

NORTHWESTERN REGIONAL HIGH SCHOOL

PARENT/GUARDIAN HANDBOOK



2011- 2012

Check out our web site at www.nwr7.com for

- *school calendar*
 - *program information*
 - *delays and closings*
 - *staff access*
- And more*

Dear Students and Parents,

I am delighted to have the opportunity to serve the students, parents, and faculty of Northwestern Regional High School. Northwestern has a rich tradition of excellence in preparing young people for life beyond high school. Northwestern graduates continue to distinguish themselves in the military, business, education, and research. Northwestern Regional High School is recognized as one of the best high schools in the state. This recognition is directly attributable to our exceptional staff, the hard work of our students, and the interest in education shown by our parents, and the support we receive from the entire school community.

This year the faculty of the high school will continue to be very much immersed in preparing for our accreditation visit scheduled for the fall of 2012. During the past year the faculty initiated a self-study of the high school by gathering data regarding the seven Accreditation Standards on which we will be assessed: Core Values and Beliefs, Curriculum, Instruction, Assessment of and for Student Learning, School Culture and Leadership, School Resources for Learning, and Community Resources for Learning. This school year we will continue with our self-study, continue to write the Standards Reports, and draw conclusions about the extent to which the school adheres to each Standard and indicator.

Last year, during the second semester, we piloted the use of rubrics to measure our students' performance with respect to Northwestern's school-wide learning expectations. These 21st century learning expectations reflect the content, knowledge, and skill that all students need to know and be able to do to be successful and college and career ready after high school. Students are expected to be able to demonstrate:

- critical thinking in reading, writing, and problem solving
- effective interpersonal and collaborative skills
- effective communication skills including the appropriate and effective use of technology
- creativity
- an understanding of global awareness

minimally at the proficient level. During the course of this year, one of our academic focuses is on familiarizing both our students and our parents about this expectation. The school-wide rubrics that students will be assessed on are posted on the high school web site so that students and parents can become familiar with them.

As we look to the future there is a great deal of evidence to suggest that students should develop a core set of skills that can transfer across a whole range of postsecondary and career settings. Sometimes these are termed "soft skills" and include such attributes such as the ability to work as the member of a team, follow directions, formulate and solve problems, learn continuously, analyze information, have personal goals, take responsibility for one's actions, demonstrate leadership as appropriate, take initiative, and have a perspective on one's place within an organization and in society (Conly, D. T. 2010). Students will need to combine these soft skills with academic skills and competencies to be post-secondary ready. That is, ready to tackle the challenges of life after high school and to continue to learn after high school whether it includes plans for a two or four year college, community college certificate program, apprenticeships, or military training. At Northwestern Regional High School we are committed to helping students to discover the unique gift that each of us has to offer the world and to help students be ready for formal learning after high school.

Northwestern Regional High School is a truly special place, because of our students, involved parents and families, and our committed faculty and staff. I feel blessed to have the opportunity to work in such a positive educational environment that is so focused on high quality student learning, and that is truly committed to setting high expectations for both our students and our staff. I am looking forward to another exciting and rewarding school year and in celebrating the pride that all Highlanders should feel about Northwestern. Please feel free to contact me any time about any questions you have or to express a concern. I am looking forward to continue to work with all of our families closely and collaboratively so that Northwestern Regional High School is an even better place for all of our students to learn and explore who they are.

Sincerely,



Kenneth L. Chichester
Principal

NORTHWESTERN REGIONAL HIGH SCHOOL CORE VALUES AND BELIEFS

Northwestern Regional High School fosters academic and personal excellence in every student. In partnership with families and communities, we create a safe learning environment dedicated to developing the skills of lifelong learning. Our dynamic and challenging educational program prepares individuals to respect diversity and become responsible citizens in a rapidly evolving global environment.

We value academic excellence

We believe in:

- High academic expectations for all students
- Commitment to lifelong learning
- Innovative and independent thinking

We value the pursuit of personal excellence in all aspects of our lives

We believe in:

- Acting responsibly with the interests of others in mind
- Allowing student choice in the learning process
- Giving students the opportunity to demonstrate their learning in a variety of ways

We value global awareness

We believe in:

- Taking an active role in a global society
- Demonstrating respect for diversity

We value partnership with families and communities

We believe in:

- Community involvement
- Social responsibility
- Open communication between the school and family

Academic, Social and Civic Expectations

In addition to acquiring the knowledge embedded in our school's rigorous curriculum, students will:

- Demonstrate critical thinking in reading, writing, and problem-solving
- Demonstrate creativity, innovation, and adaptability
- Demonstrate effective communication skills
- Demonstrate an understanding of global awareness
- Demonstrate effective interpersonal and collaborative skills

Students **H**onor **A**cademic & **P**ersonal **E**xcellence

SCHOOL OFFICE HOURS AND PERSONNEL

The Main Office is open each school day from 7:00 to 4:00. The main phone number is (860) 379-8525.

Principal: Mr. Kenneth Chichester, 379-8525, ext. 2103 Secretary: Ms. Gail Rogers, ext. 2100
House I Housemaster: Director of Student Activities: Ms. Claudia Mossman, 379-7027, ext. 2200
Secretary: Mrs. Kathy Veling, ext. 2202
House II Housemaster: Mr. Jeffrey Dudek, 379-7132, ext. 2250
Secretary: Mrs. Donna Williams, ext. 2252
Guidance Director: Mr. Bruce VanValen, 379-8525, ext. 2507
Secretary/Registrar: Ms. Mary Lou Austin, ext. 2506
Athletic Coordinator: Mr. Fred Williams 738-6983, ext. 2700

WHAT'S NEW AT NORTHWESTERN REGIONAL HIGH SCHOOL

Some new faces have joined us at Northwestern this year:

Rachel Klein -HS Mathematics Teacher - Ms. Klein graduated from Central Connecticut State University with a BS-ED in Mathematics for Secondary Education. Rachel has five years experience teaching high school mathematics and is in the process of writing her thesis to complete her MS in Mathematics for Certified Secondary Teachers at Central Connecticut State University. Ms. Klein is looking forward to becoming a part of the Northwestern Regional High School community!

Jennifer Gallaway - HS .6 Math Teacher - is a highly qualified teacher with over ten years of experience. She has taught at Carver High School in Massachusetts and most recently at Farmington High School in Connecticut. Mrs. Gallaway is a graduate of Smith College and Rutgers Graduate School of Education. With a strong mathematical background and a diversity of experience in education, she is committed to meaningful learning and the belief that all students can succeed in mathematics. Her breadth and depth of knowledge will be a great addition to the Math department.

Nicole Myers - HS .4 Science Teacher - was born and raised in Hershey, Pennsylvania, but moved shortly after high school to Connecticut. She completed both her bachelor's degree in Biology and Master's degree in Secondary Education at Eastern Connecticut State University. After graduation, Nicole joined *Teach For America* in the hopes of bringing a great science education to all students regardless of their economic background. Ms. Myers gained her experience first at Martin Luther King High School in Philadelphia and then at Hartford Public High School where she had been for the last three years. Ms. Myers loves creating great relationships with her students and their families, and looks forward to collaborating with colleagues in order to increase student achievement in the subjects of Biology and Environmental Science. In her spare time, she enjoys traveling with her fiancé, Jeff, antiquing and volunteering at a local animal shelter.

HOW CAN PARENTS GET INVOLVED AT NORTHWESTERN?

Parental involvement is strongly encouraged at Northwestern High School. In addition to the established groups listed below, parents also participate in our school through specific teachers, such as helping with a field trip, and with services such as volunteering in the Media Center. Let us know if you have an interest and time to join our involved corps of parents.

Theater Arts Parents (TAP) Lori Roberts, 738-2368, and Deb Oscarson 496-7794
Music Parents: Cynthia Welch, 860-482-3933
Northwestern Booster Club: Sarah LeGeyt 379-9216, Fred Williams 738-6983
Project Graduation: Donna Williams, NWR7, 379-7132
Parents and Friends of Chris Steele 738-9333, Martin Baker 489-3340
Ag. Ed.

WHAT IMPORTANT INFORMATION SHOULD FAMILIES EXPECT FROM NORTHWESTERN REGIONAL HIGH SCHOOL?

INFORMATION	EXPLANATION
attendance notifications	Timely and regular attendance to school is a significant predictor of success. You may be requested to attend a meeting to discuss your child's attendance, if your son or daughter establishes a pattern of excessive tardies and/or absences.
discipline notifications	You will receive written notification of any disciplinary infraction. In case of suspension, an Administrator will call the family to inform them of the situation. Any significant discipline infraction will also result in a phone call to the parents/guardians. Teachers will call the parents/guardians to discuss discipline, if necessary.
guidance information	The Guidance Department will be in continuous contact with the family regarding program of studies, schedules, college and/or career information, as well as any counseling support needed by the student.
loss of credit notices	You will receive written notice of loss of credit due to poor attendance.
newsletters	Newsletters are mailed to every home four times a year. You will find relevant and useful information, such as calendar, upcoming events, and overall information about programs and projects at the high school.
PPT notification	You will receive written notice regarding date and time in which a PPT is to be held.
report cards	You will receive a report card at the end of every quarter.
notification of student behavioral review	You may be requested to attend a student review when any significant problem or issue regarding academic performance or behavior is detected by the Administrator and/or the guidance counselor. Teachers will also maintain regular contact with parents to discuss any concerns.



How Can I Contact My Child's Teacher?

