



# NORWICH FREE ACADEMY

Superintendent/Head of School

August 10, 2018

Dear Parents and Guardians:

Greetings from Norwich Free Academy (NFA). I hope your family is enjoying a wonderful summer. We have been very busy on campus preparing for the upcoming 2018-19 academic year, and we are poised for another spectacular year at NFA. The purpose of this correspondence is to say hello and to provide some important "Back-to-School" information.

### **August/September Dates of Distinction**

- The week of August 20: Summer mailing to NFA families/**Student Schedules included**
- August 21-23: Grade 9 conferences **(To make an appointment, please call 860-425-5771 or 860-425-5772, between 8 a.m. – 3 p.m., starting Friday, August 17.)**
- Wednesday, August 29: First day for grade 9 on the Main Campus and for grades 9-12 on the Sachem Campus. **Early dismissal of all students on both campuses at 11:55 a.m.**
- Thursday, August 30: School for all grade 9-12 students with early dismissal at 11:55 a.m.
- Monday, September 3: Labor Day–No school
- Tuesday, September 4: School back in session
- Thursday, September 13: 6-8:30 p.m., Open House/Parents' Night
- Friday, September 14: Early Dismissal at 11:55 a.m.

### **Summer Mailing to NFA Families**

The week of August 20, you will receive, via U.S. mail, a packet of information from the NFA Guidance Department including a student schedule, Guidance Department Newsletter, and a student demographic sheet. We respectfully request that you take a few moments to carefully review these important documents.

### **Morning Drop-off: Change in Traffic Patterns**

**For student safety, during the morning bus drop-off period (approximately 6:55 – 7:25 a.m.) on the south end of campus, private vehicles may no longer drop off students by entering campus at the South (Main) Entrance on Crescent Street. Parents are asked to drop off their children curbside along Crescent Street.**

### **Free/Reduced Lunch**

NFA participates in the National School Lunch Program. All students will receive a Free and Reduced Price School Meals Application Form at the beginning of the school year. To apply, fill out and submit all documents to your child(s) House Office. For more information or to receive the form (in multiple languages), go to [www.nfaschool.org/chartwells](http://www.nfaschool.org/chartwells).

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### **NFA Charging Policy**

NFA and Chartwells Dining Services do not wish that any student go hungry and/or be denied food; however, restrictions are placed upon a student's ability to charge meals. Please review the terms and conditions under which students may charge for meals at MyNFA>Parents on the NFA website. Click on Chartwells Food Services.

### **Household Contact Information**

Parents can check and update their contact information online in PowerSchool. Household Contact information includes the phone number, mailing address, and email address that NFA uses as the PRIMARY contact for informational and notification purposes. If at any time you wish to check or update your Household Contact information, log on to [www.nfaschool.org/updateinfo](http://www.nfaschool.org/updateinfo) and follow the simple instructions.

### **Grade Reporting**

Unless specifically requested, NFA no longer mails home progress reports. Parents will receive an email to notify them to check their PowerSchool account at the midpoint of each quarter. If you wish to request a mailed progress report, please send a letter to my office or email me at [kleind@nfaschool.org](mailto:kleind@nfaschool.org) on or before Friday, September 14, 2018\*. Report cards will continue to be mailed twice each semester (four times per year). The second and fourth report cards indicate final semester grades and graduation credits earned.

### **Lifetouch Studios**

NFA contracts with Lifetouch National School Studios, Inc., to provide senior portraits and yearbook photography and services. NFA will provide contact information to include names, mailing addresses, and email addresses to Lifetouch so that you can use Parent Notify™, their email automation tool to schedule Senior Portrait appointments, confirmations with students, send reminders about picture day, provide the opportunity to purchase portraits, and provide information about yearbook sales. Lifetouch is committed to complying with its legal obligations pursuant to state and federal data privacy laws, including the Family Educational Rights in Privacy Act (FERPA) and Connecticut House Bill, Public Act No. 18-125 AN ACT CONCERNING REVISIONS TO THE STUDENT PRIVACY ACT. **If you wish to opt out of this service, please send a letter to John Iovino, Director of Student**

**Affairs, by Monday, August 20, 2018. Please note, you may opt out of this service at any time by using the unsubscribe facility located in any Lifetouch e-mail.**

### **Notification of Student Data Privacy**

Public Act (PA) 18-125 AN ACT CONCERNING REVISIONS TO THE STUDENT DATA PRIVACY ACT requires that NFA notify parents of web-based and mobile-based software used that collect personally identifiable student information. Find a list of titles and contracts of software used by NFA that are in compliance with PA 18-125 at [nfaschool.org/privacy](http://nfaschool.org/privacy).

