



NORWICH FREE ACADEMY

Superintendent/Head of School

September 4, 2018

Dear Parents and Guardians:

Greetings from Norwich Free Academy. I am pleased to report that the new school year at the Sachem Campus is officially underway, and your children are off to a great start.

We invite you to attend the Sachem Campus Open House/Parent Night program, 6-8:30 p.m., Thursday evening, September 13, 2018. The format will revolve around your student's class schedule. You will have an opportunity to meet each teacher in a classroom setting for approximately 12 minutes.

Beginning at 6 p.m., you may obtain a printed copy of your student's academic schedule in the Sachem Main Office. Also, the Sachem Main Office will be able to provide you with your PowerSchool login information if you need it. Student ambassadors will be available to give tours of the building. The first class session will begin promptly at 6:15 p.m. To save you a few extra minutes, you may wish to ask your child to fill in class schedule information ahead of time using the enclosed schedule page which you can bring with you. The cafeteria will be open and staffed with student volunteers to care for children age three (3) and above on a drop-in basis while parents visit classrooms (no appointment necessary). If you wish to register your child to receive services from the United Community & Family Services School-Based Health Center at NFA, you may obtain a form at the Main Office.

Should you require special assistance or have unique accessibility needs, please don't hesitate to contact NFA Campus Safety Liaison Todd Clarke who will be happy to assist you. Please contact Mr. Clarke at (860) 425-5595 before Thursday evening or visit him in his office upon your arrival.

On behalf of the NFA faculty and staff, I thank you for your continued support and partnership. We look forward to seeing you at Sachem Campus, Thursday evening, September 14.

Regards,

David J. Klein
Head of School

PROVIDING OPPORTUNITIES... PREPARING LIVES



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Dear Parents and Guardians:

At Norwich Free Academy, learning experiences in the classroom are an essential part of a full educational program for students. Prompt and regular attendance to school and assigned classes is a valid and reasonable requirement for academic success.

Norwich Free Academy hopes to collaborate with you to ensure your child's success this school year.

DID YOU KNOW?

- Regular attendance is a life skill to help your child graduate from college and keep a job.
- By grade 9, school attendance is a better predictor than grades about whether or not a student will graduate on time.
- Students should miss no more than 9 days of school each year to be engaged, successful and on-track to graduate.
- Missing 10 %, or about 18 days of the school year, is considered chronic absence. Chronic absenteeism drastically affects a student's long-term success.
- School attendance is a matter of law. According to CT General Statutes 10-184, a student's first 9 absences are excused by a note from a parent/guardian within 10 days of the absence. Beginning with the 10th full-day absence, all following absences are excused for illness with a note from a licensed medical professional, for a religious holiday, family death or emergency, or an approved field trip or college visit.

WHAT YOU CAN DO

Make school attendance a priority by:

- Knowing NFA's attendance policy for full-day absences and absences from individual classes. Find this information beginning on page 20 of the PILOT, NFA's student and parent handbook (available at www.nfaschool.org MyNFA>Parents).
- Talking to your child about attendance and expecting your child to attend school on time every day.
- Helping your child maintain daily routines, such as finishing homework, keeping regular hours, and having a good night's sleep.
- Trying not to schedule dental and medical appointments during the school day.
- Not allowing your child stay home unless he/she is truly sick.

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Help your child to stay engaged at NFA by:

- Keeping on top of academic progress and seeking help from teachers, if necessary.
- Making sure teachers know how to contact you.
- Staying connected on the website and through NFA's PowerSchool Parent Portal at www.nfaschool.org MyNFA> Parents. (Contact your child's house office for more information about how to stay connected.)
- Monitoring your child's attendance through NFA's PowerSchool Parent Portal.
- Encouraging participation in after-school activities. Students connected to school through activities beyond regular school classes are more likely to have good school attendance.

Communicate with NFA by:

- Calling your child's attendance secretary if your child will not be in school, and by following up with a written note when your child is not in school.
- Verifying a medical visit with documentation from a licensed medical professional.
- Notifying your child's house office of changes in phone number or mailing address to maintain a successful school-home connection.

Parents and families are essential partners with us at NFA to ensure regular attendance at school. We know that regular attendance helps students succeed and achieve.