Teachers at Northwestern Regional High School can be contacted in a variety of ways:

- ✓ Through your child's guidance counselor or house secretary.
- ✓ All teachers at Northwestern have been equipped with a personal voice messaging system. The teacher voice mail box can be accessed through the main number 379-8525.
- ✓ All teachers also have the capacity for access through direct email. Email addresses follow this pattern, first initial last name @ nwr7.org; ie. kchichester@nwr7.org

ralbino@nwr7.org	jgraby@nwr7.org	jreinert@nwr7.org
jangell@nwr7.org	dgriffin@nwr7.org	frodenberg@nwr7.org
cbishop@nwr7.org	mhaaland@nwr7.org	gross@nwr7.org
cblazys@nwr7.org	ghayes@nwr7.org	kruss@nwr7.org
jbonaguide@nwr7.org	thicks@nwr7.org	dsebach@nwr7.org
jbriere@nwr7.org	dshouldcroft@nwr7.org	eshyer@nwr7.org
iburke@nwr7.org	shull@nwr7.org	dstafford@nwr7.org
vbytyqi@nwr7.org	jhuttig@nwr7.org	jstanley@nwr7.org
kcady@nwr7.org	jiannacito@nwr7.org	bstearns@nwr7.org
acampbell@nwr7.org	djakobsen@nwr7.org	jstotler@nwr7.org
tceladon@nwr7.org	ckersten@nwr7.org	wsullivan@nwr7.org
mchichester@nwr7.org	rklein@nwr7.org	rtruting@nwr7.org
mcoulter@nwr7.org	akodz@nwr7.org	bvanvalen@nwr7.org
dcurtis@nwr7.org	ckrueger@nwr7.org	sviets@nwr7.org
dcusati@nwr7.org	aleach@nwr7.org	rvincent@nwr7.org
kdeasy@nwr7.org	plombard@nwr7.org	rwaring@nwr7.org
edrago@nwr7.org	blooney@nwr7.org	ewildes@nwr7.org
adressel@nwr7.org	smachowski@nwr7.org	hwinterson@nwr7.org
peagan@nwr7.org	tmchugh@nwr7.org	szematis@nwr7.org
cfidlar@nwr7.org	gmitesser@nwr7.org	zimmerman@nwr7.org
sflannery@nwr7.org	nmyers@nwr7.org	rvincent@nwr7.org
rfritch@nwr7.org	jpaniati@nwr7.org	
jgalenski@nwr7.org	eparsons@nwr7.org	
jgalloway@nwr7.org	jperga@nwr7.org	

ACADEMIC HONOR STATUS AND RANK IN CLASS

For any Honors designation, grades in all courses, except physical education, are computed into the actual academic average. However, the physical education grade must be at least a C in order for a student to be considered for any of the academic honors levels. Students who are medically excused from gym are eligible for honors status.

Honor roll lists are published in the local newspapers four times per year.

Class Rank

Class Rank is a numerical position value attached to the weighted GPAs when they are ordered from greatest to smallest. The weighted GPA will be reported on the student's transcript. Class rank and GPAs are calculated at the end of each academic year. The valedictory and salutatory positions will be determined based on the weighted class rank, as determined at the end of the first semester of one's senior year.

GPA WEIGHTING AND CLASS RANK

The official student GPA is based on a weighted point system and is updated annually at the completion of the school year. Physical Education, Health, and pass/fail grades are not included. For a chart of the points awarded for grades by course level see below.

Course levels and grade weighting.

Point values will be assigned for the grades and levels according to this chart:

Course Level	1	2	3	4
A+	4.8	4.3	3.8	3.3
A	4.5	4.0	3.5	3.0
A-	4.2	3.7	3.2	2.7
B+	3.8	3.3	2.8	2.3
B	3.5	3.0	2.5	2.0
B-	3.2	2.7	2.2	1.7
C+	2.8	2.3	1.8	1.3
C	2.5	2.0	1.5	1.0
C-	2.2	1.7	1.2	0.7
D+	1.8	1.3	0.8	0.3
D	1.5	1.0	0.5	0.25
D-	1.2	0.7	0.2	0.1
F	0	0	0	0

Transfer students will be eligible for honors level weighting only in courses which are offered at honors level at Northwestern. To be eligible for class valedictorian/salutatorian, a transfer student must have entered Northwestern by the middle of their sophomore year. Valedictorian/salutatorian will be established based on class standing at the end of the first semester of the senior year.

Summer school courses will be recorded as pass/fail only and will not count toward class rank and GPA.

ATHLETIC PHILOSOPHY

The Regional School District No. 7 Board of Education believes that athletic programs play an important part in the overall development of students. These athletic programs provide a variety of positive experiences to aid in the development of favorable habits and attitudes in students, including teamwork, competition, and how to win and lose gracefully. Our athletic programs constantly strive for the development of well-rounded individuals.

The opportunity to participate in athletics is a privilege that carries with it responsibilities to the school, the activity, the student body, the community and to participants themselves.

While all involved take great pride in our success, the Northwestern Regional community does not condone a "win at all costs" attitude. Athletic programs must be conducted in such a way as to justify them as educational activities benefiting all that participate. Everyone involved in school athletics including student-athletes, coaches and spectators, is asked to support Northwestern's belief in sportsmanship and integrity.



SPECTATOR CONDUCT

Spectators at athletic events contribute to - or detract from - the spirit of good sportsmanship. Northwestern's athletes have earned League recognition for exhibiting courtesy and respect for the rules of sport and for each other. So, come join our fans and acknowledge the efforts of our athletes, but do so knowing that your behavior also reflects on the athletes and the school.

Does my child need a sports physical?

Students who plan to participate in interscholastic or intramural activities at the MS or HS must have a current sports physical completed by a private physician. (current means within one year for the entire season). This physical must be on record in the school nurse's office. Forms are available at NWR7 in the nurse's office, main office and athletic office or can be downloaded through the athletics page @nwr7.com. Only students who have a current sports physical on file in the Health Office will be allowed to play with a school's sports team. Please call the Health Office, at 379-8525 ext. 2618 with any questions or concerns.

High School Sports Currently Offered

The Northwestern Regional High School Athletic program consists of the following interscholastic sports:

Fall Season: Boys and Girls Soccer, Girls Volleyball, Cross Country, Football, Field Hockey, Unified Sports

Winter Season: Boys and Girls Basketball, Co-ed Swimming, Cheerleading, Indoor Track, Wrestling, Ice Hockey, Unified Sports

Spring Sports: Softball, Baseball, Track & Field, Boys and Girls Tennis, Golf, Unified Sports

High School Athletic Starting Dates

Organizational meetings for teams will be held 2-3 weeks in advance of starting dates. Students should listen & watch for announcements.



Winter 2011-2012

November 21

Girls JV and Varsity Basketball

November 21

Cheerleading

November 28

Boys JV & Varsity Basketball

Boys & Girls Swimming

Wrestling and Indoor Track

Ice Hockey



Spring 2012

Baseball JV & V Pitchers & Catchers

March 14

Baseball JV & V

March 19

Softball JV & V

March 19

Track & Field

March 19

Tennis Boys & Girls

March 19

Athletic Email notification Lists:

If you wish to be placed on an athletic email notice list, please send your email address to fwilliams@nwr7.org



“Home of the Mighty Highlanders”

Activities, Clubs, and Societies

The activities, clubs, and societies listed below have been developed in response to student interest. Students wishing to participate in or start an activity or club are asked to see Ms. Mossman, Director of Student Activities, in House 1.

- | | |
|---------------------|------------------------|
| Art Club | GSA |
| Astronomy Club | Hiking Club |
| Chess Club | Math Team |
| Close Up Washington | Mentoring |
| Culinary | Mock Trail |
| Debate Club | National Honor Society |
| Drama Club | R.E.A.C.T. |
| Envirothon Team | Red Army/Pep Club |
| FBLA | SADD |
| FFA (Ag Ed) | Student Council |
| Green Team | Student Senate |
| | Yearbook |

BY THE WAY.

If your child participates in sports or any extra-curricular programs, then. .

. . . Plan appropriate transportation. It is our expectation that parents will arrange for their child to be transported from games and practices no later than 20 minutes after the conclusion of that event. Please be aware that the coach/teacher remains at school until all students are picked up!

. . . **Your child must be in school to participate in an after school event unless given permission by a Housemaster or the Principal.**

Director of Student Activities:	Ms. Claudia Mossman, 379-7027 ext. 2200
Athletics Coordinator:	Mr. Fred Williams, 738-6983 ext. 2700



MEDIA CENTER HOURS

Monday through Friday: 7:15 AM - 3:15 PM

Ms. Teri Padua: Media Director	Mrs. Maureen Linkovich: LTA	Ms. Mary Fairchild Media Tech
(860) 379-8525, ext. 2601	(860) 379-8525, ext. 2606	(860) 379-8525, ext. 2603
tpadua@nwr7.org	minkovich@nwr7.org	mfairchild@nwr7.org

If an **important** message needs to be communicated to your child during school hours, you may call the House Office and the House Secretary will do her best to forward that information. Parents are strongly discouraged from calling students on their cell phones during the school day (7:30-2:07) Please see page 16 regarding cell phone use. Please call by 1:00 PM to be sure the secretary has time to locate your son or daughter. **Please do not use this service for the transfer of non-essential information.** It takes the secretary away from the House desk and the execution of other important duties.

House I: Mrs. Veling (379-7027) ext. 2202 House II: Mrs. Williams (379-7132) ext. 2252
Ag-Education: Mrs. Collins (379-9013) ext. 4000



NEED TO CONSULT WITH THE SCHOOL NURSE?

Our school Health Office is open every school day from 7:30 to 3:00. There are two Registered Nurses for the HS and MS students, faculty and staff. Mrs. Margaret Barra RN (860)379-8525 ext. 2618 and Mrs. Kaye Sweeney RN (860)379-7243 ext 2619.

Absences:

Please phone student absences to the House secretaries as they monitor student absences and days tardy. Mrs. Williams House I or Mrs. Veling House II can then transfer your call to the nurse's office.

Medications in school:

All medications given or taken in school need written authorization from physician and parent/guardian. This is CT State law. Students cannot self carry prescription or OTC medication to school. An exception to this would be the inhalers for an asthmatic episode or an EpiPen for the severe allergic reaction. With written authorization and guidelines for use, these students can carry and self administer their emergency medication.

Dismissals from school:

Students cannot dismiss themselves from school or make dismissal plans via cell, or school phones. If a student is ill the student must go to the Health Office where a assessment will be made. A call is then made to the student's parent/guardian. At that time the parent can make the decision as to who will pick the student up if they are unable to do so. It is very important that we have the phone numbers of parent's or guardian in case your child becomes ill or injured during the school day. Emergency contacts are only contacted in a true emergency. If you are difficult to reach during the school day and wish to make other dismissal arrangements, please call the Health Office and an alternative plan can be discussed.

Physicals:

A state mandated health assessment and physical exam is required in grade 9-10 and must be on file in the Health Office by the end of the school year grade 10. Forms are mailed with report cards and periodic reminders are mailed. This form also can be obtained from the school's website. This form does not address competitive sports and cannot be accepted as an athletic physical.

Athletic physicals:

Northwestern uses the CIAC recommended form for participation for interscholastic competitive sports. This form provides eligibility for 13 months from date of exam. This form can also be obtained from the school's website.

Vision screening:

Grade 9 for those students who are not currently followed by an eye care professional.

