# AGENDA –Wednesday, December 10, 2025

REGIONAL SCHOOL DISTRICT NO. 7
BOARD OF EDUCATION
6:00 p.m.
(Immediately following the Annual Organizational Meeting)
Newbury Library Media Center

## Regional School District No. 7 Board of Education Mission Statement:

We believe the public education is an essential component of a free and democratic society. In a partnership of family, school, community, and local and state government, our mission is to enable all students to meet high standards, make productive choices in their personal lives, contribute to a diverse global society and act as responsible citizens.

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**1.0 CALL TO ORDER**

**2.0 PUBLIC PORTION**

**3.0 APPROVAL OF MINUTES**
- 3.1 November 12, 2025, Regular Board of Education Meeting

**4.0 REPORTS**
- 4.1 Student Representatives Report – Mia Doyle, Amaya Washington
- 4.2 Principal's Reports – R. Cornelius, G. Franklin
- 4.3 Superintendent's Report: Steven K. LePage
- 4.4 Director of Finance and Operations - J. Gaskins

**5.0 OLD BUSINESS**
- 5.1 Updates
- 5.2 BOE Goals

**6.0 NEW BUSINESS**
- 6.1 Discussion and Possible Action on the NWR7 NTA Teachers Contract
- 6.2 Discussion and Possible Action on the NWR7 NAA Administrators Contract
- 6.3 First Reading: AI Policy
- 6.4 MOU between Winchester Youth Service Bureau and RSD#7 2025-2026 SY
- 6.5 Discussion and Possible Action Regarding Reservation of the RSD#7 Graduation Date

**7.0 CORRESPONDENCE**

**8.0 OPPORTUNITY FOR PUBLIC TO SPEAK ON AGENDA ITEMS**

**9.0 ADJOURNMENT**

Enclosures: November 12, 2025, Regular Board of Education Meeting Minutes
RSD7 AI Policy
MOU between Winchester Youth Service Bureau and RSD#7 2025-2026 SY

*Next Meeting: January 14, 2026 @ 6:00 p.m. – Newbury Library Media Center ~*
*January 28, 2026 @ 6:00 p.m. – Newbury Library Media Center ~*

**We welcome the public to share their comments via publicinput@nwr7.org.Your emails will be considered during the Public Comment session of the meeting. Thank you for your participation.**

# REGIONAL SCHOOL DISTRICT NO. 7

Newbury Library Media Center

Board of Education Meeting

November 12, 2025 - 6:00 p.m.

**DRAFT**

PRESENT: Chair Ms. Molly Sexton Read (B), Vice-Chair Mr. Robert Jerram (NH), Ms. Kim Crone (N), Ms. Terri Kenneson (C), Ms. Lisa Fragale (C), Ms. Mary Duran (B), Ms. Deb Bell (N), Secretary / Treasurer Mr. Noel Gauthier (NH), Student Representatives, Ms. Amaya Washington and Ms. Mia Doyle, Director of Finance & Operations Mr. James Gaskins, High School Principal Mr. Gary Franklin, Middle School Principal Mr. Ryan Cornelius, and Superintendent Steven K. LePage.

Absent: None.

**1. Call to Order**

The meeting was called to order at 6:00 PM by Ms. Sexton Read. Public attendees were welcomed; no public comment was made.

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**2. Approval of Minutes**

> MOTION by Mr. Gauthier, seconded by Ms. Bell, to APPROVE the October 8th, 2025, Regular Meeting minutes, as amended. AYE: Ms. Sexton Read, Mr. Jerram, Ms. Crone, Ms. Fragale, Ms. Kenneson, Ms. Bell, Mr. Gauthier, Ms. Duran. NAY: None. ABSTAIN: None. MOTION PASSED.

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**3. Student Reports**

Student representatives provided updates:

- **Mia Doyle reported:**
  - First-quarter grades finalized; student councils collaborated for Veterans' Day breakfast and Thanksgiving food drives.
  - Fall sports concluded successfully; winter sports are beginning to meet.
  - Underclassmen have begun to receive PSAT results and will begin to prepare for SATs.

