

**Newington High School
Student/Parent Handbook
2020-2021**



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PARENT(s)/GUARDIAN(s): [DIGITAL HANDBOOK AWARENESS STATEMENT](#)

2020-2021 COVID 19 GUIDELINES AND PROTOCOLS

Please note, due to ongoing adjustments to program implementation, not all of the below information will be accurate at all times. Where possible, updates specific to COVID guidelines and protocols have been included.

Full guidance regarding the NPS Reopening Plan can be found [HERE](#)

NHS COVID-19 ABSENCE GUIDELINES

Parents/guardians are required to do a symptoms check on each of their children and keep their child(ren) at home if they are sick or have signs or symptoms of COVID-19 even without documentation from a health care provider. Staff and students must stay at home if they are sick, especially if they have COVID-19 symptoms, have tested positive for COVID-19, have been exposed to someone who has COVID-19, and/or has traveled out of Connecticut, including hosting a visitor from out of state (per current guidelines from CDC and State of Connecticut). For students who are either required to quarantine or need to stay home due to allergies, etc, but are able to participate in remote learning, their attendance will be coded as 'TR' (Temporarily Remote) in PowerSchool. This absence will not count toward loss of credit. Students are expected to attend all their classes each day. Failure to participate in classes during this time will result in a student being marked absent.

Parents/guardians must still call the Magee House (ext. 1525) and report symptoms via an [online survey form](#). These forms will be maintained by the nurse administrator/school nurse and kept as a confidential medical record. Once the form is received, the school nurse may call you to obtain further details and answer any questions you may have. This information will be reported to the nurse administrator who may also report to the superintendent as well as the local health officials as deemed necessary. Other information regarding COVID-19 Sick/Exposure can be found in the district reopening plan.

NHS COVID-19 DAILY ATTENDANCE

Attendance will be taken every period for students who are hybrid learning and remote when they are both at NHS and at home. Our [attendance policy](#) will still apply during this time.

NHS COVID-19 EARLY RELEASE & LATE ARRIVAL PRIVILEGES

All students will have the option with parent/guardian permission to arrive at NHS late or be released early if they have any type of study hall (Freshman Study, Structured Study, or Open Study) during the first and last periods of the day. District transportation will not be provided for students choosing this option. Students may not come to school for a class, leave during a study hall, and then return. The permission form will be coming home with students during the first week of school and will need to be **completed and returned to homeroom teachers by September 17th.**

COVID-19 NHS MASK AND SOCIAL DISTANCING PROTOCOL

Student refusal to wear a mask and/or abide by social distancing guidelines will result in an automatic Level 2 referral. In all circumstances, the student will be sent to their house office and their parent/guardian will be contacted. Depending on the nature of the offense, this may result in a permanent switch to remote learning.

COVID-19 NHS LOCKERS

Lockers will not be used during the 2020-2021 school year until further notice. Students are allowed to carry their belongings in a clear or mesh backpack.

COVID-19 NHS RESOURCES FOR STUDENT LEARNING

The Student Assistance Center, Library/Media Center, and Computer Labs will be closed during the 2020-2021 school year after school until further notice, but limited spaces are available during the school day.

COVID-19 NHS BELL SCHEDULE HYBRID O/E REGULAR LENGTH DAY

<u>Period</u>	<u>Time</u>	<u>Time length</u>
1 / 2	7:34- 8:52	78 minutes
Homeroom/Advisory	9:00 - 9:18	18 minutes
3 / 4	9:26 - 10:44	78 minutes
5 / 6 (Lunch & Class)	10:52 - 12:46	
• A LUNCH	Lunch 10:52 - 11:17 Transition 11:17 - 11:27 Class 11:27 - 12:46	79 minutes
• B LUNCH	Class 10:52 - 11:25 Lunch 11:33 - 11:58 Class 12:06 - 12:46	73 minutes
• C LUNCH	Class 10:52 - 12:11 Transition 12:11 - 12:21 Lunch 12:21 - 12:46	79 minutes
7 / 8	12:54 - 2:12	78 minutes
Staggered Dismissal	2:12 - 2:20	8 minutes

COVID-19 NEWINGTON PUBLIC SCHOOLS EXPECTATIONS FOR ONLINE LEARNING (Grades 5-12)

Attendance and Engagement

- Be prepared and be on time. Online learners are expected to join each Google Meet at the start time of class. Students are expected to be virtually present for the entire class, unless otherwise instructed by their teacher. Attendance and tardy policies for in-person learning are the same for remote learning.
- When attending class online, work in an appropriate, quiet, distraction-free setting.
- Dress in neat, informal attire that is appropriate for a school setting.
- Position yourself in front of the computer camera with the camera turned on so that the teacher can see you throughout the entirety of the lesson in real time.
- Reduce distractions by minimizing other browser tabs, disabling notifications, and avoiding other devices unless instructed by your teacher.
- If you are absent for any reason, reach out to your teacher to determine what work was missed and the appropriate timelines for submission.
- Students and parents should review the Newington Public Schools [Computers: Acceptable Use of the Internet policy](#).

Online Code of Conduct

- Online learning is an extension of in person learning. Online learners are expected to adhere to all classroom and school expectations, even when they are learning remotely.
- Students have the right to form their own opinions, express themselves, disagree with one another and their teacher, and participate freely in an online class. However, students are expected to engage in civil discourse by treating all students and teachers with courtesy and respect. Offensive or inappropriate language will not be used in any form of communication (*e.g.* emails, Google Meet chats, discussion postings, submitted assignments).
- The discussion area of the course is reserved for postings related to course work only. Postings of a personal or non-academic nature are not permitted and may be removed by the teachers should they appear.
- Grades and other personal issues should be handled by private email or chat to the teacher.
- Emails or chats to the teacher should use respectful language and tone, just like face-to-face communication in school. Incidents of inappropriate or offensive communication may be referred to administration. If students receive inappropriate emails from others in the class, they should notify the teacher.
- Students are expected to submit work which is their own. Instances of plagiarism or cheating may result in a grade of zero as well as parent and administration involvement.

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PART 1: INTRODUCTION & OVERVIEW TO NHS

Message from the High School Administration

It is with great pleasure that we take this opportunity to welcome you to Newington High School's Family of Learners. It is important for all students and parents to familiarize themselves with the contents of this handbook which contains information regarding school policies and procedures, school counseling services, student records, extra-curricular activities, student government, student resources, CIAC regulations, awards and scholarships, the Code of Conduct, and regulations governing suspension and expulsion. Any questions not answered by the handbook should be directed to the appropriate staff member. All inquiries are welcome.

Newington High School is committed to providing students with a positive school climate that celebrates the strengths and diversity of all students and staff. Newington High School is a place where kindness, respect, tolerance, responsibility, and pride are embedded into our school community. We encourage our students to challenge themselves academically and take advantage of the various activities and athletic programs that are available at NHS. The Student Athletic Handbook and the NHS Program of Studies provide other important information about our athletic programs, academic courses, and graduation requirements. These documents can be accessed on our website.

We look forward to a great year working with our students and parents.

Equal Opportunity Statement

Newington Public Schools does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, age, disability, or economic status in providing education services. No student will be excluded on such basis from participating in or having access to any course offerings, student athletics, counseling services, employment assistance, extracurricular activities or other school resources. Our district coordinates compliance with the nondiscrimination requirements of Title IX of the Education Amendments of 1972, as amended. To request information about the applicability of Title II of the Americans with Disabilities Act (ADA), please contact Mr. Stephen Foresi, Assistant Superintendent. Mr. Foresi is the designated district compliance officer, who will coordinate compliance with the nondiscrimination requirements of Title IX of the Education Amendments of 1972. Mrs. Marilena Gulioso, Director of Student Services, is the designated officer for Section 504 of the Rehabilitation Act of 1973.

High School Administration

Ms. Terra A. Tigno

Mr. James E. Harris

Mr. Mario A. Ficocelli

Mrs. Laura H. Blanchard

High School Principal

Magee House Principal

Doran House Principal

Stoddard House Principal

Board of Education Members

Mr. Paul Vessella, Chair

Mr. Robert Tofeldt Sr., Vice Chair

Mr. Steven Silvia, Secretary

Mr. Michael Branda

Dr. Bruce Fletcher

Mrs. Emily Guion

Mrs. Beth Manke Hutvagner

Mrs. Cindy Stamm

Mrs. Jessica Weaver

Central Office Administration

Dr. Maureen L. Brummett, Superintendent of Schools

Mr. Stephen Foresi, Assistant Superintendent of Schools

Mrs. Wendy Crouse, Assistant Superintendent of Curriculum & Instruction

Mrs. Marilena Gulioso, Director of Student Services

Ms. Kristen Freeman, Director of Curriculum & Instruction

MISSION & EXPECTATIONS FOR STUDENT LEARNING

Newington High School, a community of learners, is committed to providing all students with high quality learning experiences by challenging and actively engaging them in their education in a safe, welcoming, and enriching environment. All students are expected to meet high academic and behavioral standards. These expectations are achieved through a dynamic partnership among students, staff, home and community. In an increasingly technological and ever-changing world, Newington High School provides all students with the knowledge, skills, and values needed to set goals and reach their full potential as life-long learners. The Academic and Civic & Social expectations follow:

Academic Expectations

Newington High School students will apply academic and technical knowledge and skills across all disciplines by:

- critically reading and comprehending a variety of written materials
- clearly expressing ideas in writing for a variety of purposes and audiences
- thinking critically and reasoning effectively to solve problems
- using oral language and listening skills to communicate effectively
- demonstrating communication and technology literacy skills

Social and Civic Expectations

Newington High School students will develop self-responsibility that enables them to live a healthy and active lifestyle by:

- making decisions to achieve short and long term goals
- acting with respect toward self and others and practicing moral and ethical conduct
- developing skills and competencies for personal well being and growth
- recognizing and valuing our commonalities and diversity for the common good