Scoliosis screening:

Grade 9 for those students who do not have a current physical on file.

STUDENT ATTENDANCE

Northwestern Regional School staff and administration consider timely and regular attendance as significant contributors to school success as well as important behaviors for success in the world of work. Students are encouraged to maintain a high standard of school attendance. The cooperation of parents/guardians is solicited in this effort.

Daily class attendance and punctuality are essential to the academic achievement of students attending Northwestern Regional High School. The following attendance policy and punctuality requirements are based upon legal requirements and legal authority pursuant to Connecticut General Statutes 10-199 through 10-202 and 10-221. They are also founded on four educational principles:

- Absence from school or from a specific class has a direct and negative effect on student learning.
- Excessive absences, habitual tardiness, and class cutting reflect apathy, lack of dedication or responsibility, and have no place in a school dedicated to excellence.
- The student has an obligation to be an active participant in the educational process that occurs in the classroom.
- Excessive absences are a drain on the resources of the school, resources that can and should be diverted to educational services or activities that benefit all students.

Connecticut state law requires parents to ensure that their children attend school regularly during the hours and terms the public school is in session. It has been well demonstrated that regular attendance is a key factor in the success a student achieves in school. Thus, absence from school represents an educational loss to the student. Therefore, this policy is designed to minimize the student absenteeism while providing students an opportunity to make up school work missed due to absences that reasonably can be considered to be unavoidable.

All students, regardless of age, including those eighteen or older and not living with a parent or guardian, are obligated to comply with the school's attendance policy. **Your child must be in school to participate in an after school event unless given permission by a Housemaster or the Principal.** This includes, but is not limited to, sporting events and practices, dances, and theatre events and rehearsals.

Absence from school and or class (es) fall into one of two categories:

EXCUSED: Absence from school and or class (es) due to illness, death in the family, religious observances, court appearances, college visitations, emergency medical or dental treatment that cannot be scheduled before or after the school day or other such unavoidable circumstances shall be classified as excused. To be considered excused, such absences must be requested by the parent or guardian and approved by the administration.

UNEXCUSED: An unexcused absence from school does not meet the criteria established in the excused definition. Examples of such absences include, but are not limited to, truancy from school, lateness to school, oversleeping, cosmetic appointments and drivers failing to provide a ride.

In all instances, the school's administration will determine if a student's absence is excused or unexcused. For the purpose of this policy, the student who misses school or class (es) due to disciplinary sanctions, participation in athletics, field trips, or school-related activities is not charged with an absence.



SCHOOL ABSENCE

When a student is absent from school, the parent or guardian is requested to call the House Office. If a phone call is not received, the House Secretary will attempt to contact the parent or guardian.

Students whose parents or guardians have not confirmed the absence by telephone are expected to present a written excuse to the House Secretary upon returning to school. A student eighteen years or older and not living with a parent or guardian must present a written excuse directly to the House Secretary upon returning to school. Any absence not so documented will be considered unexcused. **The Housemaster may require written documentation from the student's physician validating the dates of the illnesses.**

Absences from school and or a class fall into one of two categories:

EXCUSED: Absences from school and or a class due to illness, death in the family, religious observances, court appearances, college visitations, emergency medical or dental treatment that cannot be scheduled before or after the school day or other such unavoidable circumstances shall be classified as excused. **Such absences must be approved by the administration and the parent/guardian.**

UNEXCUSED: An unexcused absence from school does not meet the criteria established in the excused definition. Examples of such absences include, but are not limited to, **truancy from school, lateness to school, oversleeping, non-medical appointments and drivers failing to provide a ride.** Classes that are missed as a result of an unexcused absence are considered "cut".

Absence Due to Vacations: Parents are discouraged from scheduling vacations while school is in session. Such absences are disruptive to the educational process and may impact student learning as well as grades. In all cases, it is very important for parents/guardians to notify in writing the Housemaster, the student's teachers, guidance counselor, and house secretary prior to the scheduling of such a vacation. **All written work, tests, or quizzes must be made up within five school days after the student's return to school.**

In all instances, the administration will determine if a student's absence is excused or unexcused. For the purpose of this policy, the student who misses school or a class due to disciplinary sanctions, participation in athletics, field trips, or school-related activities is not charged with an absence.

REFERRAL PROCEDURES

When a student is absent from class the following procedure is followed:

A class attendance report slip is submitted to the Housemaster by the teacher when a student is unaccounted for. The student is called to the Housemaster's office to explain his/her absence. If the absence is unexcused, the student is charged with a class cut. In addition, appropriate disciplinary action may be taken by the Housemaster. This may include lunch detention, after-school detention, Saturday detention, ADP, revocation of driving privileges, possible loss of credit and/or internal/external suspension. The first copy of the class attendance report slip will be mailed home to the parents or guardians. The second copy will be returned to the teacher, and the third will be filed in the Housemaster's office.

All students are expected to follow their class schedule at all times including attending homeroom. Any unexcused class absence, including an assigned study hall or commons, will be considered as a serious offense and will result in disciplinary action. **The third unexcused absence in a full-year course and the second in a half-year course will result in loss of credit.** Students who lose credit will be placed in a supervised study hall and the parent/guardian will be notified regarding their student's status.

If a student's schedule drops below 5-1/2 credits because of loss of credit, then he/she will be assigned to a study hall.

After the sixth absence from school, a letter of concern will be sent to the parent/guardian by the Housemaster. A parent or guardian may be required to attend an Attendance Review meeting with the Housemaster and guidance counselor. One or more of the following interventions and/or consequences may be imposed by the Review Board:

- a. Listing conditions for make-up work;
- b. Social probation (no participation in extra-curricular activities including athletics);
- c. Attendance probation (the attendance required for the remainder of the course would be specified in order to retain credit);
- d. Referral to the Child Study Team;
- e. Loss of credit for the course.

After the tenth absence from school, credit may be suspended pending further corrective efforts, and a meeting with the parent or guardian.

In an effort to help the student attend school on a regular basis and achieve academic success, an individual attendance contract will be created. At the end of each course, the Housemaster and Principal will review the student's compliance to the contract and determine whether to withhold or restore credit.

TARDY

Tardy to school: Students who arrive at school any time after the beginning of the school day, which includes homeroom, will be considered tardy to school. These students must sign in at their House Office and will be recorded as tardy in the school attendance register. The Housemaster will determine if such lateness to school was excused or unexcused. Students who are tardy to school will receive a detention and may be subject to a class cut.

Tardy to Class: Teachers will record each lateness to class and homeroom, and will impose consequences as deemed appropriate. After the third unexcused lateness to class or homeroom the teacher will assign a detention and call home. A class attendance report will be sent to the Housemaster for each subsequent tardy. For each additional tardy a student will be assigned a detention.

Truancy: Truancy is defined as being absent from school without knowledge or permission from the parent or guardian. A student who is truant will be charged with an unexcused absence (cut) in every class and is subject to disciplinary action. Repeated truancy will prompt a school review that might include a home visit or referral to the RTI Team. A student who intentionally fails to report to homeroom or signs into school late is considered truant and is subject to the appropriate discipline.

EARLY DISMISSAL

Students may leave school prior to the dismissal bell only if permission has been granted by the Principal or Housemaster. Requests for early dismissal must be communicated by note or phone call from the parent/guardian prior to 1:00pm. The House secretary will issue the Early Dismissal Slip. **Any student who leaves school grounds while school is in session without permission of the administration will be subject to disciplinary sanctions.**

Guidance and Counseling

Each student is assigned a guidance counselor according to the listing below. Beginning in grade 8, counselors develop a personal educational plan with each student based upon individual abilities, needs, achievements and interests. Guidance counselors do (1) academic counseling, (2) personal counseling, (3) post-secondary and career planning, (4) monitoring of student academic progress, (5) consulting with staff and parents, (6) crisis intervention, (7) records keeping and (8) in-school and home-school communications.

Parents are encouraged to contact the appropriate counselor to assist in daily school adjustments, in dealing with social or emotional concerns, in planning schedules, or in career or college planning. Counselors can work together with students and/or parents, and also can work "behind the scenes" to assist in advocating for your student with other staff as well.



Guidance Caseload Distribution 2011 -2012

Mrs. Amy Dressel, Grade 10 A-H, Grade 11 A-G, Grade 12 A-I, 379-8525, ext. 2206

Ms. Jennifer Graby, Grade 9 & School to Career, 379-8525, ext. 2204

Mrs. Trina McHugh, Grade 10 Me-Z, Grade 11 N-Z Grade 12 O-Z, 379-8525, ext. 2251

Mr. Bruce Van Valen, Grade 10 J-Mc, Grade 11 H-M, Grade 12 J-N, 379-8525, ext. 2507

Registrar: Ms. MaryLou Austin 379-8525, ext. 2506

Career Resource Coordinator: Ms. Jennifer Graby 379-8525, ext. 2204

TESTING PROGRAM

Grade 10: March 1-26 Connecticut Academic Performance Test (CAPT)

NOTE: In October, the Preliminary Scholastic Aptitude Test (PSAT) is administered at **Northwestern Regional** to college bound Juniors (or Sophomores taking Algebra II or Honors Algebra II). In May we will also be administering the SAT for up to 150 students. SAT prep evening classes are offered at the high school during the fall and spring.



ACCESSING STUDENT GRADES

Our school uses PowerSchool, a student information system that has many features and capabilities. One of these features allows our teachers to post your student's grades and homework assignments on-line. This program allows you to view your student's grades over the Internet on an ongoing basis. If you do not have a computer at home, you may access the Internet in our Media Center or your local library. Please be aware that we will continue to provide written interim reports for parents without a computer. Please contact us to request these reports. We hope this technology will continue to enhance our communication and partnership with you regarding your student's academic performance.



STUDENT CODE OF CONDUCT

Good behavior and a commitment to learning are essential for success in high school. An atmosphere conducive for learning is achieved through mutual cooperation and respect demonstrated among students and faculty. Northwestern students have a well-deserved reputation for good citizenship and academic achievement. We expect students to continue to meet these standards by complying with the rules and regulations developed for the benefit of all members of Northwestern Regional High School.

ATTENDANCE AT EXTRACURRICULAR ACTIVITIES

Your child must be in school to participate in an after school event unless given permission by a Housemaster or the Principal. Students who violate this regulation will be asked to leave and are subject to disciplinary action including detention, ADP, and/or suspension.