- **Amaya Washington reported:**
    - Student activities included yearbook photos, turkey drive, book drive, and Principal's Advisory Council projects.
    - Ongoing painting and setup for new wellness space; furniture is ready.
    - Veterans' Day assembly and breakfast were successful and well-attended.

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**4. Principal Reports**

**Middle School:**

- Shared year-over-year academic growth data showing improvement in math and ELA.
- Math achievement increased by 8% and growth rate by 5%.
- Science scores declined; the department is implementing new assessment and instructional strategies.
- MTSS (Multi-Tiered Systems of Support) programs continue to expand; strong data tracking and parent communication noted.
- Positive behavior programs such as "Highlander of the Month" continue to build school culture.
- Upcoming focus areas include writing support and alignment of athletic programs with high school standards.

**High School:**

- Reported significant improvement in SAT and PSAT scores:
    - Seniors averaged 1037 (vs. 969 CT average, 965 national).
    - PSAT scores show strong growth among juniors and sophomores.
    - Current freshmen scores are promising, coming in higher than any other recent class.
- AP testing results: 84% pass rate (score of 3+), with an increased number of students taking an AP exam, the highest in five years.
- Science scores increased from 51% to 64% meeting or exceeding standards.
- Teachers and departments commended for their efforts, resulting in high-level student achievement.

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**5. Superintendent's Report**

- **Teacher Negotiations:** Tentative agreement reached in three meetings; to be ratified by NTA and approved by the Board in December.
- **Administrative Collaboration:** Strong partnership between Principals Franklin and Cornelius commended; close alignment in practices and goals is leading to school and district improvements.
- **Canton Partnership:** Canton designated Northwestern as its sole school of choice for future students interested in attending an Agricultural Science Program.
- **Strategic Planning:** Committees continuing to analyze data to align goals with the district's Vision of the Graduate; presentations will be shared at the workshop on November 24, along with a review of the Thought Exchange survey findings.
- **Regional Instructional Rounds:** Successful collaboration continues across districts through the K-8 Curriculum Council. Northwestern recently hosted instructional rounds to send district teachers and school leaders to observe our math instruction, with the goal of enhancing understanding and improving instruction. District rounds will take place in the elementary schools later in the year. Ongoing rounds continue with the Northwestern Instructional Leadership team, now including department heads.
- **Facilities Study:** Planning underway with Arcadis to prepare an RFP to solicit bids for a facility study, expected to cost approximately $25,000. This study will be critical in guiding future capital projects.
- **OSHA Review:** After the formal review was conducted and the meeting with the OSHA rep was held, we await the formal report in early December. Ongoing compliance improvement efforts have been underway, with more work to come; positive progress is being led by Dr. DeCerbo - District Chemical Hygiene Officer, and others.
- **Veterans Day:** Record attendance and strong student participation in both middle and high school events, a great day we can be proud of, but continue to build from. House of Heroes Project is to take place in Winsted with 28 students and several adults on November 19.

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**6. Director of Finance & Operations Report**

- **Roof Project:** Nearly complete; awaiting caulking and gutter installation.
- **Security & Infrastructure Project:** Nearing completion; includes 120 digital clocks, 275 speakers, over 30 strobe lights, and updated emergency notification systems.
- **Budget Updates:**
    - FY24–25: On target; no major issues.
    - FY26–27: Department budget requests due; no unexpected expenses projected at this time.

- **Facilities Assessment:** reiterated information shared by the Superintendent. The RFP for a facility study will be used to identify future capital needs and support bond planning.

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**7. Administrative Contracts**

- Board Chair Sexton Read noted ongoing negotiations with the administrators' association; expected a tentative agreement by the end of the week, and also needed Board approval at the December 10 meeting.

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**8. Strategic Planning Update (Board Discussion)**

- Subcommittees are identifying top priorities across leadership, learning assessment, and curriculum.
- Final meeting to consolidate recommendations set for **November 24**.
- The plan will serve as a roadmap for district improvement, not a binding document.