- contributing to the global community through responsible actions

NHS BELL SCHEDULE: MODIFIED BLOCK

Click [HERE](#) for the Modified Block Schedule

MARKING PERIOD, PROGRESS REPORT, AND MIDERTIME & FINAL EXAM DATES

REPORT CARD SCHEDULE 2020-2021

1st MARKING PERIOD (42)

First Day of First Marking Period	Monday	August 31, 2020
Teachers Post Progress Report Grades	Friday	September 22, 2020
1st Marking Term Closes	Monday	November 2, 2020
Grades Posted (Available Online)	Monday	November 9, 2020

2nd MARKING PERIOD (43+5)

First Day of Second Marking Period	Wednesday	November 4, 2020
Teachers Post Progress Report Grades	Monday	December 7, 2020
2nd Marking Term Closes	Thursday	January 14, 2021
Second Quarter Grades Posted	Friday	January 22, 2021
Mid-Year Exams	Friday -Friday	January 15th – 22nd
Semester 1 Grades Posted (Available Online)	Tuesday	January 29, 2021

3rd MARKING PERIOD (42)

First Day of Third Marking Period	Monday	January 25, 2021
Teachers Post Progress Report grades	Wednesday	February 24, 2021
3rd Marking Term Closes	Thursday	March 25, 2021
Grades Posted (Available Online)	Thursday	April 1, 2021

4th MARKING PERIOD (42+5)

First Day of Fourth Marking Period	Friday	March 26, 2021
Teachers Post Progress Report grades	Monday	May 3, 2021
4th Marking Term Closes	Wednesday	June 2, 2021
Final Exams	Thursday –Wed.	June 3rd - 9th
Grades Posted (Available Online)	Wednesday	June 9, 2021
Graduation Date	Wednesday	June 9, 2021

**Dates above subject to change due to school closings

PART 2:
ATTENDANCE POLICIES AND REGULATIONS

Attendance Overview:

Students and parents are responsible for maintaining student attendance for school per section 10-184 of the Connecticut General Statutes. This statute states that "each parent or other person having control of a child five years of age and over and under eighteen years of age shall cause such child to attend a public day school regularly during the hours and terms the public school in the district wherein such child resides." **If a student is absent the parent/guardian is expected to call the Magee House (ext. 1525) in the morning to report the absence. All verified absences should be followed up with written notification given to the Magee House upon a student's return to school.** Absences that are not verified by a parent phone call or written note will be processed as possible truancy. A parent calling in an absence will avoid disciplinary ramifications for the student in terms of truancy, but the call does not result in the removal of that absence from accruing toward the maximum allowed number of absences.

The number of allowable absences before loss of credit occurs is listed below. **The total number of absences includes anytime a student is not physically present in class, whether it be for illness, funerals, court dates, etc.** A student is considered to be "in attendance" if present in school for at least half of the regular school day but may still accrue absences in the classes in which he/she was not present. The attendance policy is based on the expectation that most absences will fit within the allowable number of absences. **Attendance appeals will be granted only in exceptional circumstances.**

Maximum allowable number of absences

Type of Course	Maximum Absences
Full Year	20 (loss of credit at 21)
Half Year	10 (loss of credit at 11)
Half Year 3 days per week	6 (loss of credit at 7)
Half year 2 days per week	4 (loss of credit at 5)

Students are responsible for their attendance. This requires choices about the many activities offered during the day and for staying healthy and minimizing absences from school. It is the responsibility of the student and parent/guardian to keep accurate records and documentation of absences such as but not limited to medical documentation, court dockets/papers, and obituaries. The absence of this paperwork will affect the decision rendered in the event of an 11 appeal. **All medical documentation should be given to the nurse's office on the day a student returns**

from an absence. The documentation should explain the nature, reason, and length of absence. Medical documentation (i.e. a physician's letter) that does not specifically state that a student's absences are a direct result of a medical condition will not be considered. Separate documentation is required for each instance. In the event of a court date, an official court docket should be submitted to the Magee House Office.

Attendance Appeals Committee:

The attendance appeals committee is made up of an administrator, faculty representatives, and the school nurse. The committee will consider appeals for restoring credit due to unusual circumstances regarding attendance twice per year: at the end of the first semester and again at the end of the second semester. When a student exceeds the maximum number of absences for a course, students and parents will receive notification of this in the mail. At the end of each semester, credit appeals appointments are set up for students who have exceeded the maximum allowable absences in their courses. Students and parents are strongly encouraged to attend these meetings. Failure to attend may impact the committee's decision. During the appeals meeting, students and parents will have an opportunity to explain the excessive absenteeism and provide any further documentation they may have for absences. The decisions of the Appeals Committee are mailed home to students and parents.

Tardiness & Daily Attendance:

Attendance is taken the first period of every day. When a student arrives on school grounds, even if it is before the start of the school day, they are not allowed to leave without permission. A student who is tardy to school must sign in at the Attendance Office with the Dean of Students or Magee House secretary. **Upon the third (3rd) tardy a student will be issued an Office Detention.** In the case that the student accumulates tardies in a Structured Study, **an Office Detention will be issued upon the third (3rd) tardy and a Saturday Detention will be issued upon the fifth (5th).**

Student absence from Structured Study will be considered **Approved or Excused only upon the submission of a valid doctor's note.** Absence from a Structured Study that **has not been approved or excused will result in the removal of senior privileges for senior students and other school consequences (Saturday Detention, etc.).**

Three (3) offenses of tardiness to any class regardless of the number of minutes late will constitute one unexcused absence toward the credit withheld policy. If more than half the period has expired, the tardy will result in an absence from class. A student is not considered tardy if they arrive late to class with a pass from a classroom teacher or staff member. It is a student's responsibility to arrive to school on time and attend classes.

Notification of Absences:

Students and parents are notified eight times per year through progress reports and report cards as to the status of student absences in each class. Students and parents should check these totals carefully each time these reports are distributed. Students and parents can also check absence and

tardy information at any time through student and parent access of PowerSchool accounts. If a student exceeds the maximum number of absences for a course, he/she will not receive credit for the course. An academic grade will appear on his/her report card and permanent record. The permanent record will accurately show a college admissions officer or any other person not associated with the school the grade achieved in the course. If a student loses credit in a course due to absences, he/she must still attend class on a daily basis. Deliberate absences will be considered class cuts and will result in disciplinary action.

Make-up Policy After Absence(s):

Upon returning to school from being absent, students must make arrangements to meet with their teachers to establish a plan to make up their work. Generally, students will be given two days in which to make up their work for each day of absence that is not considered truancy unless other arrangements are made with the teacher. Students will be expected to make up all missed work in a timely fashion. If a student is present the day before an exam, announced quiz, presentation, or a project/paper due-date, the student is expected to make up these assignments on the day he/she returns from an absence unless additional time is granted by the teacher. Students who receive an incomplete on his/her report card must complete all work within ten school days of the end of the marking period. Other arrangements due to extraordinary circumstances must be approved by an administrator. An incomplete becomes an F if the work is not made up. The midterm and final exam schedule is published a year in advance. It is the expectation of the administration that all midterm and final exams are taken at the prescribed time.

PART 3: CODE OF CONDUCT AND CONSEQUENCE INFORMATION INCLUDING SUSPENSION & EXPULSION

General Information:

The proper school environment is critical for the educational success of all our students. Personal responsibility and mutual respect between and among staff and students are critical elements in creating an appropriate atmosphere for learning. Behaviors which disrupt the learning process and/or the daily operation of the school will be dealt with directly and consistently in an equitable manner. Please note that when and where appropriate, Restorative Strategies will be employed. Restorative Strategies build systems that address misbehavior and harm in a way that strengthens relationships and engages in collaborative problem solving allowing for growth, change, and enhanced responsibility.

A student who violates the expectations outlined in this document shall be subject to consequences. Consequences will be appropriate for the offense. Students are subject to consequences, up to and including suspension and expulsion for misconduct. Students may be held responsible for conduct that occurs before or after school hours or for behavior that occurred off-school grounds if it is considered to be seriously disruptive to the educational process and/or violates publicized Board of Education policies. In addition, when a student violates the law, the student may be referred to the police.

The response to infractions depends on both the frequency of the infraction and the severity of the action. It is impossible to list all the possible infractions. Teachers will address minor classroom situations prior to making an office referral. The Level 1 & Level 2 Offenses on the following pages offer a guideline to administrators. Final decisions regarding discipline will be made by the administration.

On the dates of a suspension, a student is not allowed to participate in any school sponsored activities or events taking place after school.

I. Level 1 Offenses

Definitions for Level 1 Offenses: When making the decision to document a Level 1 offense, staff may use questions such as, “Is this behavior substantially egregious that it warrants a consequence beyond redirection?”; “Is there concern that there is a pattern of behavior developing?”; “Was the behavior deliberate and significantly disruptive to the learning environment?” to guide them in decision-making. As we expect students to learn from their mistakes, Level 1 Consequences are not noted in the PowerSchool Parent Portal.

Non-exhaustive list of possible Level 1 Offenses:

- Academic Dishonesty: Academic Dishonesty includes but is not limited to plagiarism or cheating on homework and/or classwork.
- Inappropriate Behavior: Behaviors that are considered to be inappropriate, concerning, disruptive, or violate norms of expected behavior, including: disruptive behavior, throwing objects, verbal altercations, profanity, treating other’s bodies (horseplay), feelings, personal space, and property without consideration, kindness, and courtesy.
- Noncompliance with classroom expectations/teacher directives
- Dress Code Violation.

II. Level 2 Offenses

Definitions for Level 2 Referrals: All Level 2 referrals should be completed by the staff member observing the behavior as soon as possible. The student’s Assistant Principal will be notified by an automatically generated Email that a referral has been submitted. If a student commits a Level 2 offense which is extremely disruptive, they may be asked to leave the classroom and report to their house office. Level 2 Office Referrals will be visible in the PowerSchool Parent Portal after the student meets with their Assistant Principal and a consequence is issued.