DISCIPLINARY PROCEDURES

Each Housemaster oversees the students assigned to that House. If a student violates our code of conduct, the Housemaster determines the appropriate consequence to be applied. Discipline and consequences are progressive and are designed out to affect change in a student's behavior. The severity of the offense, the student's age, and behavioral history are all considered in determining an appropriate response. Each event is situational, and is evaluated on its own merits. Decisions are arrived at which are believed to be in the best interest of each student, and the institution.

For minor disciplinary violations, a student may be assigned an after school detention by a teacher or administrator. Administrators may also assign a student to lunch detention, ADP, in-school suspension, Saturday detention, and out of school suspension. **A student who has been suspended may not attend or participate in any social, athletic, or extra-curricular activity of the school during the day(s) or evening(s) of the day(s) under suspension. Students externally suspended may not be on school grounds during the suspension period.**

In addition to these standard disciplinary sanctions, students who persistently demonstrate a disregard for school rules will be placed on **SOCIAL PROBATION** and have all privileges revoked for an extended period of time.

What is Saturday Detention?

Saturday Detention offers a consequence for students who demonstrate chronic, excessive, or significant disciplinary infractions. Saturday Detention occurs on Saturday mornings from 9:00 a.m. until 12:00 p.m., outside the school day so as not to interrupt the student's education. Students are assigned to Saturday Detention only by an administrator, and are expected to comply with all procedures and rules in order to avoid additional, and more severe disciplinary sanctions.

Transportation to and from Saturday Detention is the responsibility of the student and/or parent. Students assigned to Saturday Detention are expected to arrive on time, remain silent, and be prepared to do school related work for the entire three-hour session. Students are additionally expected to cooperate with, and follow all directions given by the supervisor. **Students are not permitted to eat, drink, sleep, or use iPods, cell phones, or other electronic devices. Any student who fails to attend Saturday detention, or fails to maintain an acceptable level of behavior during the detention may be suspended from school for three days.**

After-School Detention Program

Northwestern Regional High School has recently established an after-school detention program supervised by our Housemasters. This program is used for lower tier offenses only. Serious behavioral transgressions or violations of school rules will result either in internal (in-school) suspensions or external (out of school suspensions). Students are expected to serve their detention from 2:15 until 4:15 and may be required to serve it on the same day the offense occurred. Parents are required to pick students up promptly at 4:15. Any student who fails to serve their after-school detention face further sanctions.



CELL PHONES AND INTERNET USE

Understanding that cell phones have become a part of our everyday lives Northwestern seeks to foster the responsible use of technology in our learning environment. Students may use their cell phones before and after school, and in the cafeteria during lunch. Other than these times a student's cell phone must be out of sight. Ideally cell phones and other electronic devices should be placed in the student's locker. Additionally, students are not

allowed to use cell phones or any recording devices to take pictures of students and staff members without their knowledge and consent. Students are also prohibited from posting pictures or video of students and staff members on the Internet. Parents are strongly discouraged from calling students on their cell phones during the school day (7:30-2:07). Any necessary communication should go through the House Secretary. **Teachers and administrators have the authority to confiscate any device from a student who is in violation of these regulations.** Students who repeatedly violate these regulations are also subject to further disciplinary sanctions, including detentions, Saturday Detention, after-school detentions, loss of privileges, and suspensions. In addition, parents may be asked to come to the school to retrieve such devices. ***Please note the school is not responsible for the loss of any personal belongings.**

DISTRICT NETWORK AND EMAIL RULES

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply.

The network is provided for students to use school software, conduct research and communicate with others. Students and parents must sign and accept the use policy to be eligible for the privilege of using the school's network. Access to network services is given to students who agree to act in a responsible manner. Parent permission is required for students to have access to our network. Access to our network is a privilege that should be taken seriously by students and parents. Individual users of the district computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with district standards and will honor the agreements they have signed. Beyond the clarification of such standards and installation of filtering software, the district is not responsible for restricting, monitoring or controlling the communications of individuals utilizing the network.

Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should have no expectation of privacy when using or storing data on the District network.

Within reason, freedom of speech and access to information will be honored subject to the filtering software. During school, teachers will guide students toward appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio and other potentially offensive media.

The following are not permitted:

- Sending or displaying offensive messages or pictures
- Anonymous or pseudonymous electronic communications
- Using obscene language
- Harassing, insulting or participating in cyber-bullying
- Damaging computers, computer software, infrastructure, or computer networks and their components
- Changing computer or software settings or installation of software without the permission of the IT Department, such as gaming software

- Introducing any device, code or software which is intended to alter, damage or circumvent the network
- Attempting to bypass network security
- Violating copyright laws
- Using another's password and/or network account by another
- Trespassing in another's folders, work or files
- Intentionally wasting limited computer storage resources
- Employing the network for commercial purposes

Violations of this policy may result in loss of access, or disciplinary action, up to and including suspension and/or expulsion.



WHAT CAN MY CHILD WEAR - AND NOT WEAR - TO SCHOOL?

Our goal is not to inhibit or deter the individuality of our students as they express themselves, but to create a learning environment that is less distracting to students. NWR students are our representatives in the community and we want to encourage them to present themselves in the most appropriate ways possible.

Northwestern students are expected to demonstrate proper decorum in dress while in attendance during the school day and at school events. The expectations for appropriate dress reflect common community standards and reflect our uniqueness as a school that serves students from early teens through young adulthood. Propriety, safety and concern for the learning environment will govern what students may wear to school.

Examples of inappropriate dress include clothing that contains sexual connotation, profanity, promotes violence or the use of illegal drugs, alcohol or tobacco products. Also inappropriate for school are see-through clothing, pajamas, exposed undergarments, low rider pants, shirts with bare backs and midriff and other revealing features, spaghetti strap tank tops, chains and outerwear such as ski hats and coats. Hats, including baseball-type caps, bandannas and headbands are to be removed when entering the building and should be stored in the student's locker until the end of the school day.

Any teacher or administrator has the prerogative to require a student to make whatever changes are necessary in his/her class to be in compliance with our dress code. If a student repeatedly violates our dress code, and/or is uncooperative with school administrators, the student's parent will be contacted. The administration may require that appropriate clothing be brought to school for the student before being allowed to return to class. We hope that you will encourage your son or daughter to dress appropriately for school, and that you will support our efforts. If you have any questions or concerns, please feel free to contact your son's/daughter's Housemaster. Once again, thank you, and know that we look forward to working with you during the 2011-2012 school year.

SENIOR PRIVILEGES

There are four general areas of privilege granted to seniors:

- **Senior Commons**
- **Courtyard lunch area**

- Late arrival / early dismissal
- On campus parking

Each of the privileges has procedures and rules, which must be followed. Parents of seniors applying for the privilege of late arrival / early dismissal are informed and must sign their consent. The Housemaster and the student also sign the Senior Privilege application. All privileges may be revoked if the student violates school rules. Seniors may use their iPods in the Senior Commons area and courtyard, but are reminded that the school is not responsible for lost or stolen personal property.



SCHOOL TRANSPORTATION

Four privately owned bus companies transport Northwestern students to/from school. Listed below are the company names, phone numbers, and general areas of service. **We believe parents should know the name of their child's bus company, the phone number, the route information, and the name of the regular driver.**

Dattco (Kim Doan)	New Hartford, 489-4386
LeGeyt Bus (Jean Seymour)	Barkhamsted and Hartland 379-2035
Whalen Transportation (Bill Whalen)	Norfolk, 542-5687
All-Star Transportation (George Lescadre)	Colebrook, 860-489-3444



STUDENT DRIVING AND CAMPUS PARKING

Parking is provided for students in the tennis court lot. This privilege is extended to seniors, and then to as many juniors as space allows on a lottery basis. Students seeking parking permission must complete a registration process through the House I Office before a student may park on school grounds. Parking permits are \$60 for the year. The parking privilege will be revoked for any student who violates campus-driving rules. **Cars without authorized parking permits are not allowed on campus and will be ticketed and fined.** The administration also has the right to search a student's vehicle on school grounds if it has reasonable suspicion that a student may be in possession of contraband including but not limited to drugs, weapons, and alcohol.

Where DO I DROP-OFF OR PICK-UP MY CHILD?

The drop-off/pick-up point for students transported by private vehicle is at the rear of the building near the playing fields side of the building. These students may enter the building near the Media center and proceed to either the High School or the Middle School. Students should not be dropped off along the curb in front of the building. This lane is for busses only. Parents are asked to follow this procedure in order that bus and car traffic flows safely and smoothly. Also, please respect our request that private cars not enter the campus during dismissal times, 1:50 to 2:15. School busses and student traffic must be allowed to exit the campus safely without the additional hazard of on-coming traffic. Please be reminded that all drivers are required by state law to stop whenever school busses have their lights flashing and stop arms extended. This law applies to school yards and parking lots as well as roadways.



NO SMOKING OR TOBACCO PRODUCTS AT NORTHWESTERN

Smoking, possession, or other use of smoking products, including cigarettes, chewing tobacco, tobacco substitutes, lighters, and so forth are prohibited on school grounds. Suspensions, fines and loss of privileges will be imposed on students whom are considered to be in violation of this Board of Education directive. Please refer to the Student Agenda for more specific consequences.

Northwestern Regional District No.7 Board of Education Policy #5131.61

Since the Board of Education is committed to maintaining and improving the health and well-being of all students and employees; because medical research shows that smoking poses a significant risk to the health of the smoker and the nonsmoker; and because the Board of Education accepts the educational principles that one teaches best by example, the Board of Education adopts the following policy for all students, employees and visitors.

-- Effective January 1, 1994, smoking and other use of tobacco products by staff, students, and visitors is prohibited on school property.

School property includes all buildings and grounds.

For students, possession of all smoking products, including cigarettes, chewing tobacco, lighters, and so forth, is prohibited on school grounds and will result in penalties as outlined in the administrative regulations to the policy.

Legal Reference: CGS 1-2b, as amended
Public Act 87-201

DID YOU KNOW THAT?????

- A request for your child to take a different bus or get off/on a different stop must be presented to the House Secretary IN WRITING by 9:00 AM or the pass will not be issued for that day. This request may unfortunately be denied due to overcrowding on some busses.
- **Report cards** issued in January and June are mailed home, but grades from the first and third marking period, in November and March, are given to the students.

WHO TO CALL FOR HELP WHEN you have concerns about. . . .

