. Parents who cannot access grades online are asked to contact their child's school counselor to request a hard copy progress report at the mid-point of each quarter. Please note that the absence of a written warning is not grounds for challenging a failing grade at the end of the marking period. Counselors will meet with students who are experiencing academic difficulty to help determine the reason for the difficulty. Counselors will work with students, teachers, and parents in an attempt to help the student achieve academic success.

CODE OF CONDUCT FOR ACADEMICS

Students at Nonnewaug High School are expected to pursue their studies with a sense of inquiry and an eagerness for learning. Intellectual achievement brings with it the responsibility to behave in an ethical and honest manner. Therefore, academic honesty is a value that is central to learning

within the Nonnewaug High School community. Cheating and plagiarism violate the philosophy and goals of our school and carry consequences.

PLAGIARISM

Plagiarism is defined as representing another person's work as one's own, either intentionally or unintentionally. Plagiarism includes:

- using another person's words/phrasing, ideas, opinions or theories;
- using material from written or spoken sources; as well as another's statistics, lab results, graphs or art work;
- cutting and pasting from another document and/or internet sources.

Another person can mean:

- a professional source such as a published writer or critic in a book or periodical;
- a documentary, television show or film;
- an electronic resource such as the Internet/world wide web;
- another student;
- a paper writing service, including one which offers to sell written papers.

CHEATING

To protect all members of the school community, especially those students who study and work diligently to receive good grades, the school defines specific behaviors that are unacceptable:

- dishonestly obtaining answers or other information during tests and quizzes, including copying answers from another student;
- talking to another student during a test situation without permission from the teacher;
- dishonestly receiving questions, answers or other information about tests or quiz before they are given;
- stealing tests or quizzes;
- plagiarism;
- obtaining essays, reports, or term papers from the internet or from others and submitting them as your own work;
- turning in the same work for more than one class without permission;
- using either human or electronic translation to write or translate World Language assignments;
- using an electronic device (e.g., cell phone, Blackberry) for any reason during a test situation;
- giving another student your work to copy and submit as his/her own.

CONSEQUENCES FOR PLAGIARISM OR CHEATING

At a minimum the following consequences will apply: the student will receive a zero on the assignment/assessment, the teacher will notify the Dean who will keep a record of the event, and

parents will be notified. At a maximum, the following consequences will apply: all of those stated under the category of minimum plus ineligibility for awards, recognitions and letters of recommendation; permanent record notation; and progressive discipline up to and including expulsion.

FINAL AND MIDTERM EXAMS

Exams are scheduled at the midyear and the end of the year and are considered to be an integral part of our school program.

EXAM EXEMPTION PRIVILEGE

Juniors and Seniors earning a cumulative grade of ninety (90) or above AND having no more than 7 absences in a half year class or 14 in a full year class, may request to be exempted from taking that course's final exam. Request forms will be available online and in the school counseling office. If a student is exempt from a final exam, the course grade will be calculated with no exam grade. School initiated absences (i.e. field trips, athletics) will not count towards the limit for the exemption. Certain exams that are performance-based, may not be eligible for exemption.

ASSESSMENTS and EXAMS ABSENCE POLICY

It is the student's responsibility to report for each exam at the scheduled time and place. Taking exams earlier or later than the scheduled time will not be permitted without prior permission of the teacher and administration. To obtain permission, please complete the necessary form, which is found in the Main Office.

Students unable to attend an examination session due to illness or an emergency situation must have their parent/guardian notify the school prior to the end of the missed examination period to qualify for permission for a makeup exam. Students who do not report as assigned to an examination session and have not made prior arrangements to take a makeup exam will receive a grade of zero (0) for the exam. (Family vacation or work will not be an excused absence, Board Policy #5113)

PHYSICAL EDUCATION EXEMPTIONS

If a student has incurred an injury or has a medical problem that requires him/her to miss a unit, marking period, or longer span of time from physical education class, he/she will be allowed to earn physical education credit by: 1.) Furnishing a physician's excuse which must specify the student's limitation and recommended alternative activities and 2.) Completing a contract which involves the written report of a physical education topic, determined by the physical education teacher.

SUMMER SCHOOL

The Region 14 Summer School Program offers courses which are aligned with the NHS curriculum. Nonnewaug High School also accepts credits from other area high school programs such as Pomperaug High School and Watertown High School and Odysseyware. Summer school credit will only be accepted from accredited/pre-approved institutions.

To be considered eligible for summer school, a student must receive at least a fifty-five (55) as a final grade in the course. A student will be subject to the individual summer school's policy regarding the passing grade and attendance requirements. The student's summer school grade will be reported on his/her transcript as a summer school course with a numeric grade. This grade will not be calculated in the student's class rank. It is important to verify that the summer school course awards 1.0 credit or is calculated to appropriate credit.

No more than 50% of the core graduation requirements for any department may be made up through summer school courses. Exceptions to this policy require department and administrative approval.

STANDARDIZED TESTS

PSAT/NMSQT

Administration dates for Nonnewaug and other high schools are posted in the counseling office. For the 2018– 2019 school year, all ninth, tenth, and 11th grade students will take the PSAT at no cost to parents or guardians. PSATs will be administered to all ninth, tenth, and 11th grade students on October 12th during the school day.

SAT or ACT

The SAT, a State requirement for graduation, will be administered at no cost to parents/guardians, on either Wednesday, March 27, 2019, during the school day or Tuesday, April 9th, to be determined by the CSDE. SAT or ACT is recommended to be taken in spring of the junior year and fall of the senior year, based on the requirements of the colleges or universities students plan to attend. Students and parents should review college catalogs carefully to determine specific requirements.

SAT II - Subject Area Tests

Students and parents should review requirements of specific colleges and universities. Students should consider registering for the SAT II so that the tests are taken as close to the conclusion of the course as possible.

The test dates for the SAT, the SAT II, and the ACT are posted in the School Counseling Office. Students may register to take the tests at neighboring test sites on other dates. Students should

consult the School Counseling Department if they have any specific questions about where, when, or what tests should be taken. It is the responsibility of the student to complete these registrations. The CEEB # for Nonnewaug High School is 070970.

STUDENT SERVICES

SCHOOL COUNSELING INFORMATION

The School Counseling Department provides services and activities that facilitate the ongoing development of each student. Services will be provided based on a planned curriculum which incorporates the needs of the students and the community. The School Counseling Department facilitates the academic, personal/social, and career development of all students. While the counselor supports students with social and emotional crises, the counselors are neither social workers nor therapeutic counselors. When situations arise with students which demand long-term support, the school will make available a list of outside agencies which might assist the student and family. Students are assigned to a school counselor using an alphabetical system. Students' counselors are listed on student schedules. Students are asked to make appointments to see their counselors when necessary. Parents are also invited to call the School Counseling Office to schedule appointments or speak with counselors.

COLLEGE AND CAREER RESOURCE CENTER (CCRC)

The Counseling Department's College and Career Resource Center provides resources and programs aimed at helping students better understand their strengths, interests, and future aspirations. The CCRC houses extensive college and university files and laptop computers allowing access to Naviance, a research and organizational tool for college and career exploration.

The staff consults with students and parents regarding colleges and careers, and assists with various applications and processes, including: Common App, FAFSA, SAT, and ACT testing. Unique to the center is that it also boasts a highly developed College Admission Representatives program.

SOCIAL WORK SERVICES

Social work services are available to all Nonnewaug High School students. The focus of this work is twofold: (1) Providing short-term and long-term individual and group counseling, and (2) Connecting students and their families with needed resources outside of the school.

THE LIBRARY MEDIA CENTER

The Library Media Center (LMC) is open to students Monday-Friday from 7:00 a.m. to 3:00 p.m. except on modified days and during faculty meetings. Students may come to the LMC with a scheduled class or independently with a pass from a teacher. Students are expected to sign-in when using the facility independently. We recognize our LMC as our school community center.

Each student (and parent of minor students) must read and sign the Internet Acceptable Use Agreement on "PowerSchool Registration" before Internet access is given.

Inappropriate or non-school related use will result in loss or restriction of network access. All network users are expected to know and to follow the Technology Code of Conduct.