Non-exhaustive list of possible Level 2 Offenses:

- Electronics/Cell phone Violation
- Class Cut
- Academic Dishonesty on an Assessment /Plagiarism/Cheating
- Fighting/Physical Altercation
- Threats/Intimidation
- Theft
- Smoking/Vaping
- Insubordination
- Vandalism

- Inappropriate Language (specific/targeted)
- Inciting Harassment Chronic Level 1 Violation

Consequences

Because students are individuals, their behavioral concerns are addressed on an individual basis.

The consequences can and do vary depending on the circumstances surrounding the situation.

Examples of consequences that may be applied for misbehavior include:

- Verbal warning
- Teacher Detention (length/time determined by teacher w/ student)
- Loss of Privileges
- Restorative Conference with aggrieved party/parties
- Reassignment of task
- Removal from activity
- Parent/Guardian contact and involvement
- Office Detention (1 hour after school)
- Two Hour Office Detention (held on Early Release Tuesdays)
- Two Hour Saturday Detention (8 am - 10 am)
- Four Hour Saturday Detention (8 am - 12 pm)
- Conference with teacher, administration, parents/guardians and student
- Replacement of or reimbursement for damaged property
- Expressing verbally or in written form effect of behavior and what should have been done instead Suspension (in or out of school; up to 10 days)
- Referral to School Resource Officer (NPD)
- Referral to Superintendent for Expulsion (up to 181 days)
- Other consequences that may be appropriate.

Specific Level 2- Offenses & Consequences

Offense	1 st	2 nd	3 rd
Refusal to wear mask and or abide by social distancing guidelines	Depends on the nature of the offense- In all circumstances, the student will be sent to their house office and their parent/guardian will be contacted. This may result in a permanent switch to remote learning.		
Unauthorized use of personal electronic devices	Confiscated & parent must pick up device	Parent must pick up device & office detention	Parent must pick up device & Saturday detention
Inappropriate use of personal electronic devices/social media Includes, but not limited to: unauthorized audio/video taping of images, internet postings, use during emergency drills/procedures (lockdowns, shelter in place, fire drills, etc.)	Depends on the nature of the offense - may result in an office detention, Saturday Detention or suspension.		
Class Cut a) 10 minutes late without a pass will be considered a cut b) Missing ½ a class with a pass will result in an absence from class	a) Parent notified, Saturday detention, no make- up work is permitted and a zero is given for class work the day of the cut	a) Parent notified, ISS, no make-up work is permitted and a zero is given for class work the day of the cut	a) Parent notified, removal from class, withdrawal failure issued on report card
Use of Tobacco/Nicotine; Possession of tobacco or tobacco like products** (vape/Juul devices, pods, chargers, etc.) on school grounds.	Saturday detention SRO notified; Device confiscated	2 day suspension SRO notified; Device confiscated	5 day suspension SRO notified; Device confiscated
Bullying/Threatening/Harassment	Depends on the nature of the offense – may result in an office detention, Saturday detention, suspension or expulsion		
Damage to School Property	Restitution and possible suspension and/or referral to NPD.		
Suspicion of being under the influence of Drugs/Alcohol Under the influence of Drugs/Alcohol on School Grounds (not in possession)	Referral to nurse, 1 – 10 day suspension		
Possession/Use within drug free school zone/Intent to sell Drugs and/or Alcohol	Referral to nurse, 10 day suspension, referral to NPD & possible expulsion		
Fighting	10 day suspension & referral to NPD		
Weapons	10 day suspension, referral for expulsion, referral to NPD		

- Food and drink are not allowed in classrooms with the exception of water in a transparent container/bottle.
- Fines may be issued for public disturbance, tobacco use & trespassing by the Newington Police Department.
- See page 22 for the Counseling Department Discipline Disclosure Statement for information regarding discipline and the application process to institutions of higher learning.

DETENTION GUIDELINES (Office Detention)

- Office detention begins promptly at 2:30 p.m. in Room 111 and concludes at 3:30 p.m. Failure to serve office detention may result in progressive consequences.
- All regular school rules apply.
- Office detention takes precedence over other student activities such as athletics and jobs.
- Students are expected to serve their detention prior to attending any extra-curricular activity. Students will be given the courtesy of a day's notice for the issuing of an office detention by the administration.
- Students may reschedule Office Detention at the discretion of an administrator.
- Students may do homework and are required to bring any needed materials to use the time in a productive manner.
- A late bus is available at the gym/café entrance of NHS at approximately 3:45 for students who normally take the bus.

SATURDAY DETENTION

- Saturday Detention begins promptly at 8:00 a.m. and concludes at either 10:00 a.m. or 12:00 p.m (depending on the length a student receives). The teacher on duty will meet the students at the main entrance of the high school at 7:55 am. Students that arrive after 8:00 am will not be permitted to serve their Saturday detention.
- Structured Study rules apply during Saturday Detention.
- All regular school rules apply.
- Students assigned Saturday Detention are expected to serve on the day scheduled, unless a parent/guardian has communicated an extenuating circumstance that necessitates the consequence being rescheduled.
- Failure to attend Saturday Detention may result in additional consequences, such as: additional Saturday Detentions, In-School Suspension.
- Supervisors shall dismiss any student that fails to comply with the rules of Saturday Detention. Dismissed students will be required to serve an additional Saturday Detention to its completion.
- The issuance of Saturday Detention for student athletes will result in a **one game suspension** per the athletic code of responsibility.

IN-SCHOOL SUSPENSION GUIDELINES

Students who are issued in-school suspension report to Room 111 for the In-School Suspension. Teachers submit their daily assignments to the in-school suspension monitor on a daily basis. It is expected that students complete all assignments provided.

- In-School suspensions occur from the beginning to the end of the school day.
- Structured Study rules apply during ISS.
- All regular school rules apply.
- Failure to report promptly after arriving to school may result in additional suspension time.
- Work will be provided to the ISS coordinator by teachers. Students are responsible for completing the work and returning it to their teachers the day they return to class.
- An absence for any reason will not excuse the suspension.

BOARD OF EDUCATION DISCIPLINE POLICIES, REGULATIONS, AND DEFINITIONS

BOE Discipline policies, regulations, and definitions can be found at the following website:
<http://www.policy.cabe.org/newington/>

***Any student who is suspended from school may not participate in school sponsored activities or be on school grounds. Students who violate this policy may be subject to arrest by the Newington Police.**

PART 4: OTHER POLICIES & PROCEDURES IN ALPHABETICAL ORDER

ADMISSION/PLACEMENT TO NHS

A student seeking enrollment in Newington High School for the first time or following attendance in another Connecticut public school district, out-of-state attendance, private school attendance or admission through a bona fide foreign exchange program should contact the principal. A student who is transferring from non-public schools or schools outside the district will be placed at his/her current grade level pending evaluation and observation of the student after such assessment and consultation with the parents, the principal will determine the grade placement of the child. Nonresidents may attend school on a tuition basis provided space is available. Nonresident students from other school districts within the state, (districts in the Hartford, New Haven, Bridgeport and New London regions) who apply pursuant to Board of Education regulations, may enroll in particular programs or schools within the district on a space available basis, without payment of tuition, as part of the inter-district public school attendance program called Open Choice. The Regional Educational Service Centers will determine which school districts are close enough to make transportation feasible. A student who has attained the age of eighteen and who has voluntarily terminated enrollment in the district's schools and subsequently seeks admission may be denied readmission for up to ninety school days from the date of such termination. A student, 20 nineteen years of age or older may be placed in an alternative school program or other suitable educational program if he/she cannot acquire a sufficient number of credits for graduation by age twenty-one.

Students who are classified as homeless under federal law and do not have a fixed residence will be admitted pursuant to federal law.

Students enrolled in a school identified for school improvement pursuant to federal law may transfer to another public school within the district that has not been identified for school improvement. The transfer will be allowed in accordance with law. Transportation will be provided by the district.

ADVISORY (Student Advisory)

One of our goals is to personalize each student's educational experience and connection to school. We strive to connect each student with an adult member of our staff in addition to his/her school counselor. Student advisories will take place on block days.

ANONYMOUS COMMUNICATION TELEPHONE

We recognize from time to time members of the school community, parents, or residents of Newington would like to communicate information to the school district without providing their name. Such information is often difficult to use due to the inability to question and validate the comments, but it is still valuable. Information such as a student not residing in the town of Newington, a student being harassed by others, or a student being abused are common anonymous calls we now receive. The Newington school district has established a special telephone connection for students, parents, or members of the community to leave messages through the Office of the Superintendent of Schools. This telephone number is (860) 665-8691. The phone will be answered during regular business hours 8:30a.m–4:30 p.m. A voicemail will record messages after hours. If the matter is urgent, please contact the Newington Police Department. We do encourage people to provide a name and telephone number for us to verify all concerns.

ASBESTOS

A formal asbestos management program has been in place at Newington Schools since 1986. The purpose of this program is to identify the asbestos-containing materials in our schools and to take steps to make sure these materials do not present an exposure hazard to the students, faculty, or staff. The asbestos management program is implemented through asbestos management plans. A separate plan has been developed for Newington High School. This management plan identifies the locations of the asbestos-containing materials in our schools, and details our ongoing management program. The plan also includes descriptions of previous asbestos inspections, plans for ongoing surveillance, and plans for repair or removal of damaged asbestos-containing materials. An asbestos management plan is maintained in the school office. Additionally, a complete set of management plans is maintained in the Superintendent's office. These plans are available for review during normal business hours.

BULLETIN BOARD DISPLAYS IN HALLWAYS

All displays must be approved by the administration in advance. All signs and posters must be approved by an administrator and may not be placed on painted walls or stairwell windows.

BULLYING POLICY

Public Act 11-232: An Act Concerning the Strengthening of School Bullying Laws went into effect on July 1, 2011. In accordance with this act, bullying behavior by any student in the Newington Public Schools is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Bullying" means the repeated use by one or more students of a written, oral or electronic communication, such as cyber bullying, directed at or referring to another student attending school in the same school district or a physical act or gesture by one or more students repeatedly directed at another student attending school in the same school district that:

- a. Causes physical or emotional harm to such student or damage to such student's property.
- b. Places such student in reasonable fear of harm to himself or herself, or of damage to his or her property.
- c. Creates a hostile environment at school for such student,
- d. Infringes on the rights of such student at school, or
- e. Substantially disrupts the education process or the orderly operation of a school.