An academic issue	Teacher, Counselor
Parking/driving.	House I, and II Housemaster
Working papers	Main Office, Secretary
Schedule problems	Counselor
Athletics	Coordinator for Athletics
Personal issues	Nurse, Counselor, Social Worker, Psychologist, Housemaster, Principal
Absences	House Office, Counselor
School policies	Principal, Superintendent, Housemasters
Job Opportunities	School to Career Dept.
Tutoring	Counselor
School records	Registrar
Scholarship information	Guidance, Registrar
Lunch tickets	Cafeteria Director
Transportation	Business Office, Clerk

Career/Colleges Counselors, Career and
College Resource Coordinator
Lost/found House Office/Main Office

The school is not responsible for lost or stolen personal property. Please encourage your student to keep any valuables at home or well secured while in school.

MORE NAMES and NUMBERS

E-mail access for all staff follow this pattern: (first initial, last name @nwr7.org)

Superintendent: **379-1084**
Dr. Judith Palmer, ext. 2400
Secretary: Mrs. Cheryl DePaoli ext. 2401

Principal: **379-8525**
Mr. Kenneth Chichester 379-8525 ext. 2103
Secretary: Ms. Gail Rogers ext. 2100

House I: **379-7027 Students Last Names (A-K)**
Housemaster: Ms. Claudia Mossman ext. 2200
Counselors: Mrs. Amy Dressel ext. 2201, Mr. Bruce Van
Valen ext. 2507, Mrs. Jennifer Graby, ext. 2204
Career/College Resource Coordinator: Ms. Jennifer Graby
Secretary: Mrs. Kathy Veling ext. 2202

House II: **379-7132 Students Last Names (L-Z)**
Housemaster: Mr. Jeffrey Dudek ext. 2250
Counselor: Mrs. Trina McHugh, ext. 2251
Secretary: Mrs. Donna Williams ext. 2252

Ag Education: **379-9013**
Program Director: Ms. Mia Haaland ext. 4003
Secretary: Mrs. Barbara Collins ext. 4000

**Director of Student
Activities** **739-7027** Ms. Claudia Mossman ext. 2200

Athletics Coordinator **738-6983** Mr. Fred Williams ext. 2700

Psychologist: **379-8525**
Mrs. Rosalind Leibowitz ext.2106
Mr. Quentin Rueckert ext.2623

Social Worker: **379-8525**
Ms. Lindsey Williams ext. 2104

Registrar: 379-8525
Ms. MaryLou Austin ext. 2506

Cafeteria Supervisor 379-5848
Mrs. Carol Sidelinger ext. 2607

**Head Custodian/
Maintenance** 379-8525
Mr. Keith Boyle ext. 2610

**NORTHWESTERN REGIONAL DISTRICT NO. 7
BOARD OF EDUCATION POLICIES**

***Please note that Board policies are subject to change. Parents, students and faculty will be notified by postings on the District website of any changes to Board policy.**

STUDENT CODE OF CONDUCT - THREATS

Any student who threatens in any way, including orally or in writing, harm to the person or damage to the property of a member of the school community, including any teacher, member of the school administration, any other employee, or a fellow student, shall be subject to expulsion. Further, any student who threatens in any manner, including orally or in writing, the destruction of or damage to a school building or of school property shall be subject to expulsion.

SUSPENSION/EXPULSION

The Board of Education has authorized the Superintendent, the Principal and their designees, to suspend, exclude, remove or recommend that the Board expel students who violate the specific standards of conduct while on school grounds or during a school activity off school grounds, provided such suspension, exclusion, removal or expulsion is either in the educational interests of the student involved or in the interests of the school community itself and that such suspension, exclusion, removal or expulsion is an attempt to deal with problems of student conduct in a constructive and positive manner.

The following breaches of conduct on school grounds, school transportation, or at any school-sponsored activity may lead to consideration of suspension or expulsion:

- A. Causes or attempts to cause damage to school property or steals or attempts to steal school property; or,
- B. Causes or attempts to cause damage to private property or steals or attempts to steal private property; or,
- C. Causes or attempts to cause physical injury to another person except in self-defense; or causes or attempts to cause injury other than physical to another person; or,
- D. Possesses, uses, transmits, or is under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind; or,

- E. Knowingly is in the presence of those who are in possession of, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind; or,
- F. Possesses or transmits any firearms, knife, explosive or other dangerous object or,
- G. Uses or copies the academic work of another and presents it as his/her own without proper attribution; or,
- H. Defies the valid authority of supervisors, teachers, or administrators; or,
- I. Behaves in a fashion which clearly endangers the safety of himself; or others, or prevents the orderly continuance of the school's provision of educational opportunities; or,
- J. Endangers persons or property or is seriously disruptive of the educational process or conduct which violates any Board Policy

SEARCH AND SEIZURE

The administration of a school is required to retain control over student lockers and desks within a school. The chief administrative officer and his/her designee is authorized to search the locker and its contents, or desk of any student if such officer has a reasonable belief that the locker or desk may contain contraband, illicit objects, or stolen goods. A school administrator is also authorized to conduct a search of the person of any student when there is a reasonable belief that such student is in the possession of contraband, illicit objects or stolen goods. This extends to, and includes backpacks and other personal belongings.

VEHICLE SEARCH AND SEIZURE

The administration has the right to search a student's vehicle on school grounds if it has reasonable suspicion that a student may be in possession of contraband, including but not limited to drugs, weapons, and alcohol.

USE OF ALCOHOL DETECTION DEVICES

A. Introduction

The Regional School District No. 7 Board of Education is committed to promoting safe and substance-free schools including sponsored activities and events both on and off school grounds. The Regional School District No. 7 Board of Education adopts this policy for all students enrolled in our schools and their underage guests who attend school-sponsored events.

- No alcoholic or intoxicating beverages of any kind are permitted on school grounds including in any building, bus or at any event or activity authorized by the Board of Education at any time.
- The consumption of alcoholic or intoxicating beverages immediately prior to or during any school sponsored event or activity on or off school grounds is strictly prohibited by the Board of Education and is grounds for disciplinary action.

Therefore, in order to promote a safe environment for our students and their underage guests at school sponsored and/or Board authorized activities and events, the school administration is authorized to employ the use of both "passive" and/or active alcohol detection devices.

The Superintendent shall develop a process and timeline to reasonably ensure reliability of the screening instrument used according to manufacturer's guidelines, appropriate training

of administrators and designated personnel, student privacy during the taking of the sample and security of the sample once obtained. Results of any breathalyzer testing will be maintained in a confidential manner, to the extent practicable.

B. Use of Alcohol Detection Devices

If the Principal and/or other administrator, designee or any law enforcement officer has reasonable suspicion that a student has been consuming or is under the influence of alcohol, then the trained administrator may employ the use of an alcohol detection device.

Definition of Reasonable Suspicion

Reasonable suspicion shall include, but not be limited to, any of the following;

- A. Observed use or possession of alcohol;
- B. Odor or an alcoholic beverage or the presence of an alcohol container;
- C. Slurred speech, unsteady gait, lack of coordination, bloodshot or glazed eyes; or
- D. Marked change in personal behavior not attributable to other factors; or
- E. Behavior that is risky, aggressive or disruptive
- F. Information from a reliable informant

C. Prior Notification

It is the responsibility of the school administration to provide prior notice of the use of alcohol detection devices to the attendees of Board of Education authorized events. Prior notice will include, but is not limited to, notification in the student/parent-guardian handbook, notification at school-wide assemblies, notification on event specific advertisements and/or tickets, and notification on guest permission forms.

D. Refusal to Screen

Students and/or their underage guest who refuse to submit to alcohol detection screening where reasonable suspicion has been determined at all on or off ground school sponsored events where prior notice has been given will not be permitted to attend the Board of Education authorized activity. Parent/Guardians of these students will be contacted and informed of their refusal to screen and appropriate disciplinary action will be initiated.

E. Students testing Positive

Students and/or their underage guests who test positive for consumption of alcoholic and/or intoxicating beverages will be subject to disciplinary action consistent with district policies and regulations. Their parents will be called to pick the student up from the school sponsored event.

F. Breathalyzers During the School Day

The administration may ask that a student submit to a breathalyzer test during the school day if, after careful evaluation, there is reasonable suspicion that a student has been consuming or may be under the influence of alcohol while in attendance at school. The breathalyzer test will be administered as noted above. If the student tests positive, their

parents will be called and the student will face disciplinary consequences consistent with district policies and procedures. (Policy #5114 - Student Suspension and Expulsion).

G. General Screening

The Board of Education acknowledges that unusual circumstances, e.g., evidence of increased use of drugs and/or alcohol, may require that at certain student events, all students submit to passive breathalyzer screening prior to admittance to the event.

Regional School District No. 7

Policy #5131.6 (in part)

ALCOHOL USE, DRUGS, AND TOBACCO (INCLUDING PERFORMANCE ENHANCING SUBSTANCES)

Pursuant to the goal of the board of education to maintain a drug, tobacco and alcohol-free school district, schools shall take positive action through education, counseling, parental involvement, and medical and police referral in handling incidents in the schools involving possession, sale, and/or use of behavior affecting substances. These substances shall include but not be limited to alcohol and controlled substances as defined in the Penal Code of the State of Connecticut.

Alcohol, stimulants, street drugs, including but not limited to marijuana, heroin and cocaine; anabolic steroids, hormones and analogues, diuretics and other performance enhancing substances; including supplements and Creatine, are addressed by this policy and accompanying administrative regulations.

Privacy Rights

Personal privacy rights of students shall be protected as provided by law. School properties may be inspected by school authorities to maintain health and safety. Searches to locate drugs, narcotics, liquor, weapons, poisons, and missing properties are matters relating to health and safety and may be regarded as reasonable grounds for searches by school personnel. Privileged communication between a certified or paraprofessional employee and a student concerning drug abuse shall remain confidential between student and professional, except in cases where the employee is obtaining physical evidence of a controlled substance, and/or where there is an immediate threat to, or where students' health, safety, and welfare may be jeopardized.

CYBERBULLYING

The District's computer network and the internet, whether accessed on campus or off campus, during or after school hours, may not be used for the purpose of harassment. All forms of harassment over the Internet, commonly referred to as cyberbullying, are unacceptable and viewed as a violation of the District's acceptable computer use policy and procedures. Malicious use of the District's computer system to develop programs or to institute practices that harass other users or gain unauthorized access to any entity on the system and/or damage the components of an entity on the network is prohibited. Users are responsible for the appropriateness of the material they transmit over the system. Hate mail, harassment, discriminatory remarks, or other antisocial behaviors are expressly prohibited. As of July 1st the antibullying act expands the definition to cover... written, oral, and electronic communications; physical acts; and gestures by a student or a group of students that are repeatedly directed against another student that

1. Causes the student physical or emotional harm or damages his or her property,
2. Puts the student in reasonable fear of harm or property damage,
3. Creates a hostile school environment for the student,

4. Infringes on the student's rights at school, or
5. Substantially disrupts the education process or a school's orderly operation.