STUDENT CONSULTATION TEAM (SCT)

The Student Consultation Team is a group of professionals at Nonnewaug High School. The team includes counselors, administrators, nurse, social worker, school psychologist, and classroom teacher(s). The team meets to discuss and develop action plans to help students who may be experiencing difficulty in the school environment. The focus is to improve student performance academically and behaviorally through early identification, accurate assessment of problems, proactive efforts to assist students, and increased involvement of parents and the community.

STUDENTS WITH DISABILITIES

A student who has a disability impacting the ability to learn or function in the school environment may be entitled to special services including reasonable accommodations (Section 504 Plan) and special education (Individualized Education Plan). A 504 Plan outlines the modifications and accommodations that a student with a disability needs in order to participate fully in the programs offered by the school. Special education is specially designed instruction created to meet the unique needs of students with disabilities. In providing special education to students, the district complies with the requirements of federal and state law. Eligibility for special education is determined by a planning and placement team (PPT). Before a child is referred to a planning and placement team, alternative procedures and programs in regular education shall be explored and, where appropriate, implemented. Referrals for special education may be made by school personnel as well as from a student's parents, physician, or social worker. When a student is referred to the PPT team, the parents will be made aware of the referral and their parental rights. Parents who have questions about the services available to students with disabilities should contact the Director of Special Services at 263-0416.

HEALTH SERVICES

The school nurse is available throughout the school day for medical problems and emergencies. Prescription medication for all students must be dispensed by the nurse or authorized administrator. An authorization of medication form must be completed by the doctor and returned to the school. This includes medications for Asthma, Diabetes, Migraine Headaches, etc. (Forms are available in the Nurse's Office.) Students should obtain a pass from the teacher before reporting to the Nurse's Office. Students who are not feeling well and who go home without dismissal by the nurse or the Main Office will have cuts for their remaining classes and disciplinary action for leaving school grounds without proper notification to the Main Office.

PHYSICAL EXAMINATIONS/IMMUNIZATIONS

Connecticut law mandates that all students be protected by adequate immunization against diphtheria, pertussis, tetanus, poliomyelitis, measles, mumps, rubella, hemophilus influenzae type B, Varicella, Hepatitis B, and any other vaccine required by the schedule for active immunization adopted pursuant to state law (e.g., varicella). Students who have not been adequately immunized will not be admitted to school except in cases where the parent/guardian has provided a certificate from a physician stating that such immunization is medically contraindicated or the parent/guardian presents a statement that such immunization would be contrary to the religious beliefs of the child. Homeless children are entitled to immediate enrollment even if the documentation of immunization is not immediately available. State law requires that students who do not have evidence of specific immunizations cannot attend public schools.

Grades 7 – 12 – B.O.E. Policy #5141-3A

Students must be immunized against:

Tdap/Td: Tetanus, Diptheria, Pertussis, Whooping Cough	1 dose for students who completed their primary DTaP series. Students who start the series at age 7 or older need a total of 3 doses of tetanus-diptheria containing vaccine, one of which must be Tdap
Polio	At least 3 doses. The last dose must be given on or after 4th birthday
MMR: Measles, mumps, rubella	2 doses separated by at least 28 days, 1 dose on or after 1st birthday
Meningococcal	1 dose
Hep B	3 doses, last dose on or after 24 weeks of age
Varicella: Chicken Pox	2 doses separated by at least 3 months - 1 dose on or after 1st birthday; or verification of the disease

In addition, the Board of Education policy requires:

1. Postural screening for male students grades 8 or 9 (done by the school).
2. A health assessment required in the 10th grade.
3. Physical examination for students participating in interscholastic athletics every 13 months. All immunization records on file in the nurse's office.
4. Emergency and contact information must be completed by parent yearly on "PowerSchool Registration".

ATTENDANCE POLICIES

The attendance policy is intended to promote student learning. Regular attendance at school is required by state law, and it is an important component of student success. Class time is an invaluable opportunity for students and teachers to interact and exchange ideas. In order to receive maximum opportunities for learning, students need to be present in every class. Attendance is so important that it is one of the criteria for granting course credit. (Course credit is granted on the basis of two criteria: passing grade and attendance in that specific class within the requirements of the school policy.)

When a student will be absent, the parent/guardian should contact the school at **203-263-2186 and press option 1** to confirm that the student is absent. This number is accessible 24 hours per day. When calling, please state the student's name, the date of absence, the relationship of the caller to the student, and the reason for absence. Please provide a telephone number where you can be reached for confirmation if necessary. We value student safety and this is an important component of ensuring safety.

When a student's name is on the absence list and a call has not been received, we will attempt to contact the parent/guardian at home or at work, if necessary. It is essential that we have correct phone numbers for home, work and cell.

If the parent/guardian does not initiate contact with the school, a note explaining the absence should be sent to the attendance secretary within forty-eight hours. If a phone call or a note is not received, we will investigate the absence. (Unexplained absences may also be called a "skip". Skipping will result in progressive discipline from the school.) Written notes and a record of telephone calls will be kept on file. In order to participate in extracurricular activities (e.g., athletics, drama, dances, and clubs), students must be present in school on the day of the activity and must attend all classes. Attendance is subject to administrative review.

ABSENCES

A student's absence from school/class will be classified as exempt, verified or unexcused.

EXEMPT ABSENCES

An exempt absence will not count towards loss of credit and occurs as a result of the following:

1. long term illness that results in school-assigned homebound instruction;
2. medically documented illness that prevents the student from attending school (doctor's note required);
3. religious observance;
4. funeral of an immediate family member;
5. school bus transportation issues;
6. out-of-district school cancellations;
7. court appearance;
8. suspensions;
9. expulsions;
10. special testing;
11. pre-approved school activities;
12. field trip (up to 12 days per year, including college visits accompanied by the parent)
13. attendance at a PPT.

Students or parents are asked to bring in the documentation of an exempt absence as soon as possible. This documentation should be submitted to the attendance secretary. If/when the documentation is accepted, the secretary will code the applicable absences as exempt.

VERIFIED ABSENCES

A verified absence will count towards loss of credit. A verified absence is any other absence (not exempt), including an absence that is a result of an illness not supported by a doctor's note, a family emergency or family vacation. These absences will be classified as "verified" when the school receives a phone call or note from a parent/guardian.

UNEXCUSED ABSENCES

An unexcused absence will count towards loss of credit. An unexcused absence is any other absence (not exempt), including an absence that is a result of an illness not supported by a doctor's note, a family emergency or family vacation, or a "skip". If the absence is a skip, a consequence will follow. These absences will be classified as "unexcused" in the absence of a phone call or note from a parent/guardian. "Skips" cannot be excused (verified) by a parent/guardian.

An unexcused tardy in excess of ten (10) minutes for a regular day and twenty (20) minutes for a block day from the official start of class will be considered an unexcused absence from class.

LOSS OF CREDIT

Students are allowed a maximum of 19 absences for any full year class or 9 absences in any semester class. Upon reaching 20 absences for a full year class or 10 absences for a semester class, loss of credit will occur. An appeals process may be initiated if the student has documentation and can show significant, extenuating circumstances. At no time may a student stop attending any or all affected classes. If credit is denied, a student will receive the notation NC (no credit) on the transcript.

When a student is in danger of losing credit due to absence, the school will notify students and parents. When a student reaches 10 non-exempt absences in a full year class and 5 non-exempt absences in a semester-based class, the school will inform the student and parents/guardians via first class mail. When a student reaches 16 non-exempt absences in a full year class and 8 non-exempt absences in a semester-based class, the student and parent will be notified via first class mail. When a student reaches 20 non-exempt absences in a full year class and 10 non-exempt absences in a semester based class, the student and parent will be notified via certified mail that credit has been denied. An Appeals Form will be included in this mailing. Please note: If a student has additional unexcused absences after the notification letter has been sent, these absences will count toward the loss of credit and must be addressed through the appeals process.

RESTORATION OF CREDIT PROCESS

Students who receive a credit denial notification have one week (seven calendar days) from the date that they receive notification to file an appeal with the attendance secretary. This appeal must include all necessary documentation to show why absences occurred. Only significant, extenuating circumstances will be considered for credit restoration. Within the last week of the class, the Appeals Board will meet to review the student's appeal for restoration of credit and they will notify the student and parent of the decision.