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**9. 2026–2027 Academic Calendar**

Draft calendar approved unanimously, pending addition of two high school parent-teacher conference nights (to be amended post-contract ratification).

MOTION by Ms. Crone, seconded by Ms. Fragale, to APPROVE the Proposed 2026-2027 School Year Calendar, as presented. AYE: Ms. Sexton Read, Mr. Jerram, Ms. Crone, Ms. Fragale, Ms. Kenneson, Ms. Bell, Mr. Gauthier, Ms. Duran. NAY: None. ABSTAIN: None. MOTION PASSED.

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**10. Resignation**

- **Dr. Steven Carvalho**, Special Education administrator, submitted his resignation effective December 23, 2025, to accept a position at Berkshire Community College.

  **MOTION by Ms. Kenneson, seconded by Ms. Bell, to ACCEPT, with gratitude, Dr. Steven Carvalho's resignation letter, as presented. AYE: Ms. Sexton Read, Mr. Jerram, Ms. Crone, Ms. Fragale, Ms. Kenneson, Ms. Bell, Mr. Gauthier, Ms. Duran. NAY: None. ABSTAIN: None. MOTION PASSED.**

- **17 applicants** have submitted applications for the open position thus far.

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**11. Cancellation of Upcoming Meeting**

MOTION by Ms. Bell, seconded by Ms. Crone, to CANCEL the November 26, 2025, Regular Board of Education Meeting. AYE: Ms. Sexton Read, Mr. Jerram, Ms. Crone, Ms. Fragale, Ms. Kenneson, Ms. Bell, Mr. Gauthier, Ms. Duran. NAY: None. ABSTAIN: None. MOTION PASSED.

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**12. Upcoming Meeting**

- **Next Regular Meeting:** December 10, 2025
    - Organizational meeting and contract ratifications (teachers & administrators)
    - It was mentioned that the next meeting would be the Board clerk's last, as it will be the start of her maternity leave

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**13. Adjournment**

**MOTION by Ms. Kenneson, seconded by Mr. Gauthier, to ADJOURN at 7:15 p.m. AYE: Ms. Sexton Read, Mr. Jerram, Ms. Crone, Ms. Fragale, Ms. Kenneson, Ms. Bell, Mr. Gauthier, Ms. Duran. NAY: None. ABSTAIN: None.**

**MOTION PASSED.**

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Regional School District No. 7

**School District AI Usage and Integrity Policy**

Northwestern Regional School District No. 7 recognizes the transformative potential of Artificial Intelligence (AI) and is committed to supporting the ethical, purposeful, and innovative use of AI. We believe that AI must be used with intentionality and responsibility to deepen student learning while upholding standards, academic integrity, and fostering a love of learning.

The development of an Artificial Intelligence (AI) policy for Northwestern Regional School District No. 7 must prioritize leveraging AI to enrich the educational journey while ensuring academic integrity and respecting the varied levels of AI readiness among all stakeholders - students, teachers, administrators, and paraprofessionals.
This policy framework is built upon the commitment that AI will serve as an augmentative support tool, not a replacement, and demands critical literacy and transparency from every user.

**Northwestern Regional School District No. 7 AI Usage and Integrity Policy Framework**

**I. Guiding Principles: Honoring our Commitment to Student Readiness and Integrity**
The foundation of this policy is built on three core principles designed to foster a balanced approach to AI adoption:

**1. Fostering Student Learning:** AI is intended to support creativity and learning, not replace authentic student endeavor or teacher instruction. As a district, we remain deeply committed to providing a quality educational experience for our students, integrating high-quality curricular and instructional resources while leveraging the capabilities of AI to enhance student learning.

**2. Ethical, Competent, and Responsible Use:** We seek to teach students behaviors surrounding ethical and purpose-driven engagement with AI. Toward that end, we commit to teaching students to critically evaluate AI outputs, questioning for accuracy, bias, and credibility. We endeavor to teach users to engage in academic transparency when engaging with AI.