Cyberbullying includes, but is not limited to the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, or Web site postings, including blogs. The act requires district plans to prohibit bullying both in and outside of school. Schools must address bullying taking place (1) at a school-sponsored or school-related activity on or off school grounds; (2) at a school bus stop; (3) on a school bus or any other vehicle the school board owns, leases, or uses; or (4) through an electronic device the school board owns, leases, or uses. Schools must also address bullying that occurs outside these locations if: (1) it creates a hostile environment for a student at school, (2) infringes on a student's rights at school, or (3) substantially disrupts the education process or the school's orderly operation. The administration shall fully investigate all reports of cyberbullying.

BULLYING

The Board of Education promotes a secure and student friendly school climate, conducive to teaching and learning that is free from threat, harassment and any type of bullying behavior. Therefore it shall be the policy of the Board that bullying of a student by another student is prohibited.

Bullying is defined as any overt acts by a student or groups 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. Bullying which occurs outside of the school setting may be addressed by school officials if it has a direct and negative impact on a student's academic performance or safety in school. Examples of bullying include, but are not limited to: physical violence and attacks, verbal taunts, name-calling and put-downs including ethnically-based verbal abuse or gender based put downs, threats and intimidation, extortion or stealing money and possessions. Such conduct is disruptive of the educational process and, therefore, bullying is not acceptable behavior in this district and is prohibited. Students who engage in any act of bullying while at school, at any school function, or in connection to or with any district sponsored activity or event are subject to appropriate disciplinary action up to and including suspension, expulsion and/or referral to law enforcement officials.

The administration takes all reports of suspected bullying very seriously and has a prevention and intervention program in place to deal with bullying. Parents will be notified in all cases of suspected bullying and in cases of verified acts of bullying will be invited to attend at least one meeting to address the problem.

BUS SAFETY

1. All complaints pertaining to transportation safety (non-student disciplinary issues) shall be referred to the Superintendent of Schools. All complainants shall be encouraged but not required to file a written statement.
2. If the complaint applies to a driver/contractor/route serving more than one school district, the Superintendent shall notify the Superintendent of the other school district(s).

3. The Superintendent of Schools or a designee shall initiate an investigation of the complaint within twenty-four hours of receiving notification.
4. Within three (3) days or upon completion of the investigation, the Superintendent will inform the complainant of the action taken. Where possible, the investigation will be concluded within five (5) business days.
5. If the complainant is not satisfied with the progress made or the decision of the Superintendent, an appeal may be made to the Board of Education.
6. The Superintendent of Schools will compile records (sample forms attached) related to the complaints about school transportation safety. A record of such complaints will be reported annually to the Commissioner of Motor Vehicles within thirty days after the end of the school year as required by Connecticut General Statutes 10-221c.
7. In the event the driver is removed as a driver for the school system because of a motor vehicle infraction and the Superintendent has determined that the nature of the infraction implicates public safety if the driver is allowed to drive for any other school system, the Superintendent shall notify the Department of Motor Vehicles of the infraction leading to such removal.

RECORDS REVIEW

The Board of Education of Regional School District No. 7 affirms the right to parents, legal guardians and students of majority age, to have access to their own educational records or to those of their children as wards in accordance with the provisions of P.L. 94-142 and P.L. 93-380, or their successors and instructs the

Superintendent to have administrative regulations developed in conformity with all appropriate statutes and to make copies of such regulations available in the Superintendent's Office, the Principal's Office, the Registrar's Office, and each of the House Counselor's Offices.

The No Child Left Behind Act of 2001 And the National Defense Authorization Act of 2002 require, as of May 31, 2002, the Regional School District Board of Education to provide access to military recruiters or to an institution of higher education the names, addresses, and telephone listing of secondary school students.

However, a parent or guardian of such a student, or the adult student himself or herself, may object to the automatic release of such information without specific prior written consent. To ensure that such information is not released the parent or adult student must notify the school in writing. If you wish to have all such information withheld in response to a general request made by military recruiters and institutions of higher education, please notify NWR High School principal, Kenneth Chichester. Questions or concerns may be directed to Mr. Kenneth Chichester or to Dr. Judy Palmer.

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 without the prior consent of a parent or eligible student except as provided below:

- The student's name
- The student's address
- The student's telephone listing
- The student's electronic mail address
- The student's photograph

- 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

A parent or eligible student may refuse to allow Northwestern High School officials to designate any or all of the above listed types of information as directory information. Any such refusal must be made in writing to and received by the school registrar (Mary Lou Austin) no later than October 1.

**NORTHWESTERN REGIONAL DISTRICT NO. 7
BOARD OF EDUCATION POLICIES**

NONDISCRIMINATION

NON-DISCRIMINATION

Policy # 5145.4(b)

The Regional #7 Board of Education agrees to the regulation that no person in the United States will be excluded from any participation in, denied the benefit of, or otherwise subjected to discrimination under any program, activity, or employment with the district on the grounds of race, color, age, religion, sex, national origin, or handicap. Any person who feels that he/she has suffered a violation of this non-discrimination policy is strongly encouraged to contact a compliance officer.

REGIONAL #7 COMPLIANCE OFFICERS:

- SEXUAL HARASSMENT: Dr. Judith A. Palmer, 379-1084
- SECTION 504: Mr. Roger Newbury, 379-8525 (x2617)
- TITLE IX Mr. Kenneth Chichester, 379-8525 (x2103)
- TITLE IV Dr. Judith A. Palmer, 379-1084.

All complaints will be promptly investigated according to Board policy and state/federal regulations. Complainants may further file their concerns with designated state and federal agencies.

NON DISCRIMINATION IN THE INSTRUCTIONAL PROGRAM

This school system pledges to avoid discriminatory actions and seeks to foster good human and educational relations which help to attain:

1. equal rights and opportunities for students and staff members in the school community.
2. equal opportunity for all students to participate in the total school program of the schools.
3. continual study and development of curricula toward improving human relations and understanding and appreciating cultural differences.
4. training opportunities for improving staff ability and responsiveness to educational and social needs.

5. opportunities in educational programs which are broadly available to all students.
6. an appropriate learning environment for students which includes (1) adequate instructional books, supplies, materials, equipment, staffing, facilities and technology, (2) equitable allocation of resources among district schools and (3) a safe school setting.

Each student, at the time s/he becomes eligible for participation will be advised of his/her right to an equal opportunity to participate in school programs without discrimination of any kind.

Legal Reference: Connecticut General Statutes
10-15 Towns to maintain schools.
10-15c Discrimination in public school prohibited.
10-18a Contents of textbooks and other general instructional materials.
10-226a Pupils of racial minorities.
10-415a(b) Certificates of qualification for teachers; Intergroup relations programs.
10-220 Duties of boards of education.
Title IX of the Education Amendments of 1972, 20 U.S.C., 1681 et. seq.
Section 504, U.S. Rehabilitation Act, 1973, 29 U.S.C. 791

DRAFT 6/8/2010

MEGAN'S LAW

Public Act 98-111 provides for the mandatory registration by persons convicted of a broad range of sexual crimes against children and sexually violent crimes. The law also provides for a central registry to be developed and maintained by the Department of Public Safety. Additional information may be found by contacting your local police or the state police at (860) 824-2555.

SEXUAL HARASSMENT

It is the policy of the Board of Education to maintain a learning and working environment that is free from sexual harassment. The Board of Education prohibits any form of sexual harassment. All complaints of sexual harassment will be investigated promptly in accordance with Administrative Procedures.

It shall be a violation of this policy for any student, employee, individual under contract, or volunteer subject to the control of the Board of Education to harass a student, employee, individual under contract, or a volunteer, through conduct or communication of a sexual nature as defined by this policy.

Sexual harassment is defined as unwelcome conduct of a sexual nature, whether verbal, non-verbal, or physical, including but not limited to, insulting or degrading sexual remarks or conduct, threats or suggestions that an individual's submission to or rejection of unwelcome conduct will in any way influence a decision regarding that person's employment or education or that it will interfere in any way with a person's employment or education or create an intimidating, hostile, or offensive work or educational environment. Sexual harassment is prohibited regardless of the sex of the victim or that of the harasser.

Sexual harassment by a student, employee, individual under contract, or volunteer will result in disciplinary action up to and including dismissal or expulsion.

Staff training in the prevention of sexual harassment in the workplace/school shall be conducted annually as part of the District's continuing staff development program.

Legal References:

Civil Rights Act of 1964, Title VII, 42 U.S.C. 52000-e2(a)

Equal Employment Opportunity Commission Policy Guidance (N-915.035) on Current Issues of Sexual Harassment, Effective 10/15/88

Meritor Savings Bank, FSB v. Vinson 477 US.57 (1986)

29 CFR Para. 1604.11 (EEOC) *Faragher v. City of Boca Raton*, No. 97-282 (U.S. Supreme Court, June 26, 1998) *Burlington Industries, Inc. V Ellerth*, No. 97-569, (U.S. Supreme Court, June 26, 1998) *Gebbser v. Lago Vista Indiana School District*, No. 99-1866, (U.S. Supreme Court, June 26, 1998) Connecticut General Statutes 46a-60 Discriminatory employment practices prohibited.

Administrative Regulations to Policy #4118.112/4218.112
Sexual Harassment

SEXUAL HARASSMENT

Unwelcome sexual advances, requests for sexual favors and other inappropriate verbal, non-verbal, written or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment;
- Submission to or rejection of such conduct by an individual is used as the basis of employment decisions affecting the individual;
- The conduct has the purpose or effect of having a negative impact upon the individual's work performance, or of creating an intimidating, hostile or offensive work environment;
- Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding job benefits and/or working conditions.

Such conduct constitutes unlawful sexual harassment and a violation of Board Policy whether or not a threat of adverse job consequences is carried out and whether or not the employee actually suffers any tangible adverse job consequences.

Examples of Sexual Harassment

While an exhaustive list is not possible, the following are examples of specific behaviors that, if unwelcome and of a sexual nature, could constitute sexual harassment:

- Suggestive or obscene letters, notes, e-mail messages, voice mail messages, invitations, derogatory comments, slurs, jokes, epithets, touching, impeding or blocking movement, leering, gestures, noises, pulling at clothes, display of

sexually suggestive objects, pictures or cartoons, sexual assault, attempted sexual assault.