THE APPEALS BOARD

An Appeals Board is established for the purpose of considering restoration of credit. The Appeals Board reviews the students' absentee record, the appeals form, attached documentation, and any ancillary records related to absences from school. The Appeals Board will render a decision, in writing, as to whether or not course credit is to be granted.

TRUANCY AS DEFINED BY STATE STATUTE

In accordance with state statute (CT General Statutes, section 10-184) regarding truancy, a "truant" means a child who has four unexcused absences in one month or ten unexcused absences in one year. A "habitual truant" means any such child who has twenty (20) unexcused

absences within a school year. When a student demonstrates a truancy problem, every effort will be made by the school to notify the parent/ guardian of the attendance concern and resolve the matter through full cooperation between school and families. In accordance with Connecticut General Statutes, the Superior Court of Juvenile Matters must be notified of parents and students who are in violation of the truancy state statute.

CLASS SKIPPING POLICY

Skipping occurs when a student purposely “skips” one or more classes, including study halls. Skipping presents a serious safety issue. School officials do not know if the student is in school and cannot work to protect the student in case of an emergency. The consequences are:

First Skip:

- The teacher substantiates the skip and then gives a zero for all work missed, including quizzes or tests.
- The teacher calls home and the skip is reported to the office as soon as it is substantiated.
- A written office referral is completed by the end of the following school day.
- The office issues an after-school detention.

Second Skip:

- The teacher substantiates the skip and then gives a zero for all work missed, including quizzes or tests.
- The teacher calls home and the skip is reported to the office as soon as it is substantiated.
- A written office referral is completed by the end of the following school day.
- The office issues an extended detention.

Third Skip (and subsequent skips):

- The teacher substantiates the skip and then gives a zero for all work missed, including quizzes or tests.
- The teacher calls home and the skip is reported to the office as soon as it is substantiated.
- A written office referral is completed by the end of the following school day.
- One day In-School Suspension; administrator calls home and may request parent conference.

TARDINESS

At Nonnewaug High School, we believe that it is important to teach students the life skill of punctuality. If students are late to school, they must report to the main office to receive a tardy pass in order to be permitted into their first period class.

The main office will keep track of all tardies throughout the school year. Disciplinary action will escalate based on the number of tardies.

Tardy to School: School typically begins at 7:25 a.m. Students who arrive tardy to school should report directly to the Main Office and sign in. Tardy students will receive an excused or an unexcused pass to class. Tardiness will be excused if a parent/guardian calls into the school on

the morning of the tardy or if the parent sends in a note with the student. Failure to sign into the Main Office will result in disciplinary action.

If a student is tardy to a class in excess of ten (10) minutes for a regular day and twenty (20) minutes for a block day from the official start of class, that instance will be considered an absence from class. Specific tardies can be considered excused based on the definition of excused absences. Unexcused tardies in excess of ten minutes will count toward loss of credit in the affected class. Any student who is tardy to school must receive administrative permission to participate in after school activities or athletic events held on the day of the tardiness.

If a student accumulates five (5) tardies, excused or unexcused, he or she will be assigned an after school detention. If a student accumulates ten (10) tardies, excused or unexcused, he or she will meet with an administrator to develop a plan to stop arriving late and will be assigned an extended detention.

Tardy to Class: When students are tardy to class without a pass, the consequences will be:

- First Time: Teacher warning; reminder of subsequent consequences.
- Second Time: Teacher detention and teacher calls parent/guardian.
- Third Time: Office Referral and teacher calls parent/guardian. Office issues an after-school detention.
- Fourth/Subsequent Times: Office referral and extended detention; administrator calls home.

EARLY DISMISSAL FOR THE DAY

When an early dismissal is unavoidable, a request for early dismissal must be made in writing by the student's parent or guardian, or the parent/guardian must call the Main Office directly. All written requests for early dismissal must be brought to the office for approval upon arrival to school. The student will be given a pass to leave class at the designated time and report to the Main Office to sign out. If an emergency arises and a parent must pick-up a student early from school, we ask that the parent or authorized adult come to the Main Office to request the emergency dismissal. Any class missed because of an early dismissal will be considered an absence unless medical or legal documentation is provided to excuse the absence.

EARLY DISMISSAL/REDUCED SCHEDULE

To be granted a reduced schedule, students must adhere to specific guidelines. Any abuse of this privilege either through absenteeism, tardiness or discipline issues will result in the privilege being revoked. Students who have early dismissal may leave ONLY at the designated time. Students who drive and leave school grounds at any other time will also lose their parking privileges and receive a disciplinary consequence. Guidelines are:

1. Student must have parent/guardian consent;
2. He/she must complete an Early Dismissal or Arrival Form;

3. The student's schedule must be reduced through an administrative/PPT process;
4. The student must be passing all classes and maintain a passing average in each class;
5. He/she must attend all scheduled classes regularly and on-time;
6. The student may not leave campus and return during scheduled classes for any reason;
7. Early dismissal for juniors and seniors must have approval through guidance that the student is on track for graduation;
8. Final approval of early dismissal/late arrival is through the administration.
9. Students are responsible for their own transportation.

Early dismissal times are subject to change based on a two-hour delayed opening or emergency early dismissal due to weather.

ATTENDANCE POLICY - 18 YEAR OLD STUDENTS

School regulations concerning all attendance matters (e.g. early dismissal, late admission, field trips) shall continue to be handled as they were before the student turned 18 years of age.

Students may, at eighteen years of age, request that a letter be sent home from the school requesting the student be treated as an adult in matters of school attendance and policy. It should be noted that before a student's Age of Majority privileges are confirmed, discussion must occur with the guardian. Also, we ask that parents please indicate your receipt of an agreement with this letter either with a note or phone call.

Even upon the school's acceptance of this completed request, the student must follow ALL school policies regarding attendance and tardies.

ASSIGNMENTS WHEN ABSENT

Students are responsible for contacting their teacher(s) and obtaining missed assignments and completing required work.

In the event that a student is out more than three days, a parent may request assignments be made available for the absent student. These requests should be made to the School Counseling Office. Please allow at least 24 hours for assignments to be collected.

ATHLETICS AND ACTIVITIES

ATHLETIC PROGRAM

The athletic program fosters good sportsmanship and school spirit. All athletic activities are regulated by local and conference guidelines and must conform to rules established by the Connecticut Interscholastic Athletic Conference (CIAC).

ATHLETIC TEAMS

Fall:

Cheerleading

Cross Country - Boys and Girls

Field Hockey - Girls (Varsity and JV)

Football - (JV)

Soccer - Boys and Girls (Varsity and JV)

Volleyball - Girls (Varsity and JV)

Winter:

Basketball – Boys/ Girls (Varsity, JV)

Cheerleading

Gymnastics

Wrestling

Indoor Track – Boys and Girls

Unified Sports (Basketball)

Swimming – Girls and Boys

Spring:

Boys Baseball (Varsity and JV)

Girls Softball (Varsity and JV)

Track - Boys and Girls

Tennis - Boys and Girls

Unified Sports (Volleyball)

Golf – Boys and Girls

INTRAMURALS

Nonnewaug High School offers intramurals as an extracurricular activity. Offerings may include soccer, flag football, tennis, ping pong, basketball, ultimate Frisbee, and mountain biking.

Intramurals are open to all Nonnewaug High School students and usually last until 3:30 p.m.

ATHLETIC PARTICIPATION AND ATTENDANCE

Parents are required to register and read the Athletic Handbook on the Family ID website. The link is located on www.ctreg14.org Nonnewaug High School Athletic page. In addition, students need a valid physical. Physicals are valid for 13 months. All physical forms must be submitted to the school nurse.

Students who are absent or suspended from school may not participate in an athletic activity held on the same day. Any student who is tardy to school or leaves school early must receive administrative approval to participate in an athletic activity held on that day.

ATHLETIC ELIGIBILITY

CIAC and Nonnewaug High School have specific eligibility requirements for student athletes. CIAC rules can be accessed at casciac.org. CIAC eligibility requirements extend beyond passing grades, and any student who does not meet all CIAC requirements faces ineligibility. A complete explanation of eligibility requirements is available under separate cover and student-athletes

must request this information from the athletic director. Student-athletes are responsible for knowing and following eligibility requirements.

* Note: SAE credits do not count toward athletic eligibility.