Bullying shall include, but not be limited to, a written, verbal or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, socioeconomic status, academic status, physical appearance, or physical, mental, or developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics.

Students who engage in any act of bullying, on school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by the Board of Education, or through the use of an electronic device or an electronic mobile device owned, leased or used by the Board of Education, and outside of the school setting if such bullying:

- a. Creates a hostile environment at school for the victim,
- b. Infringes on the rights of the victim at school, or
- c. Substantially disrupts the education process or the orderly operation of a school.

Students and/or parents may file verbal or written complaints concerning suspected bullying behavior, and students shall be permitted to anonymously report acts of bullying to school employees. Any report of suspected bullying behavior will be promptly reviewed. If acts of bullying are verified, prompt disciplinary action may be taken against the perpetrator, consistent with his/her rights of due process. ***Access our district's Safe School Climate Policy can be found on the NHS website.**

DISCIPLINE DISCLOSURE STATEMENT

Institutions of higher learning are interested in the character of applicants as well as the student's academic ability and performance. Some colleges specifically ask about disciplinary actions on college applications or on secondary school report forms. Students are expected to answer truthfully and to fully disclose information pertaining to a disciplinary action resulting in suspension. Upon direct request from colleges, School Counselors will provide this information. The student should work closely with the counselor to ensure that both are responding in a consistent and thoughtful manner. If a student's disciplinary status changes after the filing of college applications, the student has the opportunity and the obligation to inform all schools to which an application has been submitted or a deposit for enrollment has been submitted. NHS expects its students to honor the National Association for College and Admissions Counseling's (NACAC) "Statement of Students' Rights and Responsibilities". The student should notify the colleges within two weeks from the date of the status change. Two weeks after the change in status, the School Counselor will notify the School Counseling Coordinator who will send written notification of the change in status and the reason for the change. The College Admissions Officer will be referred directly to the family for further information. This policy is in compliance with the NACAC's Statement of Principles of Good Practice.

DRESS CODE

The dress and grooming of Newington High School students shall be neat and clean to promote a positive educational environment. Any inappropriate apparel will result in the removal of the student from the regular school environment until acceptable apparel can be secured for the student. The administration will make the final decision as to the appropriateness of apparel in question. The following requirements must be observed during the school day and at school sponsored activities. Violations will be handled by the house principal.

1. All clothing must cover the midriff, back, sides, buttocks and all undergarments including bra straps and boxers at all times. Bare shoulders are not permitted (halter tops, tube tops, etc.)
2. Shorts, skirts, and dresses must be mid-thigh length or longer.
3. All clothing, jewelry and tattoos shall be free of the following: profanity, violent images or weapons, sexually suggestive phrases or images, gang-related symbols or colors, alcohol, drugs or advertisements for such products.
4. Safe and appropriate footwear must be worn at all times. Slippers are not allowed.
5. Pajamas, outer coats, or sunglasses may not be worn during the school day. Any other clothing or footwear traditionally designed as undergarments or sleepwear shall not be worn as outer garments.
6. Hats, hoods, & other head-coverings may not be worn or carried during the school day (not including religious and medical exemptions).
7. Clothing must be buttoned, zipped, fastened and be free of inappropriate holes or tears.
8. No costumes or face paint will be permitted in school on Halloween or any other day. (The school administration may make an exception for a pep rally if it chooses)
9. Any other apparel not listed above that the administration feels is inappropriate for school

10. All faculty must wear their NHS issued identification badge facing forward and have it visible around the neck on a school issued lanyard.

11. Students must have their NHS issued I.D. on them at all times while in the school building. The loss of an I.D. should be reported immediately to the Main Office. Replacement charge is \$2.00 for the ID. The card is used for (1) lunch (2) checking out materials from the library, (3) computer labs and Student Assistance Center (4) identification at school sponsored events, (5) identification for class activities (6) bus use identification (7) admission to school when tardy, (8) detentions and (9) use of school bathrooms.

11. The ID must be presented upon request by any member of the school staff. Students refusing to identify themselves or found possessing a false ID will be referred to their house principal.

EARLY DISMISSAL

Early dismissal should not be requested by parents except under extraordinary circumstances. To request early dismissal, a written request signed by the parents, including the time and reason, must be presented to the Magee House Office upon arrival to school.

EARLY RELEASE & LATE ARRIVAL PRIVILEGES

Early release and late arrival privileges are limited to juniors and seniors that are in good academic standing and are meeting behavioral standards (qualify for open study). Students who have met these requirements may request to have early release or late arrival. Students must complete “Early Release” and “Late Arrival” Forms and obtain all required signatures for approval. These forms should be returned to the Magee House Office. Unless with a staff member, students are NOT to be on school grounds once they are released. At the end of each marking period, early release and late arrival privileges are reviewed in order to evaluate if juniors & seniors continue to meet the academic and behavioral requirements. Students who have Structured Study are not allowed to be dismissed early or arrive late unless there are extraordinary circumstances (this does not include going to work).

ELECTRONIC DEVICE POLICY

Electronic devices are to be used responsibly. Newington High School recognizes that cell phones and other electronic devices are an integral part of modern society and are sometimes used for emergencies or other vital communication between parents and students. **Nonetheless, no cell phone or electronic device is to be used for any purpose within classrooms.** The only exceptions to this rule are when use of an electronic device is designated within a student’s individual education plan (IEP) or 504, **or when the device is part of a teacher’s classroom instruction.** If a student is caught with a cell phone or electronic device in violation of this policy while in a classroom, **the teacher will confiscate the phone or device and it will not be returned until a parent/guardian comes to school to claim it.** Repeated violations of this policy shall warrant further disciplinary action according to our code of conduct.

UNACCEPTABLE USES of electronic devices include the following: Unauthorized audio/video taping of images, internet postings, and use during emergency drills and procedures (ie. lockdowns, shelter in place, fire drills, etc.) Such unauthorized use will result in immediate

revocation of privileges for the student. The parent/guardian will be notified and appropriate disciplinary consequences will be issued.

EXTRA-CURRICULAR ACTIVITIES

The clubs at Newington High School have been established to meet student needs by creating organizations for students to get involved in their school community. These organizations promote self-expression, leadership, recognition, knowledge acquirement, and social interaction with peers. Students are reminded that all school rules apply to extracurricular activities, whether on or off campus.

Procedures for starting a new club at NHS:

- Interested students obtain a "Student Request Form" for starting a non-athletic student club from the main office.
- A willing faculty member needs to be identified by the student to advise the club. The faculty member is to return the completed form to the Principal.
- After the Principal's approval has been obtained, the request will be sent to the Director of Student Activities.
- The Director of Athletics & Student Activities will request the Student Council to approve the club and its activities.
- Once approved by the Student Council, the faculty advisor and the club can begin to organize its meeting and activities.

FIRE & EMERGENCY DRILLS

Fire and emergency drills are held ten (10) times per school year. During such drills, all students will immediately file out through the designated exit in a quiet and orderly way. Electronic devices are not permitted during emergency drills and procedures. Students must follow the direction of staff members & emergency personnel during emergency drills and procedures. Failure to comply will result in severe disciplinary action (see code of conduct).

GAME DAY DRESS

Although the term "Game Day Dress" was originally implemented for our student-athletes, the term has been recognized as a uniform style of dress for many other events such as awards programs or induction ceremonies, etc. When "Game Day Dress" is called for, students should observe the following in addition to the standard dress code:

- Gentlemen should wear button down shirts, ties, dress trousers and dress shoes. Shirts must be tucked in at all times and a belt should be worn. No jeans, cargo pants or sneakers are allowed.
- Ladies should wear a dress, skirt, or dress pants, a blouse or top that is tasteful and conforms to the standard dress code. Shorts and flip-flops are not appropriate for these circumstances.
- Students working as ushers for plays, breakfasts or other events should wear black dress pants, white shirt or blouse and dress shoes.

GRADUATION PARTICIPATION & REQUIREMENTS

A student may not participate in the graduation ceremony if the student has not completed all requirements including academic, financial, and disciplinary requirements necessary to be awarded a diploma and participate in the ceremony. The ceremony is a privilege and not an entitlement. Students must successfully complete the required number of credits and must demonstrate mastery in the skills identified by the Board of Education, as required for graduation. Visit our website at Newingtonschools.org/ to view the entire Program of Studies.

GREEN CLEANING PROGRAM

The Newington Public Schools Maintenance Services Department has implemented “Green Cleaning” initiatives starting in 2008. Our objective is to continually provide a safe, healthy, clean, and pleasant learning environment in each of our seven (7) schools, Transportation Department, The Ernest Perlini Sports Complex, Central Office and the Transitional Academy. Our philosophy in the school district coincides with the philosophy set forth by the “Tools for Schools” program. However, we understand that going green involves more than just using green certified products. In our department we have incorporated additional initiatives in conjunction with our green program. In these difficult economic times where every dollar counts, we are experiencing some cost savings in energy and building operational costs by instituting working initiatives in partnership with our “Green Program” impacting our bottom line in a positive way.

Included in this handbook are the responsibilities of our maintenance and custodial professionals who ensure our schools are in compliance with Federal, State, and Local, mandated policies and procedures. In 2008 our department received national recognition in “Buildings Magazine” publication as one of the top 44 departments in the country. This was due to our work practices, pro-active “Going Green” program, and our department philosophy. We attribute our success to our total team concept and commitment to our goals in all the work we perform. Weekly quality circle meetings are conducted with lead custodians and maintenance personnel where we discuss our “WIN & WIT” program. WIN stands for “What’s Important Now” and WIT stands for “Whatever It Takes” in order to get a specific job or project completed on schedule in the most cost effective manner. We are unique in that the input and recommendations discussed at these meetings affords everyone the opportunity to interact and solidify our team concept and ensures that every team leader is pulling on the same rope.