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### **School-Based Health Center (SBHC)**

NFA and UCFS Healthcare have partnered to open a School-Based Health Center (SBHC) on campus offering medical, dental, and behavioral health services. Learn more about the SBHC and how to register your child at [nfaschool.org/SBHC](http://nfaschool.org/SBHC).

## **LEGAL NOTIFICATIONS & PARENTAL CONSENT**

### **Directory Information**

In December 2001, Congress passed legislation that directs NFA to provide student names, addresses, and telephone numbers to military recruiters. If you wish to prevent the disclosure of your child's directory information to military recruiters, please send a letter to my office or email me at [kleind@nfaschool.org](mailto:kleind@nfaschool.org) on or before Friday, September 14, 2018\*. Opting out of this listing is your right as a parent/guardian, and we will uphold your wishes.

### **AIDS Education**

In accordance with state statutes, NFA provides AIDS (Acquired Immune Deficiency Syndrome) education for all students. Education about this disease will include discussion of family life, risky behavior, and condom use. We are required to offer you the opportunity to remove your child from classes when AIDS education is presented. If you would like to have your child exempted from this program, please send a letter to my office or email me at [kleind@nfaschool.org](mailto:kleind@nfaschool.org) on or before Friday, September 14, 2018\*. It would also be helpful for you to let your child know of your request for an exemption.

### **Curricular Supplements**

Films, videos, musical excerpts, online video clips, and other material that may be used to supplement our curriculum may depict violence, contain objectionable language, explicit sexual scenes, and/or nudity. The use of such materials is not gratuitous, and teachers carefully edit the material in advance; but if you object to your child viewing such supplemental material, please make sure that your concern is known to me by letter or email me at [kleind@nfaschool.org](mailto:kleind@nfaschool.org) on or before Friday, September 14, 2018\*. It would also be helpful for you to let your child know of your request for an exemption.

### **NFA Public Relations/Student Names and Photos**

We often use images, photos, and/or video of our students on our website and in our promotional materials, publications, advertisements, and social media. In some cases, we may use a student's name as well as a photo. If you do not want NFA to use your child's image or name in any of these ways, please contact me by letter or email me at [kleind@nfaschool.org](mailto:kleind@nfaschool.org) on or before Friday, September 14, 2018\*.

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### **Pesticide Application**

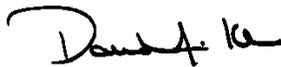
Connecticut State Law, Public Act 99-165, entitles you to be notified when pesticides are applied to either the grounds or the buildings. If you would like to be notified when pesticide applications are made, please contact me by letter or email me at [kleind@nfaschool.org](mailto:kleind@nfaschool.org) on or before Friday, September 14, 2018.\*

### **Withdrawal from School**

Connecticut General Statutes, Section 10-184 (Public Act 09-06), requires us to inform you that you are obligated to ensure that your child remains in school and regularly attends until age 17. A parent or guardian must appear in person and sign a withdrawal form to provide consent for a child to withdraw from school at 17 years of age.

We are very excited about the upcoming school year and the many unique opportunities that await our NFA students. Please look for our next summer mailing to arrive by the end of the week of August 20. I encourage your family to access **MyNFA>Parents** on the NFA website ([www.nfaschool.org](http://www.nfaschool.org)) for important school information and updates. Enjoy the remaining weeks of summer 2018.

Sincerely,



David J. Klein  
Head of School

DJK:lrk

**\* If you wish, you may combine requests in one letter/email clearly outlining which areas you are addressing--Directory Information, AIDS Education, Curricular Supplements, NFA Public Relations/Student Names and Photos, and/or Pesticide Application. NFA must receive all requests in writing by September 14, 2018.**

**Beginning August 20, parents of upper-class students (Grades 10-12) who already have a PowerSchool account may simply enter these requests online in PowerSchool via eCollect. Sign into PowerSchool and follow the directions in the pop-up. Parents of 9<sup>th</sup> graders may enter these requests online in PowerSchool via ECollect once they receive their Access I.D. and password at 9<sup>th</sup>-grade conferences, August 21-23. NFA must receive all requests in writing, by email, or online by September 14, 2018.**

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