ATHLETES' CODE OF BEHAVIOR

Due to their highlighted position in the school community, students participating in interscholastic athletics serve as role models for much of the student body and are representatives of our school to other school districts and communities. A student is ineligible to participate with a team in practice, competition, or at an event if circumstances beyond the stated athletic eligibility requirements occur. For example: behavioral suspension, expulsion, substance abuse, weapons violations, or other statutory and policy issues. Duration of ineligibility is determined by school administration through statutory requirements, school rules, and/or progressive discipline. In addition, a student may be suspended from a team by a coach or administrator, which means he/she cannot participate in a sport in any way.

ACTIVITIES AND ACTIVITY GUIDELINES

The Nonnewaug High School community provides students with many co-curricular and extracurricular activities. Participation is open to all NHS students. We encourage every student to become involved in life at Nonnewaug through school-sponsored activities. It is expected that students will behave in accordance with the student code of conduct while participating in any school activity. Failure to do so can result in loss of participation.

Specific Rules:

1. All guests to social events must be pre-registered in the office or they will not be allowed to attend the event.
2. No use of tobacco products in the building or on school grounds.
3. No one under the influence of alcohol or illegal drugs or substances will be allowed to enter or remain at an event.
4. Access to the classroom portion of the building is prohibited.
5. Students who are absent, tardy or have left early from school on the day of the event may not attend the event without the prior approval of the administration.

ORGANIZATIONS

With sufficient student interest a new club may be proposed. Students who would like to pursue new clubs or activities can speak with teachers or administrators about the process.

FIELD TRIPS

Field trips are an important aspect of curricular experiences at Nonnewaug. A field trip occurs when a class leaves the school grounds. A field trip does not excuse the student from any assigned work or test. Before missing a class because of a scheduled field trip, the student is responsible for seeing his/her teacher and requesting the work which will be missed. The student is then responsible for submitting the completed assignments one day after returning from the field trip (e.g. a field trip on Monday requires all missed work completed by Wednesday). Students taking a two or three day field trip are required to submit all work missed during the absence within two or three days respectively. In the event of field trips of longer duration, the teacher(s) leading the trip will arrange makeup procedures in conjunction with other classroom teachers and students involved. Participation for non-required field trips for educational activities is contingent upon acceptable academic performance and acceptable behavior in school.

Any field trip days, which include college visits, in excess of 12 will not be excused from the attendance policy.

STUDENT CONDUCT AND DISCIPLINE

The goal of Nonnewaug High School is to provide a safe and healthy, student-centered environment where education can take place without interruption or disruption. The safety of students is our highest priority. The maintenance of school property and tone of courtesy, mutual respect, and safe behavior shall be maintained. It is the intent of the school to enforce the laws of the state and all policies relative to the Board of Education. All matters of school discipline are controlled by Board Policy 5114. For a full text of that policy, as well as other board policies regarding student conduct, please contact the Board of Education offices.

Any behavior and conduct that interferes with any student's ability to learn or which undermines the ability of the school to achieve its educational objectives and ensure the safety of all students is not acceptable. The rules, behavioral objectives, and safety measures for Nonnewaug High School are contained in the "Student Code of Conduct".

CODE OF CONDUCT

The Nonnewaug High School Code of Conduct relies on the essentials of courtesy, safety, and mutual respect. NHS strives to maintain an atmosphere of courtesy toward students, staff, and visitors. School personnel are committed to ensuring compliance with this code in a fair, consistent, and judicious manner.

BEHAVIOR AT SCHOOL AND AT SCHOOL ACTIVITIES

Students are expected to behave appropriately during the school day and at school activities and to give their names on request from a faculty or staff member. Students who do not give their names when asked will receive an appropriate penalty. If students are behaving inappropriately when attending a school activity, they may be asked to leave the activity. An offense may result in students being prohibited from attending any school activities for the remainder of the semester.

Participation in future school activities will be in jeopardy and school disciplinary action will occur. Students and guests attending sport competitions, plays, or contests are required to display sportsmanship and courtesy toward opposing teams, contestants, referees and judges at all times. All fans and players must adhere to the Berkshire League Code of Conduct and Sportsmanship.

ARSON AND PULLING FIRE ALARMS

Falsely pulling a fire alarm or committing arson are violations of state laws. If students set a fire or pull an alarm, the school will notify the police and the student will be subject to arrest and judicial consequence. School consequences will range from suspension to expulsion.

BREACH OF PEACE OR DISORDERLY CONDUCT

Students who cause a major breach of peace and disturb the educational environment will receive a school consequence of suspension up to ten days and police will be notified.

BULLYING

Bullying (Board Policy #5131.911): Bullying activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times. Any individual who engages in bullying may be subject to disciplinary action including up to ten days suspension and expulsion. Bullying means any overt acts by a student or a group of students directed against another student with the intent to ridicule, harass, humiliate or intimidate 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. The term 'bullying' may also include acts that occur outside the school setting if such acts have a direct and negative impact on a student's academic performance or safety in school. In order for acts of bullying that take place outside the school setting to be subject to disciplinary action, they must violate a school policy and seriously disrupt the educational process.

A copy of the Board of Education policy on bullying is available at the Main Office in every school, and on our school website; www.ctreg14.org.

A student who believes he or she has been the victim of bullying should report the matter immediately to any teacher, counselor or member of the school administration. Students may also make anonymous reports.

Steps for Reporting Instances of Bullying at Nonnewaug High School:

1. Student victims of bullying or a friend can report instances of bullying to any teacher, student teacher, substitute teacher, intern, para-professional or administrator at Nonnewaug High School.
2. Staff members will report suspected incidences of bullying to an administrator within 24 hours of the issue being brought to their attention.
3. Student victims of bullying or a friend can also report instances of bullying anonymously by leaving a note in the mailbox of their Principal, school psychologist, or counselor or emailing their Principal, counselor, social worker or school psychologist.
 - Julie Luby – Principal email jluby@ctreg14.org
 - Pamela Sordi - Assistant Principal email psordi@ctreg14.org
 - Declan Curtin – Dean of Students/Athletic Director email dcurtin@ctreg14.org
 - Lisa Gagain – Psychologist email lgagain@ctreg14.org
 - Wendy Yatsenick – Counselor email wyatsenick@ctreg14.org
 - Amy Williams- Social Worker email awilliams@ctreg14.org

4. Parents of victims of bullying may report an incident, using the Region 14 “Bullying Report Form” which can be found on our school homepage.

5. Voicemail messages can anonymously be left for the psychologist or counselor reporting bullying, teasing or exclusion.

Investigation:

Upon receipt of a complaint or report of bullying, school officials shall undertake or authorize an investigation. The appropriate school personnel responsible for taking the bullying report and investigating the complaint may include, but shall not be limited to the following: the building administrator, Director of Special Services, and Superintendent. If upon investigation it is determined that bullying has occurred, the superintendent or his/her designee will take appropriate action. Such action may include, but is not limited to, warning, detention, suspension, or expulsion. The parents or guardians of students who engaged in acts of bullying and the parents or guardians of students against whom such acts were directed shall be notified by the Superintendent or his/her designee of the results of the investigation, and shall invite them to attend at least one meeting with the building administrator and appropriate staff. The notification shall include a description of the response of school staff to such acts and any consequences that may result from the commission of further acts of bullying.

Follow up:

1. Parents are immediately notified by telephone that their child has been the victim of bullying, teasing and/or exclusion. Written notification will be provided to the parent following telephone notification. Parents will be encouraged to report any additional acts of bullying, teasing, or exclusion against their child.
2. Victims are offered opportunities to talk with the principal, psychologist and/or counselor.
3. Victims will be offered an opportunity to participate in one-on-one self-esteem building activities pending availability.

CAFETERIA

Students are expected to behave appropriately in the cafeteria. At all times, students need to respond to staff member requests. Students who do not may be suspended from spending time in the cafeteria for up to one semester and/or given other appropriate punishments. Chronic failure to attend cafe may result in progressive disciplinary action. Students are not permitted to eat outside of the cafeteria, unless authorized to do so.

CAMPUS RESTRICTIONS

NHS does not have an open campus. Students are not allowed to leave and return to campus without permission of the administration.