The approximate nightly cleaning square footage in the district is 750,000 square feet. Our 38 custodians are responsible for cleaning 21,000 square feet per night or the equivalent of cleaning eight (8) residential homes per evening per custodian. We provide a driver for our daily food service department delivering food items and lunches to our seven (7) school freezers, recycling bottles and cans and making daily afternoon bank runs. Our five (5) man maintenance team services and maintains our seven (7) schools, Transportation Department, Ernest Perlini Sports Complex, Board of Education Central Office, and the Transitional Academy. Our maintenance staff averages approximately 875 work requests per year performing electrical, HVAC, energy management, locksmith, hardware, vandalism, and all general maintenance requested repairs, in

addition to responding to all unforeseen or emergency repairs throughout the year as well as snow removal.

GREEN CLEANING PROGRAM

The State of Connecticut is requiring that each local and regional board of education implement a green cleaning program for all school buildings and facilities in its district.

The Newington Public Schools is committed to the implementation of this law by providing this statement of the school district's green cleaning program as well as making it available on its web site annually. The policy will also be distributed to new staff hired during the school year and upon request to parents or guardians of students transferring in during the school year.

1. Green cleaning program means the procurement and proper use of environmentally preferable cleaning products as defined by the Department of Administrative Services (DAS) for all municipally owned buildings, schools and facilities. DAS currently requires that environmentally preferable cleaning products be independently certified by one of two third party certified organizations: ***Green Seal or Eco Logo***
2. By July 1, 2011 and thereafter no person shall use a cleaning product in a public school unless it meets the DAS standard.
3. The types of cleaning products covered in this legislation include: general purpose, bathroom, and glass cleaners, floor strippers and finishes, hand cleaners and soaps. The preferred green cleaning products used by Newington Public Schools and programs are attached.
4. Disinfectants, disinfectant cleaners, sanitizers or antimicrobial products regulated by the federal insecticide, fungicide and rodenticide act are not covered by this law.

The following statement will be part of this school districts program as stated in the new law; "NO PARENT, GUARDIAN, TEACHER OR STAFF MEMBER MAY BRING INTO THE SCHOOL FACILITY ANY CONSUMER PRODUCT WHICH IS INTENDED TO CLEAN, DODORIZE, SANITIZE OR DISINFECT".

The implementation of this program requires the support and cooperation of everyone including administrators, faculty, staff, parents, guardians and facilities staff. Any questions concerning the program can be directed to:

Dick Vida
Director of Maintenance Services
860-665-8656

Lou Jachimowicz – Director of Finance
860-665-864

HEALTH OFFICE INFORMATION

Dismissal due to illness: Dismissals due to illness must be approved by the school nurse; no student may leave school without permission. A parent or guardian must be contacted before dismissal and must provide transportation.

Emergency Cards: Emergency cards must be completed online in PowerSchool by parents or guardians each year and should be updated as needed. The school must have this updated contact information.

Health Assessments: Health Assessments are required by state law for all 10th graders. The completed blue form must be submitted to the school nurse as early as possible during that school year. Those students not submitting a printed physician's assessment form will be scheduled for an exam by the school doctor at the parent's request. Parents should be aware that because of limited facilities, the examination cannot be as complete as one done by your own physician. Also, required updating of immunizations will not be done during a school physical. Immunizations are required by state law against diphtheria, whooping cough, tetanus, polio, measles, mumps, & rubella, hepatitis B and chicken pox. ***Students will not be allowed to enroll in school the following year if these requirements are not met.***

Interscholastic Sport Participation Form: A student-athlete's physical form must be completed by a physician prior to participating on a school athletic team. The form is valid for 13 months prior to the start of each sports season.

Mandated Screenings: The State of Connecticut mandates that public schools perform vision, hearing and scoliosis screenings during certain grades. At Newington High School, vision and scoliosis (postural) screenings are performed for the last time during the ninth grade year. Hearing screenings are performed for the last time during the tenth grade year.

Medication in School: Parents of students requiring medication during school should contact the school nurse. Special forms are required to permit administration of medicine in school. They are available from the school nurse. All medication must be in the original container with proper labels. In cases in which a student is able to self-administer medication, the parents or guardians must submit a signed statement that the medication must be taken during the school day and the student is capable of administering the medication. The statement must be accompanied by a physician's statement indicating the necessity and naming the medication, the strength, and the prescribed dosage. It must specify the schedule on which it is to be taken and the details of administration. Such statements must be renewed at the beginning of each school year. A diabetic student may test his/her own blood glucose level per the written order of a physician or advanced practice nurse stating the need and the capacity of the student to conduct self-testing. Such self-testing shall be done in accordance with the guidelines issued by the Commissioner of Education.

Psychotropic Drugs: School personnel are prohibited from recommending the use of psychotropic drugs for any student enrolled within the school system. School nurses, nurse practitioners, district medical advisor, school psychologists, school social workers and school counselors, may recommend that a student be evaluated by an appropriate medical practitioner. Further, the District is prohibited from requiring a child to get a prescription before he/she may attend school, be evaluated to determine eligibility for special education or receive special education.

Food Allergy Letter:

Dear Parent/guardian of student(s) with food allergies and food-related conditions,

If your child will be purchasing food in the school cafeteria, this letter will provide you with the information necessary to help you and your child make an informed decision with regards to food selection.

Newington Public Schools recognizes the increasing prevalence of potentially life-threatening food allergies among children. Effective management of food allergies in the cafeteria includes implementing strategies for avoidance of offending foods by allergic children. It is the intention of the Foods & Nutrition Services Department to provide assistance and information to parents in order to help them to make an informed decision on whether or not to allow their child to purchase items in the cafeteria. Included on the Foods & Nutrition Services website, https://www.npsct.org/departments/foods_nutrition_services/nutritional_information/, is a list of ingredients and nutritional information for products served in the cafeterias, as well as, a carbohydrate and allergen menu.

The Foods & Nutrition Services Department cannot guarantee that the information provided is 100% accurate and current. Manufacturers may reformulate products during the school year, nutritional information posted on the above website may vary slightly from the actual product label, substitutions from the vendors may occur and recipes may get revised. Ingredients and menu items are subject to change or may be substituted without notice. Although products may contain NO NUTS, manufacturers are NOT required to put on the label "may contain or not made in a nut-free facility". The Foods & Nutrition Services Department will do their best to update their list and ensure the content is accurate to the best of their knowledge. The information provided is not a substitute for reading the labels on products or for contacting the Foods & Nutrition Services Department office for additional details. Any item on the menus with no carb/allergy information listed next to it is either a new item or an item that the recipe has not been finalized for and we cannot provide you with the information at this time.

When in doubt, parents should inform their child not to purchase any questionable food items in the cafeteria. If you would like to restrict account purchases, please see the EZSchoolPay ParentUser How-to Guide at:

https://www.npsct.org/departments/foods_nutrition_services/meal_payment If you have any questions or concerns, do not hesitate to contact your child's school nurse or the Foods & Nutrition Services Department at 860-665-8635 or foodservices@npsct.org.

HOMEBOUND INSTRUCTION

Homebound instruction may be available to a student who is unable to attend school due to a verified medical reason which may include mental health issues. The student's treating physician must submit the Homebound Instruction form which must clearly state (A) the treating physician has consulted with the school nurse administrator and has determined that attendance at school with reasonable accommodations is not feasible, (B) the student is unable to attend school due to a verified medical reason, (C) the student's diagnosis with supporting documentation, (D) the child will be absent from school for at least ten consecutive school days or have a condition that may require the student to be absent from school for short, repeated periods of time during the school year and, (E) the expected date the student will be able to return to school. If more information is required, the Homebound Medical Questionnaire may need to be completed by the treating physician as well. The parent should contact the student's counselor or school administrator to make arrangements for homebound instruction. **Sec. 10-76d-15**

HOMELESS STUDENTS

Homeless students, as defined by federal and state legislation, will have all programs, services, and transportation that other students enjoy and may continue to attend the school of origin. The local liaison for homeless children is the Human Resource Department at Town Hall.

LIMITED ENGLISH PROFICIENT STUDENTS

Parents of limited English Proficient (LEP) students participating in a language instructional program will be notified within 30 days of their child's placement in the program. The notification will include an explanation of why, a description of the program, and the parent's rights to remove their child from the LEP program. In addition, the notification will explain how the program will help the child to develop academically, learn English and achieve the standards necessary for promotion. Students not meeting the English mastery standard or demonstrating limited progress will be provided with additional language support services which may include, but are not limited to, English as a Second Language program, sheltered English programs, English Immersion programs, summer school, after-school assistance, homework assistance, and tutoring. Students after 30 months in a bilingual program will not be offered additional bilingual education.

LIBRARY/MEDIA CENTER INFORMATION

NHS LIBRARY FAQs

Who do I go to for information in the NHS library?

- The NHS library media specialist is Mr. Hartley. The library media aide is Mrs. Oberstadt. *What are the library hours?*
- Monday - Friday: 7:15 a.m. – 2:40 p.m.
- Students may stop in any time before or after school.

Can I use the NHS library during the school day?

- The library is your QUIET option for Open Study.
- The library is NOT an option for Structured Study.

Chromebook Help?

- Chromebook issues are handled in the library.

How do I borrow materials?

- Make your selection by searching the NHS catalog, browsing the collection, or asking a teacher or librarian for suggestions.
- Bring the materials to the circulation desk for sign-out.
- Most books circulate for 2 weeks & LITCRIT books circulate overnight only.
- eBooks are available through the NHS Destiny Catalog (select Follett Shelf.)
 - Log in to your Destiny account to check out eBooks.
 - Username: Student ID Number
 - Password: Last Name

What if I return materials late?

- There are fines for overdue materials at NHS!
- 2 week books LATE FEE: \$0.05 per school day
- LITCRIT and overnight books LATE FEE: \$0.25 per school day
- Unpaid fines & unreturned books result in placement on the NHS Delinquency list

How can I access the NHS library resources from home?