- Continuing to express sexual interest after learning of or being informed that the interest is unwelcome.

Examples of Sexual Harassment (continued...)

- Coercive sexual behavior used to control, influence, or affect the career, salary and/or work environment of another employee, such as threats of reprisal, implying or withholding support for an appointment, transfer, or change of assignment.
- Suggesting a poor performance evaluation will be prepared or that a probationary period of employment will not be completed successfully.
- The creation of an atmosphere of sexual harassment or intimidation, or a hostile or offensive working environment.
- In appropriate attention of a sexual nature.

Such conduct constitutes sexual harassment regardless of the sex of the victim or the harasser.

Sexual or romantic relationships between board employees and students are unacceptable whether or not they constitute sexual harassment as defined in this regulation. Further, any conduct of an employee toward a student which could constitute sexual harassment of the student by the employee will constitute a violation of board policy and this regulation.

Sexual Harassment

Complaint Procedure

Any employee who feels her or she has been the victim of sexual harassment may process a complaint in accordance with the following complaint procedure:

STEP I - INFORMAL LEVEL

The complainant may request a meeting to discuss the complaint with the building principal of his or her school in an effort to resolve the matter informally. In the event the employee is uncomfortable, for any reason, with discussing the matter with the building principal, he/she may discuss the complaint with the superintendent of schools. The principal or superintendent of schools, as the case may be, shall meet with the complainant to discuss the complaint, but in no event shall the meeting be held later than fourteen (14) days from the date the request for the meeting is received.

STEP II - FORMAL LEVEL

If the complainant is not satisfied with the disposition of his or her complaint at the informal level, he or she may file a formal complaint with the superintendent.

Any employee need not have brought an informal complaint before filing a formal written complaint. Complaint forms may be obtained from the Office of the Superintendent of Schools, and from the office of the building principal. The written complaint shall state the name of the complainant and the date of the complaint, the date(s) of the alleged harassment, the name or names of the alleged harasser or harassers, the name or names of any witnesses, and a statement of the circumstances in which the alleged harassment occurred. All formal complaints must be filed within sixty (60) days from the alleged violation. Upon the filing of a written complaint, the complainant shall be provided with a copy of this regulation.

The superintendent shall schedule a meeting promptly with the complainant to discuss the complaint but in no event shall the meeting be held later than fourteen (14) days from receipt of the formal complaint. Upon completion of an investigation but in not event later than fourteen (14) days after meeting with the complainant, the investigator shall render a written decision to the complainant as the disposition of the complaint. The time for rendering a written decision may be extended if the official investigating the complaint determines that such extension is necessary for a thorough investigation and fair resolution of the complaint.

Regional #7 Compliance Officers:

- Sexual Harassment: Dr. Judy Palmer , 379-1084 (ext. 2400)
- Section 504: Mr. Roger Newbury, 379-8525 (ext. 2617)
- Title IX: Mr. Kenneth Chichester, 379-8525 (ext. 2103)
- Title IV: Dr. Judy Palmer, 379-1084 (ext. 2400)

All complaints will be promptly investigated according to Board policy and state/federal regulations. Complainants may further file their concerns with designated state and federal agencies.

SPECIAL EDUCATION

The district shall provide a free appropriate public education and necessary related services to all children with disabilities residing within the district, required under the Individuals With Disabilities Education Act ("IDEA"), Section 504 of the Rehabilitation Act of 1973, and the Americans With Disabilities Act

It is the intent of the District to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated and provided with appropriate educational services. Students may be disabled within the meaning of Section 504 of the Rehabilitation Act even though they do not require services pursuant to the IDEA.

For students eligible for services under IDEA, the District shall follow procedures for identification, evaluation, placement, and delivery of services to children with disabilities provided in state and federal statutes which govern special education. For those students who are not eligible for services under IDEA, but, because of disability as defined in Section 504 of the Rehabilitation Act of 1973, need or are believed to need special education or related services, the District shall establish and implement a system of procedural safeguards. The safeguards shall cover students' identification, evaluation, and educational placement. This system shall include notice, an opportunity for the student's parent(s)/guardian(s)/surrogate parent to examine relevant records, an impartial hearing

with opportunity for participation by the student's parent(s)/guardian(s), and representation by counsel, and a review procedure.

The Board of Education in fulfilling its legal duties and responsibilities for providing special education programs for the students of the school district, shall be assisted through membership in the Regional Service Center and through cooperative associations with other school districts.

(cf. 3231 - Medicaid Reimbursement for Special Education Students)
(cf. 5145.71 - Surrogate Parent Program)

Legal Reference: Connecticut General Statutes

10-76a Definitions.

10-76b State supervision of special education programs and services.

10-76c Receipt and use of money and personal property.

10-76d Duties and powers of board of education to provide special education programs and services.

10-76e School construction grant for cooperative regional special education facilities.

10-76f Definitions of terms used in formula for stat aid for special education.

10-76g State aid for special education.

10-76h Special education hearing and review procedure. Mediation of disputes.

10-76i Advisory council for special education.

10-76j Five-year plan for special education.

DRAFT 6/9/2010

STUDENT CONDUCT AT SCHOOL AND ACTIVITIES

Areas of Responsibility for Student Conduct and School Discipline

Although the ultimate goal of all student discipline is the development of appropriate self discipline in each student, direct staff responsibilities in pursuit of that goal include:

1. **Certified Staff.** Teachers, administrators, and other certified staff are responsible for the proper conduct and control of students while they are under the supervision and jurisdiction of the particular school and the school district.
2. **Principal.** Principals may implement necessary procedures and school rules and regulations on student behavior consistent with Board of Education policies. Principals may involve representatives from school personnel, students, parents, and citizens in the community in developing standards, specific rules and regulations, and procedures for student conduct at school and in out of school activities.
3. **Teachers.** Teachers are responsible for proper adequate control of students and for student instruction on rules and regulations of proper conduct. Teacher responsibility and authority extends to all students of the school district under the

assigned supervision of the teacher and to other students with whom the teacher comes into contact throughout his or her work day.

4. Support Staff. Instructional and other aides, custodians, secretaries and clerks, cafeteria employees, bus drivers, and other non-certified staff are responsible for appropriate reporting of inappropriate behavior and actions to teachers and administrators and for intervention and necessary action in the absence of certified staff to preserve personal safety of other students, staff, and to safeguard school district property.
5. Parents. Parents are expected to cooperate with and to support school authorities on the behavior and discipline of their children. Parents shall be held responsible for willful misbehavior of their children and for any destructive acts on school property.

Student Behavior

Students shall be properly instructed in rules and regulations of acceptable conduct and are responsible for understanding and complying with school and school district standards of behavior. Any student who fails to comply with these rules and regulations concerning student behavior is liable to suspension, exclusion, or expulsion.

CONDUCT AT SCHOOL AND ACTIVITIES

Publication to Parents/Guardians of Behavior Code

The Superintendent of Schools shall, at the beginning of each school year, notify parents/guardians of district policies, and regulations on student discipline and shall insure that Principals in each school communicate these policies and regulations to students at the beginning of each school year - and to transfer students at the time of their enrollment in the school.

(cf. 5114 Suspension/Expulsion/Exclusion/Removal)

(cf. 5131.5 Vandalism)

Legal Reference: Connecticut General Statutes
52-572 Parental liability for torts of minors. Damage defined

TRUANCY

Introduction and Definitions

The District's policy on student truancy shall stress early prevention and inquiry leading to remediation of absences rather than imposition of punitive measures for students. Referral to legal authorities normally shall be made only when local resources are exhausted.

"Truant" shall mean a child age five to eighteen, inclusive who have four unexcused absences in any one month, or ten unexcused absences in one school year.

"In attendance" shall mean a student if present at his/her assigned school, or an activity sponsored by the school (e.g., field trip), for at least half of the regular school day. A student who is serving an out-of-school suspension or expulsion should always be considered absent.

Remediation of Truancy

School personnel shall seek cooperation from parents or other persons having control of such child and assist them in remedying and preventing truancy. The Superintendent of Schools shall develop regulations which will detail the following school district obligations under the district's truancy policy:

1. Notify parents annually of their obligations under the attendance policy.
2. Obtain telephone numbers for emergency record cards or other means of contacting parents or other persons having control of the child during the school day.
3. Establish a system to monitor student attendance.
4. Make a reasonable effort to notify parents or other persons having control of the child when a child does not arrive at school and there has been no previous approval or other indication which indicates parents are aware of the absence. *(Note: Persons who in good faith give or fail to give notice pursuant to this section shall be immune from any liability, civil or criminal, which might otherwise be incurred or imposed and shall have immunity with respect to any judicial proceeding which results from such notice or failure to give notice.)*
5. Identify a student as "truant" when the student accumulates four unexcused absences in any month or ten in a school year.
6. Appropriate school staff meet with parents of a child identified as truant, to review and evaluate the situation, within ten days of such designation.

TRUANCY

Students so identified may be subject to:

- a. retention in the same grade to acquire necessary skills for promotion or
 - b. a requirement to complete a summer school program successfully before being promoted to the next grade.
7. File a written complaint with the superior court alleging that the acts or omissions of a child identified as "truant" are such that the student's family is a "family with service needs," if the parent or person having control of the child fails to attend the required meeting with appropriate school personnel to evaluate why the child is truant or fails to cooperate with the school in trying to solve the child's truancy problem.
 8. Provide coordination of services and refers "truants" to community agencies which provide family services.

Legal Reference: Connecticut General Statutes

10-184 Duties of parents (as amended by PA 98-243 and PA 00-157)

10-198a Policies and procedures concerning truants (as amended by PA 00-157)

10-199 through 10-202 Attendance, truancy in general. (Revised, 1995, PA 95-304)

10-202e-f Policy on dropout prevention and grant program.

10-221(b) Board of Education to prescribe rules.

Campbell v New Milford, 193 Conn 93 (1984).

Action taken by State Board of Education on January 2, 2008, to define "attendance."

A "truant" means a child age five to eighteen inclusive who has four unexcused* absences in any one month, or ten unexcused absences in one school year. An "at risk student" means any such child who has 20 or more unexcused absences within a school year.