- In order to maintain a safe environment, students are required to sign in/out and have passes when they are not in their assigned class/area during non-passing times.
- Students may go to the parking lot to retrieve an item from a car only with permission and a pass from the main office. In most cases, students are accompanied by our SRO.
- Students with senior privileges must stay within the designated areas.
- Students who use their vehicles to leave campus without permission will lose parking privileges and receive a disciplinary consequence. Early dismissal privileges will also be revoked.
- Students who lose their parking privilege and continue to drive to campus will have their cars towed.

CARD PLAYING

Card Playing is not allowed during the regular school hours.

CELL PHONE USE

It is our goal at Nonnewaug High School to create an environment that is focused on teaching and learning. To that end, cell phones should be out of sight and out of use, during instructional time to enable students to be fully present in their learning environment. All Nonnewaug students do however have access to school-issued chromebooks for use in and out of the classroom for educational purposes. Students are permitted to use their phones during non-instructional times.

The Region 14 Board of Education Policy 6141.328 includes the following important points:

- Teachers have the discretion to determine when students may use personal technology in the classroom. Based on the cell phone policy, students must immediately comply with their teachers' requests to shut down or put away personal technology.
- Students shall not transmit, post or otherwise publicly share photographs or videos that they have taken of any person on school grounds or in a school vehicle.
- Failure to Follow B.Y.O.D. Guidelines/Misuse of personal technology in violation of these guidelines may result in the loss of access privileges, a prohibition on the use or possession of personal technology on school grounds, or other disciplinary consequences up to and including suspension and expulsion.

Use of cell phones during instructional time, unless specifically requested by the teacher, will lead to escalating consequences as described here:

- 1st Offense: Warning with expectation of no further use
- 2nd Offense: Cell phone held by teacher until the conclusion of the instructional period
- 3rd Offense: Cell phone held by teacher and submitted to main office to be returned to the student at the conclusion of the school day.
- 4th Offense: Cell phone held by teacher and submitted to main office to be returned to a parent after the conclusion of the school day

DRESS CODE

The BOE policy clearly states that students should "dress and groom themselves for the business of school" in a manner that does not disrupt the educational process or pose a health or safety threat. To that end, the school dress code encourages students to dress in a manner that prepares them for academic and professional endeavors. The following items are not permitted during class hours and within classrooms after the beginning of school:

- chains or spikes;
- short shorts, short skirts, short skorts;
- exposed undergarments, exposed midriff, transparent clothing;
- plunging necklines, tube tops, halter tops, "spaghetti straps, tops which reveal undergarments;
- items of attire promoting violence, drugs, alcohol, or obscenities;
- clothing that is commonly used as sleepwear (flannel pajama pants, etc.);
- slippers;
- sunglasses, head gear;
- earbuds, or earphones (at no time should students have earbuds in both ears in order to be aware of their surroundings).
- hats may be worn in class with teacher permission.
- hoods may not be worn during the school day.

Spandex and similar sports attire are appropriate for physical education classes and afternoon school athletic activities only. Footwear must be worn at all times.

For reasons of health and safety, teachers, coaches, and advisors may alter dress, grooming, or behavior requirements to meet the specific demands of a class or activity, such as a science laboratory or an agriscience class. Certain classes may require a change of clothing to be kept at school. When questions arise regarding appropriateness of attire, they are to be brought to the attention of the designated administrator. The administrator will use his or her professional discretion in addressing such concerns.

DECORUM/LANGUAGE

The use or display of obscenities, language of sexual or racial nature, or harassment that infringes on the rights of others is prohibited. Students are expected to maintain a courteous discourse with students and staff throughout the school day.

DRIVING

Students are expected to observe the rules of safe driving on school grounds. If students are reported for driving recklessly, they may lose their parking privilege and will not be allowed to drive on school grounds. In addition, their offense may be reported to the authorities for further action. School buses have the right of way at all times. Passing a school bus that has its red lights flashing is a serious offense which may become a police matter.

Students who use their cars to leave school grounds without permission will have parking privileges revoked. Students who lose their parking privilege and continue to drive to campus will have their cars towed.

DRUGS AND ALCOHOL

The Board of Education prohibits student possession, use, and/or distribution of any drugs, alcohol, or drug paraphernalia or being under the influence of any drug or alcohol. Connecticut State Statute, Section 10-233d states a student shall be expelled for one calendar year for the sale or distribution of illegal drugs on or off school grounds. Recognizing that the use, abuse, and dependency of drugs or alcohol can seriously impair a student's ability to learn, it is the policy of the Board of Education to take actions to prevent their use. These actions are handled through education, early intervention, parental involvement, medical and/or assessment referral, and police referral. The school will cooperate with town, state, and private agencies that are involved in the health of students relating to drug and alcohol abuse. School properties may be inspected by school authorities in the interest of health and safety consistent with state and federal law. Additionally, inspections for drugs and alcohol are health and safety related and regarded as reasonable cause for searches by school personnel consistent with state and federal law.

Any student found using, selling or possessing drugs, drug paraphernalia, alcohol, and/or tobacco (including smokeless or chewing) at school or a school-related activity or arrested at any event where drugs or alcohol are involved will be subject to the drug and alcohol procedures as follows:

- The police will be notified in the case of use, sale, or possession.
- Parent(s)/guardian(s) will be notified to come to the school to take custody of the student.
- A 10-day out-of-school suspension will be given consistent with Board Policy #5114.
- A referral by the Principal, Assistant Principal, School Counselor, or Special Education Coordinator must be made to an agency licensed to assess and treat drug abuse.
- A review of continued participation in extra/co-curricular activities will be made at the discretion of an administrator.
- A mandatory reentrance conference with administration, parent/guardian, and student will be held.
- An expulsion process may begin consistent with Board Policy #5114.

Please note, the above are consistent with Board Policy #5114 and Board Policy #1411 regarding police cooperation, in addition to Board Policy #5125 regarding confidentiality of professional communications regarding alcohol and drug use, as required under Conn. Gen. Stat. §10-154a and Connecticut General Statutes §10-233d; Connecticut General Statutes §54-33n.

ELECTRONIC DEVICES

Students are expected to abide by the district's Acceptable Use Policy in order to use technology tools to enhance the educational experience and access information. If students use electronic

devices when they are not allowed to, the devices will be confiscated and returned at the end of the day. If there are subsequent offenses, the device will be held for parent pick-up. Devices may be used in the building after school is dismissed for the day. Registered EMT(s) or Firefighters, while on duty, are the only students who may routinely carry a communication radio. This privilege needs to be approved by an administrator. Disrespect to faculty or staff regarding this issue will be treated as a separate infraction. State law prohibits the possession and use of laser pointers on school grounds. If such a device is discovered, the violation will be reported to an administrator, who shall confiscate it. Parents will be asked to pick up the device. Please refer to the Board of Education Acceptable Use Policy 6165 at www.ctreg14.org.

FIGHTING

Students involved in a fight will be suspended for up to ten days. The consequence will depend upon the circumstances surrounding the fight. Participants may be subject to arrest.

GAMBLING, FIREWORKS, LITTERING AND SNOWBALL THROWING

These activities are not permitted and the consequences for infractions will be determined by the Administration.

HAZING AND INITIATION

Hazing and initiation of one student by another student or group of students will not be tolerated. Any form of hazing or initiation will result in a student being suspended for up to ten days. Hazing may be considered as a more serious offense if the behavior meets the criteria of that offense. Student and parents are urged to report any incidents of hazing/initiation to the athletic director or school administration.

INTIMIDATION/THREATENING

Verbal threats, gestured threats, or drawings of threats or violence will be taken seriously and will be reported to police. It is extremely important for students to understand that the school will take immediate action against any threats toward the school, school personnel, or other students. Students involved in intimidation or threatening will be suspended for up to ten days.

Physical, Verbal, or Sexual Harassment (Board Policies #5145.52, #5145.5)

Depending upon the circumstances, consequences for physical, verbal or sexual harassment may include up to a ten day suspension, police notification, and/or recommendation for expulsion.

Physical harassment includes pushing, hitting, punching, or other unwanted contact between students. It also includes any case of one student not permitting another student's freedom of movement by blocking the way or otherwise hampering passage. Verbal harassment includes, but is not limited to, any threats or negative remarks based on another's race, gender, physical

appearance, sexual orientation, religion, or national origin. Sexual harassment has been clearly established as a form of sexual discrimination. Specific behaviors (that are wanted/unwanted and sexual in nature) that could constitute sexual harassment are: touching, sexual name-calling, pulling at clothes, verbal comments, sexual rumors, too personal a conversation, suggestive facial expressions, jokes, cartoons, posters, cornering or blocking. Please refer to the Policies section of this handbook for a complete explanation of sexual harassment and the complaint process.