- Use the NHS Library Catalog link on the NHS Homepage to access all NHS digital resources.
- You will need to enter a username and/or password to use databases from home:

Username = nhsstudent

Password = nhslib

Use LibGuides (research guides prepared by NHS Librarian) for tips, techniques, and resources to assist you with research, presentations, and citations.

LOCKERS

Lockers are assigned for all four years of high school. Lockers are the property of the school and will be inspected periodically for damage or to protect the safety of the students and the building. Students will be fined for defacing lockers, vandalizing lockers, and failure to meet end of year locker clean out deadlines. Students should not give the combination to others, even close friends. Locker problems should be reported to the Magee House Office. Canine searches conducted by the Newington Police Department may be done periodically to assure the safety and protection of all Newington High School students.

LUNCH

Breakfast, lunch and snack items are available in the cafeteria for purchase. Students that do not bring a breakfast or lunch or have inadequate money will not be allowed to charge a school meal. Free and reduced priced meals are available for eligible families.

MANDATED REPORTING OF CHILD ABUSE/NEGLECT

Teachers, principals, coaches of intramural or interscholastic athletics, paraprofessionals and other professional school staff including guidance counselors, social workers, psychologists, and

licensed nurses are obligated by law (C.G.S. 17a-101) to report suspected child abuse, neglect, or if a child is placed in imminent danger of serious harm to the Connecticut State Department of Children and Families Services. Specific procedures governing the reporting of abuse and neglect are in effect. Staff members receive yearly training on mandating reporting of child abuse and neglect. If there is any doubt about reporting suspected abuse or neglect, a report will be made. The school will work with the parents and appropriate social agencies in all cases. Child abuse is defined as any physical injury inflicted by other than accidental means or injuries which are not in keeping with the explanation given for their cause. Improper treatment including malnutrition, sexual molestation, and deprivation of necessities, emotional abuse, cruel punishment or neglect are also considered child abuse.

MIGRANT STUDENTS

The district has a program to address the needs of migrant students. A full range of services will be provided to migrant students, including applicable Title I programs, special education, gifted education, vocational education, language programs, counseling programs and elective classes. Parents/guardians of migrant students will be involved in and regularly consulted about the development, implementation, operation and evaluation of the migrant program.

PARENT INVOLVEMENT/COMMUNICATION

Education succeeds best when there is a strong partnership between home and school based on communications and interactions. Parents/guardians are urged to encourage their children to put a high priority on education and to make the most of their educational opportunities available. Parents/guardians should become familiar with all of the child's school activities and with the District's academic programs, including special programs. Attendance at parent-teacher conferences, open house, participation in campus parent organizations, attendance at board of education meetings and being a school volunteer are strongly encouraged.

PARKING FOR STUDENTS

Student Parking Lot Regulations: The following regulations are set forth in the best interest of all students. Parking on school grounds is a privilege and is only available to juniors and seniors. **To maintain this privilege a student is expected to exhibit responsible behaviors and appropriate attendance patterns as outlined in the student handbook. This privilege may be withdrawn from any student who violates any of these regulations, including outstanding discipline.**

Application process:

- Students who drive a car to the school must register the car in the Main Office with the Residency Clerk and affix a parking permit sticker on the front or rear windows.
- An insurance card & driver's license must be shown.
- Students may park only in the areas provided for student parking. The speed limit in the parking lot is 10 miles per hour as per Connecticut State Statutes. All traffic signs and lights must be obeyed.
- Cars must be driven in a safe manner at all times.

- Students may not go to their cars during the school day unless authorized by an administrator.
- Students owing more than \$10 will not be issued a parking sticker until the fee is paid.

PARTICIPATION IN AFTERSCHOOL ACTIVITIES/ATHLETICS

Participation is allowed only if a student is in attendance for at least half the school day. Exceptions may be granted by the administration and must be requested in advance. Students who are suspended from school internally or externally may not participate in any after-school activity on the day(s) of suspension. If the suspension is assigned on a Friday, or includes a Friday, the student is NOT allowed to participate in weekend activities. In addition, any student participating in an activity will NOT be able to participate in the event unless a Saturday detention is served.

PASSES (hall passes)

Passes must be obtained to leave a class or study. Students are required to have a pass when using the restroom. Students with Open Study privileges will need a hall pass when traveling during Open Study. Students out of class without a pass or in any area not authorized by their pass are subject to disciplinary action.

PERFORMANCE BASED STUDENT MANAGEMENT (PBSM: Structured and Open Study)

NHS believes that school privileges are earned for all students. Therefore, regardless of what grade a student is in, privileges are based on academic, behavioral, and financial standards. Three thresholds have been established to identify students that require intervention: one academic, one behavioral, and one financial.

- Academic Threshold: Two or More Grades below a C- / OR Any Failure
- Behavioral Threshold: Three or More Office Discipline Consequences (L2 referrals)
- Financial Threshold: \$20 or More Excluding Class Dues

Each will be measured quarterly. Students who are *not* performing above these thresholds will be assigned to a Structured Classroom Study Hall, where a silent, electronics-free environment will be maintained. Additionally, juniors and seniors failing to perform above these thresholds will relinquish the privileges of Late Arrival, and/or Early Release.

The following policy pertains to students who have a Period 1 (Period 2 on E Days) Structured Study Hall:

- 3 class tardies to the Structured Study Hall will result in an office detention as assigned by the Dean of Students
- 1 tardy absence to a Structured Study Hall will result in an office detention as assigned by the Dean of Students
- 5 class tardies (the original 3 in addition to 2 more) will result in a Saturday detention as assigned by Dean of Students

- Once the Saturday detention has been served the process starts again

Students who are performing above the thresholds will be assigned to Open Study Hall and will have multiple options for utilizing space and time within the school building.

PEST MANAGEMENT/PESTICIDE APPLICATION

The Board of Education believes that structural and landscape pests can pose significant hazards to people, property, and the environment. Pesticides can also pose such hazards. The purpose of the Pest Management/Pesticide Application Policy is to ensure the health and safety of students, teachers, staff and all others using district buildings and grounds. The school district shall incorporate Integrated Pest Management (IPM) to manage structural and landscape pests and the toxic chemicals for their control in order to alleviate pest problems with the least possible hazard to people, property and the environment. IPM is the coordinated use of pest and environmental information with available pest control methods to prevent unacceptable levels of pest damage by the most economical means with the least possible hazard.

If you would like to be notified in advance of school pesticide applications, please contact the school principal in writing. If an emergency application is necessary to eliminate any immediate threat to human health, prior notice is not necessary except that on or before the day the application is to take place, prior notice is given to those persons who have previously requested notice. Such applications shall not involve a restricted use pesticide and no child may enter the area of such application until it is safe to do so according to the provisions on the pesticide label.

PLEDGE OF ALLEGIANCE

Newington High School will ensure time is available each day for students to recite the “Pledge of Allegiance”. This shall not be construed to require any person to recite the “Pledge of Allegiance”.

PROMS

Students must be in attendance through 5th period in order to attend the junior or senior prom. An outside guest form must be completed and then approved by an administrator if a student plans on bringing someone who does not attend Newington High School. A copy of a government or school photo ID is required.

RELEASE OF STUDENT INFORMATION

The information listed below is found in the education record of students enrolled at Newington High School and is designated as directory information. This information may be disclosed by school officials without the prior consent of a parent or eligible student unless the parent or eligible student has stated their refusal to allow the release of any or all information by checking off the box on the emergency card. Here is the directory information: Student’s name, address, photograph, place & date of birth, grade level, and participation in officially recognized activities and sports, weight & height as a member of an athletic team, and honors/awards received
Students can be photographed by school officials and their pictures can be published and posted

on the school district website unless a parent/ guardian specifically informs the school district in writing that they do not want their child's pictures used by the district for such purposes.

RESOURCES FOR STUDENT LEARNING

Students will be assigned to a study hall during periods in which they do not have an academic course. During these non-academic periods, students have resource locations available to support their learning assuming they have followed the correct procedures to access these resources.

- **STUDENT ASSISTANCE CENTER** is open to students for tutoring from 7:30 am to 3:30 pm Monday through Thursday and 7:30 am to 2:30 pm on Fridays.
 - SAC is located in rooms 217 and 217A. **[NOTE: The SAC will not be open after school during 2020-2021 until further notice]**
- **COMPUTER LABS** are open for student use from 7:15 a.m. - 3:45 p.m. every day school is in session. Students may use the computer lab during a study period and must obtain a pass in advance from computer lab personnel. Students will use this pass to sign out of study and proceed to the computer lab to sign in for the period. **[NOTE: The Computer Labs will not be open after school during 2020-2021 until further notice]**
- **MEDIA CENTER/LIBRARY** is open to students from 7:30- 3:00. Students may access the library during open study hall and before/after school. **[NOTE: The Media Center/Library will not be open after school during 2020-2021 until further notice]**

QUALIFICATIONS OF STAFF MEMBERS

Parents have the right to request information about the professional qualifications of their child's teacher(s). The response will indicate whether the teacher is certified for the subject matter and grade taught; the teacher's undergraduate major and any graduate degrees or certifications a teacher may have. Parents will also be advised, if requested as to whether the child is provided service by paraprofessionals and their qualifications.

RAPID NOTIFICATION SYSTEM

Newington Public Schools has a Rapid Notification System which will allow the whole school district or individual schools to quickly connect with parents of students in a specific group. This Parent Rapid Notification System will be used to notify parents of delay, early dismissal or cancellation of school or major school wide activities. It can also be used to communicate major school wide activities such as an Open House. It will not be used to communicate with an entire school about minor activities that do not generally impact the individuals being contacted. The Principal will determine the use of the system.

SAFETY VIOLATION

Students are NOT allowed to let any person (student, visitor, etc.) into the building at any time. Students who violate this procedure will be issued serious disciplinary consequences (i.e. Saturday Detention or greater).

SCHOOL CLOSINGS

School closings for inclement weather or emergencies are announced on the following stations: WTIC 1080 AM; WRCH 100.5 FM; TV Channels 30, 8, & 3. The school cancellation hotline is 665-8665.