**3. Balanced Human and AI Roles:** The educational experience that we provide will reflect the value of human connection, empathy, and social skills, ensuring AI does not substitute for necessary face-to-face interactions or emotional support.

**II. Appropriate Student Usage and Academic Integrity**
Student guidelines emphasize ethical conduct and transparency, ensuring that AI use supports their development as passionate and empowered Learners.

**A. Transparency and Citation Requirements**
Academic integrity hinges on full disclosure of AI assistance.

• **Ask Permission First:** Students must always start by asking their teacher if they can use Generative AI (GenAI) on the specific work assigned. Teachers should do their best to

communicate the level of AI integration they are comfortable with for assignments provided to students.
• **Mandatory Disclosure**: Students must be honest about when they use AI to help with assignments. Any AI-generated content must be clearly identified and cited.
• **Tracking Usage:** Students are required to track their usage of any AI tool by copying and pasting their conversation with the AI into a document that accompanies their submission.
• **No Unmodified Submission:** Students must not turn in work that is fully created by an AI as their own without substantial modification and disclosure.

**B. Acceptable and Unacceptable Uses (The Augmentation Boundary)**
The following table provides guidance for acceptable and unacceptable uses of AI when teachers deem AI acceptable for a given instructional task.

| **Possible Acceptable Use (Support and Augmentation)** | **Always Inappropriate Use (Plagiarism and Misuse)** |
|---|---|
| **Brainstorming:** Generating ideas or outlines for creative writing, projects, or preliminary research. | **Submitting AI-Generated Work:** Turning in assignments entirely created by AI without disclosure or modification. |
| **Practice and Revision:** Utilizing AI for practice exercises, grammar checks, or general feedback. | **Plagiarism:** Using AI to rephrase existing content without proper citation to bypass detection tools. |
| **Personalized Learning:** Utilizing AI for tailored support (e.g., breaking down complex concepts) to learn at one's own pace. | **Misinformation:** Relying on unchecked AI-generated information without verifying its accuracy (as the student is responsible for all facts presented). |
| **Refining Communication:** Using AI to draft or organize ideas, but ensuring the final communication is in the student's **authentic voice**. | **Ignoring Teacher Instructions:** Submitting work without confirming that GenAI is permitted to be used. |

**C. Critical Evaluation**
Students must act as Critical Thinkers and Problem Solvers. If they use AI, they must review its generated output for mistakes and be responsible for the accuracy of the information, even if it originated from the AI.

**III. Guidelines for Adults (Teacher, Administrator, Para)**
Guidelines for adults focus on modeling ethical behavior, professional development, and ensuring equitable access, thereby supporting staff across the readiness spectrum.

**A. Educator Responsibilities**
AI capacity development within our learning community is a shared process, supported through professional learning opportunities.

• **Establish Norms:** The school community must establish clear norms for productive AI use.

• **Educate Students**: The school community must educate students on AI risks, such as hallucinations, deep fakes, and bias, to foster safe and ethical use.

• **Model Critical Thinking and Evaluation**: The school community must model ethical AI practices, fact-checking, and analysis for students when generating examples, ideas, or data using AI.

• **Focus on Essential Skills:** Educators should focus on developing critical thinking and problem-solving skills that AI cannot replicate, increasing the "durability of lessons".

• **Professional Exploration:** Educators are encouraged to collaboratively explore AI with colleagues, sharing best practices and reflecting on its impact to improve their own efficacy and instruction.

**B. Administrator Responsibilities**
Administration ensures system-wide ethical compliance and supports staff readiness.

• **Policy Development and Review:** Administrators will develop guidelines for safe, ethical AI use and continually review academic honesty policies as AI technology evolves.

• **Professional Development:** Administration will provide necessary professional development on AI literacy to ensure all staff members—regardless of their current readiness—are equipped to integrate AI safely and effectively.

• **Equitable Access:** Administration must ensure equitable access to AI tools for all students and staff, supporting an inclusive learning environment.