LEAVING SCHOOL GROUNDS WITHOUT PERMISSION

Students who leave the school grounds without permission will receive a school consequence of an extended detention or a suspension. Consequences will be progressive if students have more than one infraction. Students who use their cars to leave school grounds without permission will have parking privileges revoked. Students who lose their parking privilege and continue to drive to campus will have their cars towed.

SMOKING

In accordance with Connecticut State Statute section 19a-342 smoking is prohibited within a public school building. This includes the interior of the building and any of the surrounding grounds of the school. Possession of smoking or nonsmoking tobacco materials is also banned. Anyone found in possession of smoking materials will have them confiscated; in addition, he/she will face other disciplinary action deemed appropriate. Smoking on school grounds will be subject to administrative disciplinary action including: extended detention, community service, and suspension, as well as legal action as applicable. In addition, there is no smoking at any school sponsored field trip or class outing. The same rules apply anywhere on school grounds. These sanctions and/or disciplinary actions may be modified by the administration to suit the age of the offender and/or the offense committed. Smoking cessation devices are not allowed on school grounds. Doctor recommendation for these devices is for adults 18 or older.

STAFF/TEACHER REQUESTS

Students are expected to respond appropriately to teacher and staff reasonable requests. Failure to respond to a staff member's (inclusive of secretaries, custodians, and teachers) reasonable request will result in disciplinary action. In any interaction, mutual respect and courtesy are expected among members of the NHS community. Students in violation of this expectation will be at the very minimum placed in ISS pending a review of their conduct.

THEFT OR VANDALISM

If a student takes property without permission or vandalizes school or personal property, he or she will receive consequences and will be required to make restitution. Writing on walls or

defacing property is considered an act of vandalism. Consequences will include a parent conference, police notification, and appropriate disciplinary action, including suspension.

WEAPONS

Any student found on school premises or at a school sponsored or school related event, including athletic games, in possession of a dangerous weapon or instrument (including but not limited to a gun or knife) will be subject to a suspension of up to ten days and possible expulsion from school. Police will be notified and an arrest may result.

CONSEQUENCES

The consequences for infractions of the rules will be one or more of the following:

- Parental contact and conference as needed.
- Detention or Extended Detention after school.
- Loss of free time.
- Restorative conference
- Exclusion from areas in the school, e.g. cafeteria.
- Loss of the early dismissal or late arrival pass.
- Loss of privileges, including senior privileges and parking.
- Nonattendance at athletic events and/or extracurricular activities.
- Community service to the school.
- Behavioral expectation(s) plan.
- In School or Out of School Suspension.
- Record in discipline file.
- Immediate hearing and suspension; recommendation for long-term suspension up to expulsion.
- Expulsion.
- Immediate referral to law enforcement or applicable community agency.
- Restitution for property.

Daily Detentions: Students may be assigned to after school detention through the office or an individual teacher. After school office detention is held from 2:15 – 2:55 in a designated classroom.

Extended Detention: Extended detention is from 2:20 pm to 5:00 pm on Thursdays and is held in a designated area. The primary purpose of extended detention is to offer alternative consequences for disciplinary concerns without disrupting the learning of the student(s) involved. Parental contact will be made by an administrator if an extended detention is assigned.

In School Suspension: In-School Suspension (ISS) is held every period of the day. Students assigned In School Suspension must bring work with them or they will be assigned work from the ISS facilitator. Students are expected to work quietly and constructively during ISS. Students who fail to follow ISS rules will be suspended out of school and progressive discipline will apply.

Guidelines for ISS (In-School Suspension)

- Students report directly to ISS.
- All teachers of ISS students will provide assignments.
- Disruptive behavior during ISS may result in the student being removed from the room with further disciplinary consequences applied.
- ISS begins at the beginning of period 1 and ends at the end of the school day. Students with late arrival or early dismissal privileges must stay in ISS for the entire school day.
- Students who are suspended (ISS) are not allowed to participate in extracurricular activities on any day(s) for which they are suspended.
- If a student is suspended on Friday, he/she will be prohibited from active participation in any extracurricular activity on Friday, Saturday, or Sunday and cannot resume active participation until the day he/she returns to school. Any student found in violation of this regulation could be subject to additional disciplinary action by the administration.

Out of School Suspension: Students are not allowed on school property or at any school sponsored events.

Guidelines for OSS (Out of School Suspension)

- Students will be notified the day before their out-of-school suspension (OSS) unless an emergency suspension requires the immediate removal of the student.
- While suspended, a student is not permitted on campus for any reason without permission from a building administrator. At the time of suspension, students must obtain assignments and submit them at the end of the suspension. Students who are suspended (OSS) are not allowed to participate in extracurricular activities on any day(s) for which they are suspended.
- If a student is suspended on Friday, he/she will be prohibited from active participation in any extracurricular activity on Friday, Saturday, or Sunday and cannot resume active participation until the day he/she returns to school. Any student found in violation of this regulation could be subject to additional disciplinary action by the administration.

APPEALS

A student may appeal a disciplinary decision. He/she must first ask for reconsideration by the person issuing the consequence. He/she may then go to the next person in the school hierarchy:

from teacher, to department chairperson, to Dean of Students, and then to the assistant principal and principal.

TECHNOLOGY CODE OF CONDUCT

Nonnewaug High School offers Internet access for student use. The Internet provides:

1. Electronic communications with people all over the world.
2. Educational resource materials.
3. Access to library catalogs.
4. Texts of documents from numerous databases.
5. Resources for exploring post-secondary education and career opportunities.
6. Electronic communications with people all over the world.
7. Educational resource materials.
8. Access to library catalogs.
9. Texts of documents from numerous databases.
10. Resources for exploring post-secondary education and career opportunities.

The school has a specific Technology Code of Conduct which students are expected to know and follow. Continued use of computer applications and features, including the Internet and library catalogs, is dependent upon each student's adherence to this code of conduct. Copies of the code will be distributed to each student and parent on PowerSchool Registration.

SCHOOL BUS BEHAVIOR

Regional District #14 Buses

Students from Bethlehem and Woodbury are provided bus transportation to and from school. The student is to be at the bus stop prior to the arrival of the bus. Drivers have been instructed not to wait unless the student is visibly on the way.

Bus Guidelines

The driver is responsible for the safety and welfare of all students he/she is transporting. His/her directives are to be abided by in a cooperative manner. Failure to comply with the driver's directives or undermining the driver's authority may result in the student's suspension from the bus. The cost of repair for any vandalism to the bus will be the responsibility of the student and/or the student's family.

Transportation on school buses is a privilege for students which may be suspended as the result of student discipline concerns in the transporting process. Specific School Bus Behavior Code:

1. Be at the bus stop at the designated time; help keep the bus on schedule.
2. Always wait for the bus on the shoulder of the highway or road.

3. Do not crowd or push other students when boarding the bus.
4. Remain properly and quietly seated while the bus is in motion.
5. Keep head, arms, and hands inside the bus at all times.
6. Never throw objects in the bus or out of the bus window.
7. Obey instructions of the bus driver promptly.
8. Do not deface or damage bus seats or equipment.
9. Do not distract the bus driver from his/her duties.
10. Students must ride on designated buses, unless permission is granted.
11. No food or drink can be consumed on buses.
12. NHS students must be positive role-models for peers at all times.

PARKING/VISITOR PROTOCOL

Regulations Governing Motor Vehicle Use on Campus

Due to limited space, parking will be limited to seniors first for the full year and then it will be opened to juniors on a first come, first served basis (gravel lot parking only). No other students will be permitted to park on school grounds. Issues regarding illegal parking will be referred to the police. If a student receives more than 3 disciplinary referrals that student will lose the privilege to park and will not receive a refund.

Parking on school premises is a privilege which can be revoked at any time if warranted by the actions of the student. All student drivers eligible to park in the school parking lot must complete a registration form in the Main Office and purchase a parking pass. (Parking stickers from last semester are no longer valid.) The pass must be displayed at all times on the lower right hand corner of the windshield. Permits may not be transferred or sold to another student for any reason. Cost for parking will be determined annually.