SCHOOL COUNSELING SERVICES

School counselors are assigned within the organization framework of the house system. At least two school counselors are assigned to each house office. NHS is organized into three houses, Magee, Doran, and Stoddard. Counselors work with their students as they progress through high school over a four year period. The School Counseling Coordinator is located in the Main Counseling Office on the first floor across from the Main Office.

Counseling services address the personal/social, academic, and college/career needs of all students in a variety of venues. All students in grades nine, ten, and eleven are scheduled for developmental guidance classes each year. Additionally, every student meets with their counselor each year for an individual planning session. E-mail your counselor or stop in to your house office to make an appointment with a school counselor.

Confidentiality is a serious part of all professional relationships. To avoid any misunderstanding between you and your school counselor, it is best that you clarify any issue that you expect to be held in confidence. Likewise, it is important for you to know that by law and sound ethical practices, there are situations whereby your school counselor is required to disclose information that pertains to your safety or the safety of others. This statement is offered in the spirit of protecting your rights.

SCHOOL REVIEW BOARD

The purpose of the School Review Board (SRB) is to act as an intervention for students whose academic performance, discipline and/or attendance records are of concern to administration. If a student is failing multiple courses, at-risk of not graduating, has an excessive number of disciplinary infractions and/or unexcused absences from school, he/she, along with parents, will have a meeting with the SRB. The student and parents will have a chance to provide any related information to the concerns. The committee in turn, will make recommendations to help rectify said concerns. Possible action by the SRB include (non-exhaustive list): referral to academic intervention teams, assignment of Structured Study Halls, loss of privileges, referral to School Social Workers, referral to Town of Newington JRB, referral to Town of Newington Human Services, etc.

SEARCH AND SEIZURE

The right to inspect desks, lockers and other equipment assigned to students may be exercised by school officials to safeguard students, their property and school property. An authorized school administrator may perform random locker searches at any time.

This document serves as advance notice that school board policy allows desks and lockers to be inspected if the administration has reason to believe that materials injurious to the best interests of students and the school are contained therein.

Under special circumstances, school officials may search students, particularly if there is reasonable suspicion that a student possesses illegal matter, such as a dangerous weapon or illegal drugs. Students must be aware that such items are forbidden both on school property and at school-related activities. Student vehicles parked on school grounds may be searched if there is reasonable cause to search.

SEXUAL HARASSMENT

Harassment Is ILLEGAL

SEXUAL HARASSMENT IS PROHIBITED based on Federal Law - Title IX of the Education Amendments of 1972, and State Law – Sec. 10-15c. Harassment based on sexual orientation is also protected under State Law – Sec. 10-15c.

FOR STUDENTS: Sexual harassment is **unwanted** and **unwelcome** behavior of a sexual nature which interferes with a student's right to learn, study, work, achieve, or participate in school activities in a comfortable and supportive atmosphere. You have a right to participate in all school and classroom activities in an atmosphere free from sexual harassment. You have a responsibility not to engage in sexual behaviors that are unwelcome or offensive to others.

Examples of Sexual Harassment include: unwelcome sexual advances, suggestive or lewd remarks, unwanted hugs, touches, kisses; requests for sexual favors; retaliation for complaining about sexual harassment, derogatory or pornographic posters, cartoons or drawings.

If you have questions or believe that you or others are being harassed, contact:

District Title IX Coordinator: Mr. Stephen Foresi, Assistant Superintendent

Office Address: 131 Cedar Street, Newington, CT 06111

Telephone Number: 860.665.8630

Email Address: sforesi@npsct.org

Building Title IX Coordinator: Mr. James Harris, Newington High School

Office Address: 605 Willard Avenue. Newington, CT 06111

Telephone Number: 860.666.5611

Email Address: jharris@npsct.org

Building Title IX Coordinator: Mr. Christopher Meyers, Newington Athletics Office

Address: 605 Willard Avenue, Newington, CT 06111

Telephone number: 860.666.5611

Email Address: cmeyers@npsct.org

You may also contact: The Connecticut Commission on Human Rights and Opportunities (CHRO), 25 Sigourney Street, Hartford, CT 06106 (Tel: 860-541-3400 or 800-477-5737) Connecticut law requires that a formal complaint be filed with the Commission within 180 days of the date under which the alleged harassment occurred.

You may also contact: Office for Civil Rights, U.S. Department of Education, 8th Floor, 5 Post Office Square, Boston, MA 02109- 3921, Telephone: 617-289-0111, FAX: 617-289-0150; TDD: 877- 521-2172

Email: OCR.Boston@ed.gov

Filing complaints electronically:

<http://www.ed.gov/about/offices/list/ocr/complaintintro.html>

Sexual harassment is not limited to prohibited behavior by a male toward a female, or by a supervisory employee toward a nonsupervisory employee, or a teacher to a student. The victim does not have to be the opposite sex of the harasser. Harassment may be student to student, teacher to student, student to teacher or teacher to teacher. The gender of the complainant and/or the alleged harasser is irrelevant, even if they are of the same gender. Sexual harassment based on sexual orientation or gender identity is also prohibited under State Law.

➤ *What should I do if I believe I am being sexually harassed?*

- Find out about your school or school district's policy and procedures for handling sexual harassment issues. Follow those procedures.
- Take action and get help when needed. Ignoring sexual harassment is not an effective way to stop it.
- Whenever possible, tell the harasser verbally or in writing what the specific behaviors are that you find offensive.
- Ask him or her to stop.
- Report the offensive behaviors to a teacher, counselor, Title IX coordinator, or school administrator.
- Keep a detailed record of the harassing behavior to share with school officials who investigate your complaint.
- If not satisfied with the resolution of your concerns, contact one of the appropriate organizations listed.

The victim does not have to be the person at whom the unwelcome sexual conduct is directed; the victim may be someone who is a witness to and personally offended by such conduct although directed toward another. Sexual harassment is unwelcome conduct that is personally offensive, lowers morale, and interferes with educational performance. This unwelcome sexual behavior is defined from the perspective of the victim, not the harasser.

➤ Where to get help

- **State Title IX Coordinator:** Dr. William A. Howe
Connecticut State Department of Education
165 Capitol Ave., Hartford, CT 06106
(860-713-6752)

email: william.howe@ct.gov

- **Permanent Commission on the Status of Women (PCSW)**
18-20 Trinity Street, Hartford, CT 06106
(860-240-8300)
<http://www.cga.state.ct.us/PCSW>
- **Connecticut Women's Education and Legal Fund (CWEALF)**
75 Charter Oak Avenue, Suite 1-300, Hartford, CT 06106
<http://www.cwealf.org/>

NON-DISCRIMINATION STATEMENT

Equal Opportunity - Nondiscrimination

The President and the Congress of the United States and the State of Connecticut have enacted laws and issued directives affirming their intent to protect and grant equal opportunity, to all employees and students. Also the federal government and the state of Connecticut have enacted and enforced laws regarding the equality of employment and equality of opportunity in education.

The Board of Education reaffirms its policy of equal educational opportunity for all students and prohibits discrimination because of race, color, religious creed, age, marital status, national origin, sex, sexual orientation, gender identity or expression, learning disability, mental retardation and mental disability or physical disability in district educational programs and activities, including, but not limited to course offerings, athletic programs, guidance and counseling, and tests and procedures. To the maximum extent possible an intensive affirmative action program shall be an integral part of an educational policies and programs.

The Board of Education also reaffirms its policy of equal employment opportunity for all persons and to prohibit discrimination in employment because of race, color, religious creed, age, marital status, national origin, sex, sexual orientation, ancestry, present or past history of mental disorder, mental retardation, pregnancy, or physical disability except in the case of a bonafide occupational qualification or need. Sexual harassment shall not influence employment decisions, nor shall decisions be influenced, affected or determined on the basis of membership in or holding of office in an employee association or union. This policy shall be relevant to every aspect of employment not limited to but including upgrading, demotion or transfer, recruitment and/or recruitment advertising, layoff or termination, rates of pay, other forms of compensation including fringe benefits, employment selection or selection for training and apprenticeships, promotion or tenure.

These statements shall be made available to all present and future employees and students.
(cf. 4112/4212 Nondiscrimination, 6214 Nondiscrimination in Instruction)

Legal Reference: Connecticut General Statutes

10-15c Discrimination in public schools prohibited. School attendance by five-year olds.
(Amended by P.A. 97-247 to include "sexual orientation" and P.A. 11-55 to include "gender

identity or expression") 10-153 Discrimination on account of marital status. 46a-60

Discriminatory employment practices prohibited.

Federal Law

Title VII of the Civil Rights Act 1964

Section 504 and the Federal Vocational

Rehabilitation Act of 1973, 20 U.S.C. 706(7)(b).

American Disability Act of 1989.

Chalk v. The United States District Court of Central California.

Title IX of the Education Amendments of 1972.

Civil Rights Act of 1987.

Policy adopted: September 23, 1998

Policy revised: December 12, 2012

SOCIAL WORKERS (ACCESS)

All students have access to school social workers as a resource for additional support. Students may be referred to a social worker by his/her school counselor, assistant principal, house team, School Review Board, etc.

SOLICITATIONS

Sales on behalf of outside vendors are not allowed except in connection with authorized fund-raising activities. Questions should be referred to an administrator.

SPECTATOR EXPECTATIONS TO SCHOOL EVENTS

Always support teams in a positive manner, display appropriate signs, and select appropriate cheers. Refrain from yelling derogatory comments at officials, coaches, or participants. Remove hat during the playing of the National Anthem, stand at attention, and remain quiet throughout the playing of the Anthem.

STANDARDIZED TESTING DATES

See District and NHS website for updates due to COVID19

STUDENT GOVERNMENT

The Newington High School Student Council plays a critical student leadership role in our school. Such activities and services that this organization conducts are the following:

- Provide students with an organized body to communicate with school administration and teachers about issues of concern
- Protect individual student rights and enforce responsibilities
- Create harmonious relationships among faculty, administration, and the student body
Provide coordination of school sponsored activities
- Promote school spirit
- Assist students in their academic, social, & emotional growth

STUDENT RECORDS

A student's school records are confidential and are protected by federal and state law from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the district until the student withdraws or graduates. This record moves with the student from school to school.