• **Monitoring and Feedback:** Administrators will monitor AI use and implement systems for continuous improvement, informed by feedback from all stakeholders.

• **Data Compliance:** Administrators must ensure compliance with student data privacy requirements when vetting and implementing AI tools.

**IV. Universal Requirement: Data Privacy and Security**
Regardless of the user's role or readiness, adherence to data privacy standards is mandatory.

• **Avoid Personally Identifiable Information and Confidential Data: It is essential to avoid inputting any personally identifiable information (PII)** or confidential information (including student and staff contact information, rosters, or demographic data) into AI systems.

• **Loss of Control:** Users must understand that once data is entered into these systems, the district loses control over it, necessitating strict adherence to privacy guidelines.

**AGREEMENT**
**YMCA – REGIONAL SCHOOL DISTRICT 07**

THIS AGREEMENT entered into as of the 24th day of November, 2025 by and the NORTHWESTERN CONNECTICUT YOUNG MEN'S CHRISTIAN ASSOCIATION, INC. of 259 Prospect Street, Torrington Connecticut, (hereinafter referred to as YMCA) acting herein by its Chief Executive Officer, Brian Ohler and the REGIONAL SCHOOL DISCTRICT 07 of the town of Winchester, Connecticut with an office at 100 Battistoni Road, Winsted, Connecticut, acting herein by Steven K. LePage, its Superintendent, duly authorized, (hereinafter referred to as DISTRICT 07):

**WITNESSETH**

WHEREAS, the parties hereto desire to enter into a contract to provide for a completive swim team program for the Northwestern Region 7 High School at the Winsted YMCA during the period of approximately December 4, 2025 through March 14, 2026.

NOW THEREFORE, in consideration of these premises, the parties hereto mutually covenant and agree as follows:

1. The DISTRICT 07 agrees to:
   a) Utilize the YMCA facility in accordance with the dates and rates shown on Schedule 1, attached hereto and made a part hereof.
   b) Make payments for rental fees as shown on Schedule 1.
   c) Notify the YMCA Aquatic Director one week in advance of any scheduling changes it being understood that no changes to the practice or meet schedule will be made without prior YMCA approval.
   d) Contact the YMCA immediately to address if air/ water quality concerns.
   e) Abide by all YMCA policies and procedures as set forth on Schedule 2 and Schedule 3 attached hereto and made a part hereof. Each swim team coach will review YMCA policies and procedures with all swim team members and provide certification to YMCA to this fact by submitting a signed Schedule 2 form.
   f) Supervise swim team members at all times at DISTRICT 07 sanctioned activities at the YMCA. Swim team members may only enter the YMCA facility through the front entrance once a DISTRICT 07 coach has arrived as per procedure defined in Schedule 3.
   g) If any DISTRICT 07 personnel, student or DISTRICT 07 parent let anyone enter the facility through any external doors except for the front doors, DISTRICT 07 is liable for any and all injuries, property damage, theft or issues related to entry.
   h) To reimburse the YMCA for any additional charges incurred by the YMCA including, but not limited to, after time period indicated on Schedule 1, or damages to the facilities caused by students, coaches or other attendees of swim meets and practices. The YMCA will present evidence of damage and reasonable charges and an invoice outlining the cost of repair to the DISTRICT 07.
   i) Springboard diving practices are to take place at the Winsted YMCA upon an agreed upon schedule and rate as per specified on Schedule 1. Schedule will be monitored by the Winsted Y Aquatic Director.
   j) Maintain for the duration of this agreement appropriate insurance coverage acceptable to the YMCA and evidenced by a certificate listing the YMCA as an additional insured on a primary and non-contributory basis for the dates of facility use. Insurance amounts shall include liability umbrella insurance coverage of $3,000,000 and contain a waiver of subrogation clause.
   k) Indemnify and hold the YMCA harmless for loss or damage incurred as a result of the act, omission and/or negligence of the DISTRICT 07 or its representatives.