Safety Rules of Student Driving/Parking

1. Speed limit on school grounds is 10 m.p.h.
2. Student vehicles may not be parked in the faculty/ staff, handicapped, reserved or visitor's parking areas.
3. Vehicles are to be properly locked and parked.
4. Students may return to their vehicles only when leaving campus for the day or with authorization from an administrator.
5. Reckless, loud and destructive use of a vehicle is prohibited.
6. Driving regulations which apply to the local area apply on campus.

The school has the right to tow a vehicle at student's expense if the stated rules are not obeyed and issues of safety are not practiced. Students who park improperly, ignore safety rules, or fail to display a permit sticker will be subject to immediate or long term removal from the parking lot.

Parking Area

In order to ensure student and vehicle safety, students may not be in the parking area at any time during the school day unless they are leaving school with an Early Dismissal pass. Any student found in the parking lot area without a written pass or a dismissal permit will be subject to disciplinary action.

NONNEWAUG HIGH SCHOOL VISITOR PROTOCOL

The following procedures apply to visitors to Nonnewaug High School.

- Upon entering school guest(s) shall report to the main office and provide a “government ID” (ex. driver’s license) to the secretary or designee, who will temporarily hold the ID. School Resource Officers (SRO’s) will have the ability to verify identification of guests if needed.
- The secretary will then determine the purpose of the visit, and verify the visitor’s destination within the school. Once verified, the secretary will issue a numbered ID badge.
- Guests are permitted to visit only those areas for which they have received authorization.
- Upon completion of the visit, the guest(s) must return to the main office to pick up their ID before leaving the building.

MISCELLANEOUS INFORMATION

CAFETERIA

Hot and cold lunches are served in the cafeteria. All food is to be eaten in the cafeteria and students are to remain in the cafeteria, unless authorized to do otherwise. Students should plan to go to their lockers prior to the beginning of the lunch period and stay in the cafeteria until the bell rings.

DANCE POLICY

Any student attending a prom or school dance must be at least a freshman in high school and can be no older than 20 years of age. School rules are applicable at all dances. All guests must be registered in the Main Office before the day of the dance. Guests will not be admitted to the dance unless registered and approved by the administration. Parents may need to transport unregistered guests from the school. Any student who leaves a dance will not be readmitted. Breathalyzers may be used at any school sponsored dance or social activity.

EMERGENCY CLOSINGS

If the school is to be closed due to a storm or any other emergency, announcements will be made on Region 14's Alert system and the following radio and TV stations:

TV STATIONS:

WFSB - CHANNEL 3

WVIT - CHANNEL 30

WTNH - CHANNEL 8

RADIO STATIONS:

WELI, WATR, WTIC, WEZN, WDRC, WINE, WLAD, WKSS, WHCN, WWYZ, WMRQ

FIRE/EMERGENCY DRILLS

State law requires periodic safety drills in all public schools. The objective of the drills are to simulate actual conditions. All students should be aware of the departure route and the stay put instructions they must take. A map is posted in each room for this purpose. When the fire alarm sounds, the students are to follow the classroom teacher quietly from the classroom to the designated area outside the building. Books, coats, and personal materials should be left in the room. Other emergency drills will be implemented to practice procedures.

LINES OF COMMUNICATION

The Board of Education of the Region 14 School District recognizes the importance of maintaining effective communication throughout the school system and community.

In order to assist this communication process, the following guidelines have been established:

1. Concerns and issues should be directed to those immediately responsible.
2. If the scope of the concern or issue requires further consideration, those involved are to communicate with personnel at the next level.
3. Eventually any unresolved issues or matters of widespread concern should be discussed with the Superintendent of Schools.

Any questions or concerns regarding your child's academic progress should be directed to your child's teacher before contacting a school counselor.

LOCKERS

Each student in Nonnewaug High School is assigned his/her own locker when he/she enters the school as a freshman. Although the lockers are assigned to each student, they remain the property of Nonnewaug High School and may be inspected periodically without student permission or searched by school authorities. The school is not responsible for the contents of lockers. Therefore, valuables should not be left in the lockers.

Only the combination locks installed in the lockers may be used to secure them. Any other locks will be cut off. Students should not share their lockers or give their combination to anyone else. Problems with lockers should be reported to the Main Office. The administration has the

authority to enter any locker when the performance of duties dictates the need. Any item found in such a case may be used as evidence against the student in disciplinary hearings and has the potential of being accepted as evidence in criminal cases.

LOST AND FOUND

All articles found in the school should be turned in to the Main Office. Articles unclaimed for a period of time will be donated to a charitable organization. Students are reminded that they are responsible for the safety of their own property and school property assigned to them. Large sums of money or very valuable objects should not be brought to school. Calculators (e.g., TI-83), used for course work, should not be left in non-secure situations. Any theft occurring at school should be reported to the Assistant Principal.

MESSAGES

Only emergency messages from a parent or guardian will be forwarded to a student.

OBLIGATIONS

Students are responsible for the books and school materials which are issued to them for their use while in school. This also includes uniforms and other items which the student may use at school. Students must pay the current value of any book or educational material lost or damaged beyond ordinary wear. The school may withhold diplomas (not transcripts to other schools or post secondary schools), and participation in extra-curricular activities if obligations are not met.

PARENT ORGANIZATIONS

The Activities Support Group (ASG), The Booster Club, Region 14 Music Foundation, and FFA Alumni are active parent groups at Nonnewaug. These organizations support student achievement and student activities and welcome new members.

PASSES

Classroom Passes: Passes are needed to go from one part of the school to another during class. A pass must be signed and dated and must indicate the time that it was issued in pen.

School Counseling Passes: Students who wish to make an appointment with their counselor may obtain a pass from the school counseling secretary in the School Counseling Office before or after school. Students should schedule appointments during their study halls or other free time. In an emergency situation, students may be sent to the School Counseling Office during class time.

RECORDING VISUAL IMAGES OF STUDENTS

On occasion, photographs or videos are taken of individual students, classes, and events at Nonnewaug High School. These photographs and videos are sometimes used in presentations to

the Board of Education, teachers, parent groups, and community groups. At times, photos or videos of students are placed in the newspapers, the school website, in classes or other publications without requiring consent. Please note on “PowerSchool Registration” if you do not wish your child to be photographed. This is considered the “opt-out” process.

TELEPHONE

The office lines are restricted, but access can be obtained with permission by staff or administration.

VISITORS

All visitors must go directly to the Main Office before accessing any part of the building. Nonnewaug High School does not allow student visitors unless the following criteria are met:

1. The visitor is seriously interested in attending NHS.
2. Letters from the parents of the visitor and the NHS student who is escorting the visitor must be on record in the office 5 days before the date of the visit. The content of these letters must include parental permission, emergency number and place where the parent can be reached, and reason for the visit.
3. The visitor is registered with the office by a parent/guardian and will be escorted throughout the day by the NHS student.
4. Student visitors must be approved by the administration.
5. Visiting student immunizations are in order and approved by the school nurse.

WORKING PAPERS

State law requires fifteen, sixteen, and seventeen year old students to have working papers if they are regularly employed. To receive the working papers, the applicant must bring proof of age and a written promise of employment to the school secretary. The promise to employ must be picked up in advance and be signed by the employer.

Please note: The administration reserves the right to enforce changes in rules or policies that were not available at the time of publishing. Changes to the rules, policies and procedures of the school will be communicated to students and parents in writing.

BOARD POLICIES

The Board of Education establishes policies for the operation of the school district. The rules, expectations, guidelines, and consequences which define and qualify the daily operation of Nonnewaug High School are consistent with established policy. Behavioral and disciplinary processes outlined in this handbook, which apply to students, are consistent with Board of Education policy. For purposes of information, reference and access, some of the more widely

applied policies are listed below. Individuals seeking further information regarding these, or other Board of Education policies, should direct inquiries to the Board of Education.