If you have questions or need assistance, we are here to help. Contact your child's house principal, school counselor, or attendance secretary as listed below:

Norwich Free Academy Contact Information by Grade and Building

9th Grade, Cranston House	Ms. Montalvo	860-425-5772
10th Grade, Tirrell House	Ms. Vennero	860-425-5792
11th Grade, Shattuck House	Ms. McManaway	860-425-5782
12th Grade, Bradlaw House	Ms. Cagle	860-425-5762
Grades 9-12, Sachem Campus	Ms. Morin	860-425-5764

By working together, we will make the upcoming year a positive one for you and your child.

Sincerely,

The Attendance Review Board
Norwich Free Academy

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FILL IN YOUR STUDENT'S SCHEDULE BELOW AND BRING THIS PAPER WITH YOU TO PARENTS' NIGHT THURSDAY, SEPTEMBER 13, 2018.

<u>Channel/Time</u>	<u>Class</u>	<u>Teacher</u>	<u>Building</u>	<u>Room</u>
A 6:15 - 6:30	_____	_____	_____	_____
B 6:38 - 6:50	_____	_____	_____	_____
C 6:58 - 7:10	_____	_____	_____	_____
D 7:18 - 7:30	_____	_____	_____	_____
E 7:38 - 7:50	_____	_____	_____	_____
F 7:58 - 8:10	_____	_____	_____	_____
G 8:18 - 8:30	_____	_____	_____	_____



NOW OPEN!

UCFS Healthcare is pleased to announce the opening of our School-Based Health Center at NFA!

What is a School-Based Health Center (SBHC)?

The UCFS School-Based Health Center at NFA is a doctor's office inside of your child's school. The services are provided by an APRN (Advanced Practice Registered Nurse) and Behavioral Health Clinician who are experts in adolescent health and are employed by UCFS. Services at the UCFS SBHC are intended to supplement the care your child receives at their pediatrician's office. The UCFS SBHC staff communicates with your child's pediatrician to keep them updated about the care your child receives at the UCFS SBHC.

The goals of a SBHC are to:

- Help students stay in school to receive needed care rather than have to leave campus.
- Improve students' academic achievement by taking care of medical, dental and behavioral health needs that can make learning difficult.
- Remove barriers to care such as lack of transportation or insurance and to support school staff through wellness and educational events.

What services are provided at the SBHC?

UCFS SBHC services include: yearly well-child examinations, vaccinations, sports physicals, acute care visits (e.g. sick visits, lacerations, injuries, etc.) and chronic care visits (e.g. asthma, ADHD, etc.). We encourage early intervention and prevention through prompt medical treatment and education. The Behavioral Health Clinician provides mental health assessments, substance abuse screenings and counseling. The APRN and Behavioral Health Clinician work closely with the school nurse to ensure effective communication. The dental hygienist will be on site several days each year to provide oral health screenings, x-rays, fluoride treatment and cleanings.

Who can be seen at the SBHC?

Any student with a signed consent form who attends NFA or the Sachem Campus may be seen at the UCFS SBHC.

Can my child be seen at the SBHC without a signed consent form?

Yes, we do verify that the child has a signed consent form first. If they do not have a signed consent form, we attempt to contact the child's parent/guardian for a one time verbal consent. This notifies you that your child is at the UCFS SBHC and you then have the option to allow your child to be seen with your verbal permission or for them not to be seen at that time. A verbal permission is only good for that day's visit and may only be obtained once per school year. If your child comes into the UCFS SBHC for subsequent visits without a consent form signed by their parent/guardian they will be unable to be seen that day without a parent/guardian present.

Will these services be billed to my insurance?

Yes, services provided at the UCFS SBHC will be billed to the identified insurance. Copays will be billed to responsible party. If your child is uninsured, please call our Access to Care Program at 860-822-4798 for a free insurance eligibility assessment.

How do I register my child for the SBHC?

Register by clicking the UCFS School-Based Health Center icon at **MyNFA>Parents** on the NFA website or directly at nfschool.org/SBHC.

What are the hours of operation?

Monday - Friday from 7:35am - 2:30pm during the school year.

*For more information or to register your child,
please call 860-425-5557 or visit our website at
UCFShealthcare.org*

**Students enrolled in the NFA SBHC are also welcome
to be seen at any UCFS location:**

The Edward & Mary Lord Family Health Center
47 Town Street, Norwich
860-892-7042

New London Behavioral Health Center
351 North Frontage Road, Suite 24, New London
860-442-4319

Griswold Health Center
226 East Main Street, Griswold
860-376-7040

Colchester Behavioral Health Center
212 Upton Road, Suite C, Colchester
860-537-7676

Plainfield Health Center
120-122 Plainfield Road, Moosup
860-822-4938

The School-Based Health Center is a partnership between