2. The YMCA agrees to:

   a) Allow the exclusive use of the YMCA pool and locker rooms by DISTRICT 07 sanctioned swim teams in accordance with the dates and times shown on Schedule 1 and conditions noted on Schedule 2.
   b) Provide an alert certified lifeguard present at all practice and swim meet events.
   c) Provide a clean and safe facility, maintained in good condition, with acceptable water temperature and water chemistry.

**Northwest Region 7 High School Boys Team** December 4th 2025- March 14th 2026

Winsted YMCA Swimming Pool

| Day | Time | Weeks | Hrs/WK | Rate/Hr | Total Amt. | Total LGuard Hrs |
|---|---|---|---|---|---|---|
| Monday | 2:45-4:15 pm | 14 | 1.5 | $282.89 | $5,940.69 | 21.00 |
| Tuesday | 2:45-4:15 pm | 11 | 1.5 | $282.89 | $4,667.69 | 16.50 |
| Wednesday | 2:45-4:15 pm | 11 | 1.5 | $282.89 | $4,667.69 | 16.50 |
| Thursday | 2:45-4:15 pm | 12 | 1.5 | $282.89 | $5,092.02 | 18.00 |
| Friday | 2:45-4:15 pm | 12 | 1.5 | $282.89 | $5,092.02 | 18.00 |
| Saturday | 1:30-3:30 pm | 1 | 2 | $282.89 | $565.78 | 2.00 |
| Sub-Total | | 61 | | | **$26,025.88** | **92.0** |
| **Diving** | Winsted YMCA | 15 | 3 | $36.00 | $1,620.00 | 15 |

| Swim Meets | | Meets | Hrs/Day | Rate/ Meet | Total Amt. | |
|---|---|---|---|---|---|---|
| Enter times: | Fridays 6:30 pm | 2 | 2 | $565.78 | $1,131.56 | 4.00 |
| Enter times: | Saturdays 2:30 pm | 5 | 2 | $565.78 | $2,828.90 | 10.00 |
| | | 7 | | | **$3,960.46** | **14.00** |
| | | 68 | **Total Fees** | | **$29,986.34** | **3,215.12** |
| | | | **Total Hours** | | | 121.00 |
| | | | **Total Due** | | | **$33,201.46** |

**Payment Plan**

| | Due By: | | Total Due |
|---|---|---|---|
| No. 1 | 12/31/2025 | 25% | $8,182.35 |
| No. 2 | 1/31/2026 | 33% | $11,014.70 |
| No. 3 | 2/29/2026 | 28% | $9,283.82 |
| No. 4 | 3/31/2026 | 14% | $4,720.59 |
| **Totals** | | 100% | **$33,201.46** |

Northwestern Connecticut YMCA
**Winsted Branch**

NW Region 7 High School - Parent Association Fees
**Swim Team 2025-2026 Rental Fees**

| Day | | Time | No. Weeks | Hrs/WK | Rate/Hr | Total Amt. | Total LGuard Hrs |
|---|---|---|---|---|---|---|---|
| Saturday | 3 lanes | 8:00 - 9:00 am | 14 | 1 | $141.45 | $1,980.30 | 14.00 |
| | | | | | | **$1,980.30** | 14.0 |
| | | | | **Total Fees** | | **$1,980.30** | **147.79** |
| | | | | **Total Hours** | | | 14.00 |

| | Sat |
|---|---|
| **December** | 6 |
| | 13 |
| | 20 |
| | 27 |
| **January** | 3 |
| | 10 |
| | 17 |
| | 24 |
| | 31 |
| **February** | 7 |
| | 14 |
| | 21 |
| | 28 |
| **March** | 7 |
| | 14 |

| | Sat |
|---|---|
| **Total Regular Days** | 14 |

**Amount Due**

Due By: 2/23/2026

| | Rental | Lifeguards | Total Due |
|---|---|---|---|
| **Totals** | **$1,980.30** | **$ 147.79** | **$ 2,128.09** |

d) Notify the DISTRICT 07, through the Athletic Director, of any facility problems and/or schedule conflicts in advance.
e) Provide appropriate personnel for YMCA facility.
f) Comply with all laws, rules, regulations and policies of federal, state and local governments governing the operation of the facility.
g) Allow visitors to enter the facility during the dates and times shown on Schedule 1.
h) Indemnify and hold the DISTRICT 07 harmless for loss or damage incurred as a result of the act, omission and/or negligence of the YMCA or its representatives