The school administration will make a concentrated effort to prevent and remedy truancy in its early stages for students who are found to be truant. This will include:

1. Appropriate school staff will meet with the parent (or other person having control) of the child who is truant within ten (10) school days after the child's fourth unexcused absence in any one month or tenth unexcused absence in one school year.
2. The designated staff shall coordinate service with and referrals of children to community agencies providing child and family services.
3. Parents/Guardians of each child age five to eighteen inclusive shall be notified in writing of obligations of the parent pursuant to 10-184 of the Connecticut General Statutes.
4. Annually at the beginning of the school year and upon enrollment during the school year, obtain from the parent a telephone number or other means of contacting such parent during the school day.
5. Whenever a child age five to eighteen inclusive fails to report to school on a regularly scheduled school day and no indication has been received by school personnel that the child's parent or other person having control of the child is aware of the pupil's absence, a reasonable effort to notify, by telephone, the parent or such other persona shall be made by the school personnel or volunteers under the direction of the school personnel.
6. The superintendent shall file a written complaint pursuant to said Connecticut General Statutes Sections 46b-149 for each truant enrolled in the schools under his/her jurisdiction, if the parent (or other person having controls) fails to:
 - a. Attend the required meeting to evaluate why the child is truant, or
 - b. Cooperate with the school in trying to solve the truancy problem.

Administrative Regulations to Policy #5113.2

Truancy

Legal Reference: Connecticut General Statutes

10-184 Duties of Parents

10-199 through 10-202 Attendance, truancy in general

46b-149 Family with service needs

*Absence from school and/or class(es) falls into two categories:

- a. Excused - Absence from school and/or class(es) due to illness, death in the family, religious holy day, emergency medical or dental treatment or other such unavoidable circumstance shall be classified as excused. Such absences must be approved by the administration and the parent/guardian.
- b. Unexcused - Any absence from school which does not meet the criteria established in the Excused definition, including truancy from school.

The fourth class cut in any one course shall result in a loss of credit for that course.

HAZARDOUS MATERIAL IN SCHOOLS



Pesticide Application

The intent of this policy is to ensure that students, employees and parents/guardians receive adequate notice, in conformity with applicable statutes, prior to pesticide application in school buildings and on school grounds. Further, the District will only employ certified pesticide applicators for any non-emergency pesticide use in school buildings or on school grounds.

The application of lawn care pesticides on the grounds of schools with students in grade eight or lower must be according to an integrated pest management plan (IPM). Such application is prohibited starting July 1, 2009 except in emergencies. An emergency application may be made to eliminate a human health threat in any school with students through grade eight as determined by the Superintendent of Schools.

The District shall:

- Provide notice of planned pesticide application to students, parents/guardians and employees in the manner required by law.
- Post the areas scheduled to receive pesticide application(s).
- Maintain written records for five years of all pesticide applications.
- Provide continuing instruction to those students who, based upon written medical request, find it necessary to absent themselves during the period of application.
- Inform annually parents/guardians and staff of the District's pest application/management policy.
- Establish a registry of parents/guardians and staff who want to receive advance notice of all pesticide use and provide such notice as required by law.

Pest control applicators employed by the District shall provide the school contact person (*Supervisor of Maintenance, Head Custodian*) with notice at least seventy-two (72) hours prior to the date and time the pesticide application is to occur, including in such notice the brand name, concentration, rate of application, pesticide label, material safety data sheet, list of the area or areas where the pesticide is to be applied and any use restrictions

required by the pesticide label. Prior to the application, the applicator shall provide the school contact person with a written pre-application notification containing the following information:

- The brand name, rate of application and any use restrictions required by the label of the herbicide or specific pesticide.
- The area or areas where the pesticide is to be applied.
- The date and time the application is to occur.
- The pesticide label and the material safety data sheet.

HAZARDOUS MATERIAL IN SCHOOLS (Continued...)

In the case of pesticide applications performed for or by public health agencies or emergency applications because of immediate threat to the public health, the licensed applicator shall give the school site office oral and, if possible, written notice, with posting of the area to be treated.

The Superintendent or his/her designee may require the pest control applicator to make the required postings in accordance with all applicable statutes and with District policy and regulations. The name and address of the applicator shall be a part of any posting.

Someone other than a certified pesticide applicator may apply a pesticide in an emergency to eliminate an immediate human health threat when (1) it is impractical to obtain the services of a certified pesticide applicator and (2) a restricted use pesticide is not used, as defined in C.G.S. 22a-47.

Pesticide purchases shall be limited to amounts authorized by the Superintendent or his/her designee for use during the year. Pesticides shall be stored in a secure site not accessible to students or unauthorized staff. They shall be stored and disposed of in accordance with EPA registered label directions and applicable state statutes.

Definitions:

Pesticides are defined as fungicides used on plants, insecticides, herbicides or rodenticides, but not sanitizers, disinfectants, antimicrobial agents or pesticide baits.

Integrated pest management is the use of all available pest control measures, including the judicious use of pesticides when warranted to maintain a pest population at or below an acceptable level while decreasing the unnecessary use of pesticides. Such plan is consistent with an applicable model plan provided by the Commissioner of Environmental Protection under section 22a-661.

Lawn care pesticides are pesticides registered by the EPA and labeled according to the Federal Insecticide, Fungicide and Rodenticide Act for lawn, garden and ornamental use.

The Superintendent shall prepare and disseminate regulations for the implementation of this policy.

Legal Reference: Connecticut General Statutes

10-231b Pesticide applications at schools. Authorized applicators. Exception.

10-231c Pesticide applications at schools without an integrated pest management plan

22a-46. Short title: Connecticut Pesticide Control Act.

22a-54. Pesticide applicators, certification, classification, notice, fees,

reciprocity; financial responsibility; aircraft, tree, public employee applicators.

Asbestos Management Plan

In compliance with federal and state laws, Northwestern has an Asbestos Management Plan developed in consultation with an accredited inspector. We do have asbestos in a few isolated areas, including non-flammable types of vinyl tiles, but no health risks are present. A management plan is available in the Media Center for your review. Mr. Roger Newbury is the school contract person.

TITLE I PROGRAMS

Title I Programs

The Superintendent or his/her designee shall pursue funding under Title I, Improving the Academic Achievement of the Disadvantaged, of the Elementary and Secondary Education Act, to supplement instructional services and activities in order to improve the educational opportunities of educationally disadvantaged or deprived children.

All District schools, regardless of whether they receive Title I funds, shall provide services that, taken as a whole, are substantially comparable. Teachers, administrators, and other staff shall be assigned to schools in a manner that ensure equivalency among the District's schools. Curriculum materials and instructional supplies shall be provided in a manner that ensures equivalency among the District's schools.

Title I Parental Involvement

The District maintains programs, activities, and procedures for the involvement of parents/guardians of students receiving services, or enrolled in programs, under Title I. These programs, activities, and procedures are described in District-level and School-level compacts.

(cf. 5118.1 - Homeless Students)

(cf. 5125 - Student Records)

(cf. 5145.14 - On-Campus Recruitment)

(cf. 5145.15 - Directory Information)

(cf. 6141.311 - Programs for Limited English Proficient Students)

(cf. 6141.312 - Migrant Students)

(cf. 6159.1 - Teacher Aides)

(cf. 6162.51 - Student Privacy)

(cf. 6172.4 - Title I Parent Involvement)

Legal Reference: Title I of the Elementary and Secondary Education Act 20 U.S.C. §6301-6514

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(cf. 6172.4 - Title I Parent Involvement)

Legal Reference: Title I of the Elementary and Secondary Education Act 20 U.S.C.
§6301-6514

PARENT INVOLVEMENT

Parent Involvement

The Board of Education believes that the education of children is a cooperative effort among the parents, school, and community. In this policy the word "parent" also includes guardians and other family members involved in supervising the child's schooling.

We believe as research demonstrates, that increased parent involvement improves student achievement. Parent involvement initiatives in the school system will be flexible and creative, promote effective two-way communication, and offer opportunities for all parents to participate. The implementation of this policy is the responsibility of all district staff.

Further, the Board of Education believes that the administration must take whatever steps are necessary to facilitate a broad variety of opportunities for parents to connect

frequently with schools in which their children are enrolled, and with the overall system. Each option should:

- Encourage strong home-based partnerships;
- Provide for consistent and effective communication between the parents and school officials;
- Offer parents ways to assist and encourage their children to do their best;
- Offer ways parents can support classroom learning activities; and
- Provide opportunities for parents to have a voice in the planning and decision-making at both the school and district level.

In order to afford all parents opportunities for involvement in the educational process, activities and the scheduling of those activities must take into account the needs of working parents.

Legal Reference: Connecticut General Statutes

10-221 Boards of Education to prescribe rules, policies and procedures as amended by P.A. 97-290.

ON-CAMPUS RECRUITMENT

Subject to the provisions of Subdivision (11) of Subsection (b) of Section 1-210 of the Connecticut General Statutes, The No Child Left behind Act of 2001 and the National Defense Authorization Act of 2002 require that the high schools of the school district provide the same directory information and on-campus recruiting opportunities to representatives of the Armed Forces of the United States of America and State Armed Services as are offered to nonmilitary recruiters, recruiters from commercial concerns and recruiters representing institutions of higher education.

The Board shall also provide full access for the recruitment of students by regional vocational technical schools, regional vocational agriculture centers, inter-district magnet schools, trade schools, charter schools and inter-district student attendance programs.

Directory information or class lists of student names and/or addresses shall not be distributed without the knowledge of the parent or legal guardian of the student or by the student who has attained majority status.

Military recruiters or institutions of higher learning shall have access to secondary school student names, addresses, and telephone listings unless a secondary student or the parent of the student requests that such information not be released without prior written parental consent. The Board of Education shall notify parents of the option to make such a request and shall comply with any request received.

The school administrator may make the determination of when the recruitment meetings are to take place and reserves the right to deny such meeting where the holding of such meeting will materially and substantially interfere with the proper and orderly operation of the school.

Any person or organization denied the rights accorded under this policy shall have the right to request a review of the decision by the Board of Education by filing a written request with the Superintendent of Schools.

Notice of Intent to Release

(cf. 5125 - Student Records - Confidentiality)

Legal Reference: Connecticut General Statutes

1-210 Access to Public Records. Exempt records.

10-221b Boards of Education to establish written uniform policy re treatment of recruiters. (as amended by PA 98-252)

P.L. 106-398, 2000 H.R. 4205: The National Defense Authorization Act for Fiscal Year 2001

P.L. 107-110, "No Child Left Behind Act," Title IX, Sec. 9528