Appendix

A. The following policies and notifications warrant viewing and are located on the Region 14 website www.ctreg14.org.

3000 Series:

- Pesticide – Policy #3520
- Transportation – Policy #3541
- Transportation Safety Complaints Procedure – Policy # 3541.5

4000 Series:

- Reporting Child Abuse and Neglect Policy #4100
- Psychotropic Drugs – Policy #4120

5000 Series:

- Crisis Intervention – Youth Prevention Suicide – Policy # 5141.5
- Truancy – Policy # 5113
- Attendance – Policy #5112
- Admissions/Placement Policy – Policy #5111(a)
- Removal, Suspension and Expulsion – Policy # 5114(a-i)
- Drugs, Alcohol and Tobacco – Policy # 5131.6
- Educational Records – Policy # 5145.15
- Unlawful Harassment of Students – Policy# 5145.2
- Sexual Harassment – Policy # 5145.52(a)
- Search and Seizure – Policy #5145.12
- Safe School Climate – Policy #5131.911
- Homeless – Policy #5118.1(a)

6000 Series:

- Pledge of Allegiance Policy #6115
- Exemption from AIDS Instruction – Policy #6142.1
- Migrant Policy – Policy #6141.312
- Field Trip Requirements and Procedures – Policy #6153d
- Wellness – Policy #6143
- Weighted Grading Policy – Policy #6146.1
- Instruction Policy – Policy #6146.2
- Homework Policy – Policy #6154
- Acceptable Use Policy – Policy #6165
- Bring Your Own Device – Policy # 6166

PLEASE NOTE: The Board of Education periodically revises policies. The administration therefore reserves the right to enforce changes in rules or policies not available at the time of publishing.

IMPORTANT POLICY STATEMENTS

NON-DISCRIMINATION

In all of our programs and activities, the Regional School District No. 14 Board of Education does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, sexual orientation, marital status, pregnancy, parenthood, alienage, or any other basis prohibited by law. Specific people have been designated to handle questions about our policy of non-discrimination as well as complaints of discriminatory treatment or unlawful harassment. For questions concerning our policy of non-discrimination concerning disability, including claims of discriminatory treatment or harassment, please contact Christina Fensore, Director of Special Services, Regional School District 14, 67 Washington Avenue, Woodbury, CT 06798 (203) 263-0416, who is the District's Section 504 Coordinator. For questions concerning our policy of non-discrimination concerning all other categories, including claims of gender based discriminatory treatment or harassment under Title IX, please contact Kimberly Culkin, Director of Human Resources, Regional School District 14, 67 Washington Avenue, Woodbury, CT 06798 (203) 263-4330, who is the District's Title IX Coordinator. Please refer to Policy #'s 5000/5000A and 5145.4/5145.52A with respect to procedures concerning claims of discrimination; such policies are available on the District website and upon request

SEXUAL, RACIAL AND OTHER UNLAWFUL HARASSMENT

It is the policy of the Regional School District #14 Board of Education to maintain a working and learning environment that is free from sexual, racial and other unlawful harassment. The Board will not tolerate the harassment of any student or employee based on race, color, national origin, sex, disability, age, religion, sexual orientation, marital status, pregnancy, parenthood, alienage, or any other basis prohibited by law. All forms of harassment are prohibited whether verbal, physical or visual, and regardless of the medium through which it occurs. Such harassment violates state and federal law as well as the student code of conduct. Board of Education policy prohibits sexual and other unlawful harassment of students by employees, other students, teachers, administrators, Board members, volunteers, and others contractually or otherwise under the control of the school system. It protects against harassment on school premises, at school-sponsored activities and at other places where these individuals come in contact with students in connection with their education by the school system. Students are prohibited from harassing teachers, administrators or other school personnel on the basis of race, color, sex, religion, national origin, sexual orientation, disability, ancestry, marital status, or age.

COMPLAINT PROCEDURE

All members of the school community are responsible for helping to assure that unlawful harassment is avoided. Any student who feels that he/she has been harassed in violation of Board Policy should immediately bring his or her complaint to the attention any of the following personnel: School Counselor, Assistant Principal, Building Principal, or Title IX Coordinator. The school official may assist the student in putting the complaint in writing. Any person who has observed or otherwise become aware of conduct prohibited by this policy should bring the matter to the immediate attention of the building principal and/or Title IX Coordinator. All complaints will be promptly investigated in as confidential a manner as practical and appropriate corrective action will be taken when warranted. Any employee, student, volunteer or other individual under the control of the school system who is determined after an investigation to have engaged in harassment in violation of this policy will be subject to discipline, including possible dismissal or expulsion. Please refer to Board Policy and Regulations (5000/5000A and 5145.4/5145.52A) for the complete details on the complaint procedure for unlawful harassment; such policies are available on the District website and upon request. For claims of disability harassment, please contact Christina Fensore, Director of Special Services, Regional School District 14, 67 Washington Avenue, Woodbury, CT 06798 (203) 263-0416, who is the District's Section 504 Coordinator. For all other categories, including claims of sexual harassment under Title IX, please contact Kimberly Culkin, Director of Human Resources, Regional School District 14, 67 Washington Avenue, Woodbury, CT 06798 (203) 263-4330, who is the District's Title IX Coordinator."

SCHOOL RECORDS AND CONFIDENTIALITY

The Region #14 Board of Education has adopted a written policy concerning the confidentiality and accessibility of student records. Copies of the complete Board Policy are available at the Board of Education Office. Consistent with the Family Educational Rights and Privacy Act (FERPA), the student records policy affords parents of students and students over 18 years of age ("eligible students") certain rights with respect to education records. They are:

1. The right to inspect and review the student's education records. Parents of minor or dependent children and eligible students are entitled to review educational records upon request made to the school principal.
2. The right to request the amendment of the student's education records when the parent or eligible student believes such records are inaccurate, misleading or otherwise in violation of the student's privacy rights. A request for an amendment to educational records should be made in writing to the school principal and identify the record(s) at issue and the reason for the request.
3. The right to consent to disclosure of personally identifiable information contained in the student's education records except to the extent that the law authorizes disclosure without consent. For example, written consent prior to disclosure is not required in the following circumstances (this is not an exhaustive list):

- a. To other school officials within the school system who have a legitimate educational interest. A school official is a person employed by the school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Education; a person or company with whom the school district has contracted to perform a special task (such as an attorney, auditor, bus contractor, medical or educational consultant or therapist); or a person serving on a Board of Education committee, such as a disciplinary or grievance committee, or as a hearing officer in discipline cases, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
- b. Upon request, to officials of another school district in which a student seeks or intends to enroll.
- c. To comply with a judicial order or lawfully issued subpoena, provided that the school makes a reasonable effort to notify the parent or eligible student of the order or subpoena prior to compliance therewith.
- d. To parties in a health or safety emergency.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by school officials to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office
U.S. Department of Education, 400 Maryland Avenue, SW Washington, D.C. 20202-5920.

NOTICE OF INTENT TO RELEASE DIRECTORY INFORMATION WITHOUT PRIOR CONSENT

The following types of information contained in the education record of an enrolled student are hereby designated as directory information and may be disclosed by school officials to the public without the prior consent of a parent or eligible student:

- The student's name
- The student's address and telephone listing
- The student's electronic mail address
- The student's photograph
- A videotape identifying the student
- The student's place and date of birth
- The student's dates of attendance
- The student's grade level
- The student's participation in officially recognized activities and sports
- The student's weight and height as a member of an athletic team
- Honors and awards received by the student

Pursuant to federal law (the No Child Left Behind Act of 2001 and the National Defense Authorization Act of 2002), the school district is required to provide, upon a request made by military recruiters or an institution of higher education, access to secondary school students names, addresses, and telephone listings. In addition, the school district is required to provide military recruiters with the same access to secondary school students and on-campus recruiting opportunities, as well as to directory information as is provided generally to post-secondary educational institutions or to prospective employers of those students.

Right to object to the release of directory information:

A parent, guardian or eligible student may object to the disclosure of any or all of the categories of directory information without prior written consent. A parent, guardian or student may also refuse to allow school officials to release the student's name, address, and telephone listing to military recruiters or an institution of higher education without prior written consent. To prevent the release of directory information in any of these situations, a parent, guardian or student must file a notice of objection in the Main Office of the school in which the student attends.

Student Activities Financial Assistance:

Region 14 believes that all students should be able to attend school sponsored educational events/activities despite any economic hardship that may exist. The Region has established a process to assure that students are not denied participation in a Region 14 sponsored educational event/activity due to their inability to pay any costs associated with the event/activity. Please contact an administrator for more information.