By law, both parents, whether married, separated, or divorced, have access to the records of a student who is under 18 or a dependent for tax purposes. A parent whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights.

The principal is custodian of all records for currently enrolled students at the assigned school. The Superintendent of Schools is the custodian of all records for students who have withdrawn or graduated. Records may be reviewed during regular school hours upon completion of the written request form. The record's custodian or designee will respond to reasonable requests for explanation and interpretation of the records.

Parents of a minor or of a student who is a dependent for tax purposes, the student (if 18 or older), and school officials with legitimate educational interests are the only persons who have general access to a student's records. "School officials with legitimate educational interests" include any employee, agents, or facilities with which the district contracts for the placement of students with disabilities, as well as their attorneys and consultants, who are:

1. Working with the student;
2. Considering disciplinary or academic actions, the student's case, an individual Education Plan (IEP) for a student with disabilities under IDEA or an individually designed program for a student with disabilities under Section 504
3. Compiling statistical data; or
4. Investigating or evaluating programs.

Certain other officials from various governmental agencies may have limited access to the records. Parental consent is required to release the records to anyone else. When the student reaches 18 years of age, only the student has the right to consent to release of records. The parent's or student's rights of access to, and copies of, student records does not extend to all records. Materials that are not considered educational records, such as teachers' personal notes on a student that are shared only with a substitute teacher and records pertaining to former students after they are no longer students in the district, do not have to be made available to the parents or student.

A student over 18 and parents of minor students may inspect the student's records and request a correction if the records are inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the district refuses the request to amend the records, the requestor has the right to a hearing. If the records are not amended as a result of the hearing, the requestor has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, parents and the

student are not allowed to contest a student's grade in a course through this process. Parents or the student have the right to file a complaint with the U.S. Department of Education if they believe the district is not in compliance with the law regarding student records. The district's policy regarding student records is available from the principal's or superintendent's office.

Copies of student records are available at a cost, payable in advance. Parents may be denied copies of a student's records (1) after the student reaches age 18 and is no longer a dependent for tax purposes; (2) when the student is attending an institution of post-secondary education; (3) if the parent fails to follow proper procedures and pay the copying charge; or (4) when the district is given a copy of a court order terminating the parental rights. If the student qualifies for free or reduced-price meals and the parents are unable to view the records during regular school hours, upon a written request of the parent, one copy of the record will be provided at no charge.

Certain information about district students is considered directory information and will be released to anyone who follows procedures for requesting it, unless the parent objects to the release of any or all directory information about the child. This objection must be made in writing to the principal within ten school days after the issuance of this handbook. Directory information includes a student's name, address, telephone number, date and place of birth, major field of study, grade levels, photograph, e-mail address, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received in school, and most recent previous school attended.

Military recruiters or institutions of higher learning shall have access to secondary school students' names, addresses and telephone listings, unless a parent/guardian or secondary student aged 18 or over requests in writing that such information not be released.

The District will release to the Parent Teacher Association the names, addresses, telephone number and grade levels of students (unless the District directory information has been refused as to a particular student) provided such information is to be used by the PTA for its own school activities or school business.

The District, when a student moves to a new school system or charter school, will send the student's records to the new district or charter school within ten business days of receiving written notice of the move from the new district. Unless the parents/guardians of the student authorize the record transfer in writing, the sending District is required to send a notice when the records are sent to the new district.

Parents and eligible students have the right to file a complaint with the U.S. Department of education concerning alleged failures by the District to comply with the Requirements of FERPA. Complaints may be addressed to: Family Policy Compliance Office, U.S. Department of Education, 5400 Maryland Avenue, S.W., Washington, DC 20202- 4605.

STUDENT SUCCESS PLANS (SSP's)

The Newington Board of Education Policy Instruction #6146 was adjusted to include Student Success Plans (SSP) as a requirement for all students in grades 6-12. The plans will be student driven and cover topics in three areas: academic, college/career exploration, and social/emotional/physical development. The purpose is to help students learn more about themselves, their strengths, and areas of interest so that students can set and monitor personal goals related to future planning. It will also provide students with some opportunities to gain real work experiences outside of the classroom. Each year, students will work on a piece of their SSP independently, through classes, in advisory, and with their school counselors. Students will document SSP work in the form of journal reflections, projects, and assessments that will be housed electronically in Naviance.

TECHNOLOGY POLICIES

The Board of Education believes that the Internet is a valuable tool that should be used in schools to educate and inform students. The Board endorses student use of the Internet for learning and research which enhances information available through other mediums. Therefore, individual users of the Technology Public School Network are responsible for their use of the network and are expected to use it responsibly. To ensure appropriate usage, the administration will establish guidelines for student exploration and use of Information Technology resources. Such guidelines shall address issues of privacy, ethical use of information with respect to intellectual property, illegal uses of the network, and conditions or usage. The guidelines shall strive to preserve students' rights to examine and use information to meet educational goals and objectives of the District. By signing the form on page 3 of this handbook, you are allowing your son/daughter to have access to the Internet. If you wish to have this access removed, please contact your son/daughter's House Assistant Principal.

Internet acceptable use policy: Internet access is available to students and staff. Students may not:

- use electronic resources for personal or profit making enterprises, political lobbying/campaigning, electronic theft, or copyright violations
- transmit or download material in violation of State & /Federal laws
- use language or retrieve information that is profane, obscene, abusive, or threatening
- use electronic resources to disrupt the use or compromise the security of electronic resources including hardware/software, networks, or electronic files
- reveal personal information such as home addresses or phone numbers of self or others

Unacceptable use of the Internet or any telecommunications services will result in immediate revocation of access privileges for the student; parent/guardian will be notified. Consequences will be issued according to our Code of conduct. Misuse can also have legal implications. School technology is not personal property; intentional damage to equipment will be treated as vandalism and consequences will be administered accordingly, including payment for damages. No food or beverages are allowed near technology and personal software, flash drives, etc. cannot be installed without approval of the computer education staff.

THREATS

Any student who in any manner threatens 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, or has any knowledge thereof and fails to report it to proper school officials, shall be subject to expulsion and police referral. In addition, the superintendent shall refer the matter to law enforcement officials for possible criminal prosecution and shall take all available measures to ensure the safety of those in the school community in the event of the student's return to school. The district will require the student to be evaluated by an appropriate outside counselor or medical expert and require a Safe Return Form be completed by this professional as part of the evaluation in order for the student to be allowed to return to school.

TITLE I COMPARABILITY OF SERVICES

All district schools, regardless of whether they receive Federal Title I funds, provide services that, taken as a whole, are substantially comparable. Staff, curriculum materials and instructional supplies are provided in a manner to ensure equivalency among district schools.

TITLE I PARENTAL INVOLVEMENT

Parents of a child in a Title 1 funded program will receive a copy of the district's parental involvement policy, including provisions of an annual meeting and involvement of parents in the planning, review and implementation of Title 1 programs.

TRANSPORTATION (BUS) PROCEDURES

All requests for changes/modifications/additions of a bus run should be made to the Transportation Supervisor. Unless an exception is granted, all bus run assignments will be on a five-day per week basis. Parents who wish to request a permanent change in bus transportation, for day care purposes, must submit a written request in advance to the Transportation Supervisor. Parents requesting a temporary change in their child's transportation arrangements must do so in writing at least five days in advance of the effective change. Changes will only be granted for emergency circumstances. The school district may make modifications to bus run assignments or bus routes during the course of the year. Reconfiguration of bus runs occurs to ensure that students arrive to school on time, recognizes changes in enrollment, or enhances the safety of student transportation. Concerns regarding transportation should be made to the Transportation Supervisor, at 666-2441. A written record of all concerns will be maintained in the Transportation office and an investigation will be made.

TRUANCY

A student who is absent from school without the knowledge and permission of a parent/guardian is considered truant. A student age five to eighteen inclusive with 4(four) unexcused absences in one month or 10 (ten) unexcused absences in a school year will be considered habitually truant. Absenteeism from school without the knowledge or consent of a parent will result in disciplinary consequences. No makeup work is permitted and a student will receive a zero for all work missed, including tests and quizzes. Habitual truancy will result in the following escalating steps:

referral to NHS's School Review Board, referral to Town of Newington Human Services Juvenile Review Board, referral to Juvenile Court.

VEHICLE TRANSPORTATION & STUDENT PICK-UP

The speed limit on school grounds is 10 mph and is strictly enforced. Parents dropping off students are encouraged to drop off on the south side/cafeteria entrance and avoid using the Veteran's Drive entrance where school bus traffic takes place. All vehicle traffic is prohibited except for busses from 2:00-2:45 p.m. and also at early dismissal times in the front of the schools. Students being picked up after 2:00 p.m. must meet at the entrance opposite St. Mary's Church. There is one way traffic in front of the school and the flow is from Veteran's Drive heading south.

VISITORS TO NHS

Visitors are invited guests and must sign in at the main entrance. A monitor will issue a visitor's pass that is to be worn visibly by the visitor. All unanticipated visitors will be directed to the office so that the arrangements can be made to have the visitor met by the identified staff member. All anticipated visitors must report to the office to have the appointment confirmed prior to allowing them to visit further in the building. Adults who wish to visit a class are asked to notify the administration, or the teacher whose class you intend to visit twentyfour (24) hours in advance. Staff members should provide the Main Office with a list of anticipated visitors each morning so the entrance monitor can be advised. All visitors are expected to sign out with the monitor at the front entrance and return the visitor's pass. Visitors are requested to immediately leave the building upon completion of their business. Former students may visit the school but they must first request permission through a principal prior to arriving at the school.

WORKING PAPERS

Working Papers may be obtained in the main office by appearing in person and providing a "Promise of Employment" from the prospective employer. Processing of working papers will be done within a 24 hour period. When changing jobs, a new "Promise of Employment" must be submitted.