This agreement contains the entire agreement of the parties. No modification or amendment of this Agreement shall be binding unless in writing, signed by the party against whom enforcement of any waiver, change, modification, extension, or discharge is sought. It is entered into and shall be construed and performed in accordance with the laws of the State of Connecticut.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals, and to a duplicate hereof, as of the day and year first above written.

Signed, Sealed and Delivered in the presence of:

REGIONAL SCHOOL DISTRICT 07

Steven K. LePage

By Steven K. LePage

It's Superintendent

12/3/2025

Date

NORTHWESTERN CONNECTICUT YOUNG MEN'S CHRISTIAN ASSOCIATION, INC.

By Brian Ohler,

It's Chief Executive Officer

Date

**SCHEDULE 2**
**YMCA POLICIES AND PROCEDURES**
**REGIONAL SCHOOL DISTRICT 07 (DISTRICT 07)**

1. Swimmers must wear bathing suits at all times.
2. Swimmers must follow the posted pool rules.
3. **Underwater breath-hold training (static or dynamic) is strictly forbidden.**
4. All swimmers must stay in the lower level area of the YMCA. No swimmers may use the stairwell from the first floor to the pool gallery level while wet or in a swimsuit, except during emergency situations.
5. Building security is of utmost importance to the YMCA. No one- student, athlete, coach, administrator or parent- is allowed to enter into the Y building through and exterior door. All DISTRICT 07 guests and participants must enter the YMCA facility through the main entrance. Students letting in anyone via any external door will receive a suspension.
6. Girls must use the girl's locker room and Boys must use the boy's locker room. There can be no Family locker room use.
7. As required by the State of CT Bather Code, all swimmers MUST take a full-wet soap shower PRIOR to entering the pool to rinse body oils, lotions and removal of bacteria.
8. Pool deck must be kept clean and neat to ensure the safety. Equipment must be stored in designated areas and be in an organized manner.
9. Locker room areas will be kept clean, showers used appropriately, and foul language will not be permitted.
10. Lane lines and equipment must be replaced to its rightful area before leaving.
11. DISTRICT 07 personal property and equipment must be stored neatly in designated closet area immediately after use.
12. Head-first diving may only be done from the deep end of the swimming pool.
13. Pool and Bleacher doors shall remain closed to keep the ventilation system in balance.
14. DISTRICT 07 swim team coaches shall inspect the pool & locker rooms before and after use and note any damage to the YMCA. Any damage MUST be reported immediately.
15. Any injuries must be reported immediately to the YMCA membership services desk or supervisor on duty. An accident report MUST be completed and submitted at the time of the injury.
16. Springboard diving, practice is to take place only during specific scheduled times at the Winsted YMCA. Contact YMCA Aquatic Director, Dave Steel, to schedule.
17. If additional time is scheduled for springboard diving, the DISTRICT 07 agrees to make payments for pool fees and lifeguard reimbursement in addition to the present contract.
18. DISTRICT 07 coaches may lead additional occasional practice sessions at YMCA, as long as, three conditions are met: 1) all coaches & athletes attending are YMCA members, 2) may use of no more than one-lap lane and 3) the activity has been scheduled in advance with the YMCA's Aquatic Director. These sessions are not to be in place of DISTRICT 07 official practice sessions.
19. In the event of a fire alarm, everyone must exit the YMCA immediately via the nearest exit.

**To be signed by team head coach:**

I have reviewed the above YMCA Policies and Procedures with each member of the DISTRICT 07 Swim Team.

Signed: _____

Name: _____

Date: _____