NONNEWAUG HIGH SCHOOL

Student Handbook

2026-2027

5 Minortown Road

Woodbury, CT 06798

(203) 263-2186

For the most updated version of the student handbook, please visit the link on the school website.

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Dear Students, Parents, and Guardians,

It is with great pleasure and excitement that I welcome you to the new school year. The faculty, staff and administration of Nonnewaug High School look forward to an engaging and successful 2026-2027 school year.

The careers, college programs, and other post-secondary paths our students seek demand that they meet a wide variety of constantly-changing challenges. Thus, it is essential that our students possess the skills and abilities outlined in the Region 14 Vision of a Learner. The development and attainment of these attributes will be embedded in all that we do as we focus on empowering our students to make an immediate positive impact on our world.

This handbook is intended to be a source of relevant information to include policies, procedures and information regarding student life. It is important that you read and become familiar with the school programs and student responsibilities outlined in this handbook. It is our intention to offer every student an exceptional educational experience in a school community that is respectful, supportive and caring of one another. Please note there are many changes to policies and procedures this year which are outlined in the sections below. We have highlighted those changes so that you can easily find them.

Throughout the year, we will be emailing you and updating our website about upcoming events and important information. Most of these updates will go out on Monday afternoons at 4:00pm. Please be sure you have completed the annual PowerSchool registration to ensure that you receive our updates. We also welcome the input of parents/guardians at all times and encourage them to contact the school if they have any questions or concerns.

As we begin this school year, I can say with the utmost confidence that our NHS staff is deeply committed to our students' learning and well-being. Please do not hesitate to contact us if we can be of any assistance to you.

I am looking forward to the start of a fantastic school year!

Sincerely,



Mykal Kuslis
Principal
Nonnewaug High School

PARENT/GUARDIAN/STUDENT ACKNOWLEDGEMENT

Our expectations for all members of our NHS community are to treat one another with respect and kindness and to assume responsibility for our actions. To ensure that each member of our community understands our policies and procedures, please read this handbook with your child.

Once you have read the handbook, please check the appropriate box on “PowerSchool Registration” indicating that you have done so. Thank you.

REGION 14 VISION OF A LEARNER

Region 14 students:

THINK CRITICALLY AND CREATIVELY – They evaluate an issue or problem and develop a solution or opinion using multi-disciplinary thinking, originality and imagination.

COLLABORATE AND COMMUNICATE EFFECTIVELY – They find effective ways to work together and express, listen to, and exchange ideas and information in many forms.

DEMONSTRATE EMPATHY – They understand and respect the ideas, beliefs, and values of others to foster an inclusive environment.

TAKE INITIATIVE – They take ownership of learning by inquiring, setting goals, taking action, and consistently reflecting.

PERSEVERE – They persist through challenges to achieve goals and build resilience.

ADAPT AND ADJUST – They remain flexible and open to new ideas, and they adjust to new situations.

NONNEWAUG’S MISSION STATEMENT

The Nonnewaug High School community believes that all students have the right and responsibility to achieve their full potential. To that end, we strive to provide students with the knowledge, skills and understandings needed to become lifelong learners and productive, compassionate citizens of the 21st century.

Nonnewaug High School believes a safe and positive learning environment is essential to promoting the development of lifelong learners who will be successful, compassionate members of their community. **Respect, honesty, perseverance, and kindness are the foundation of our mission.**

ACADEMIC INFORMATION

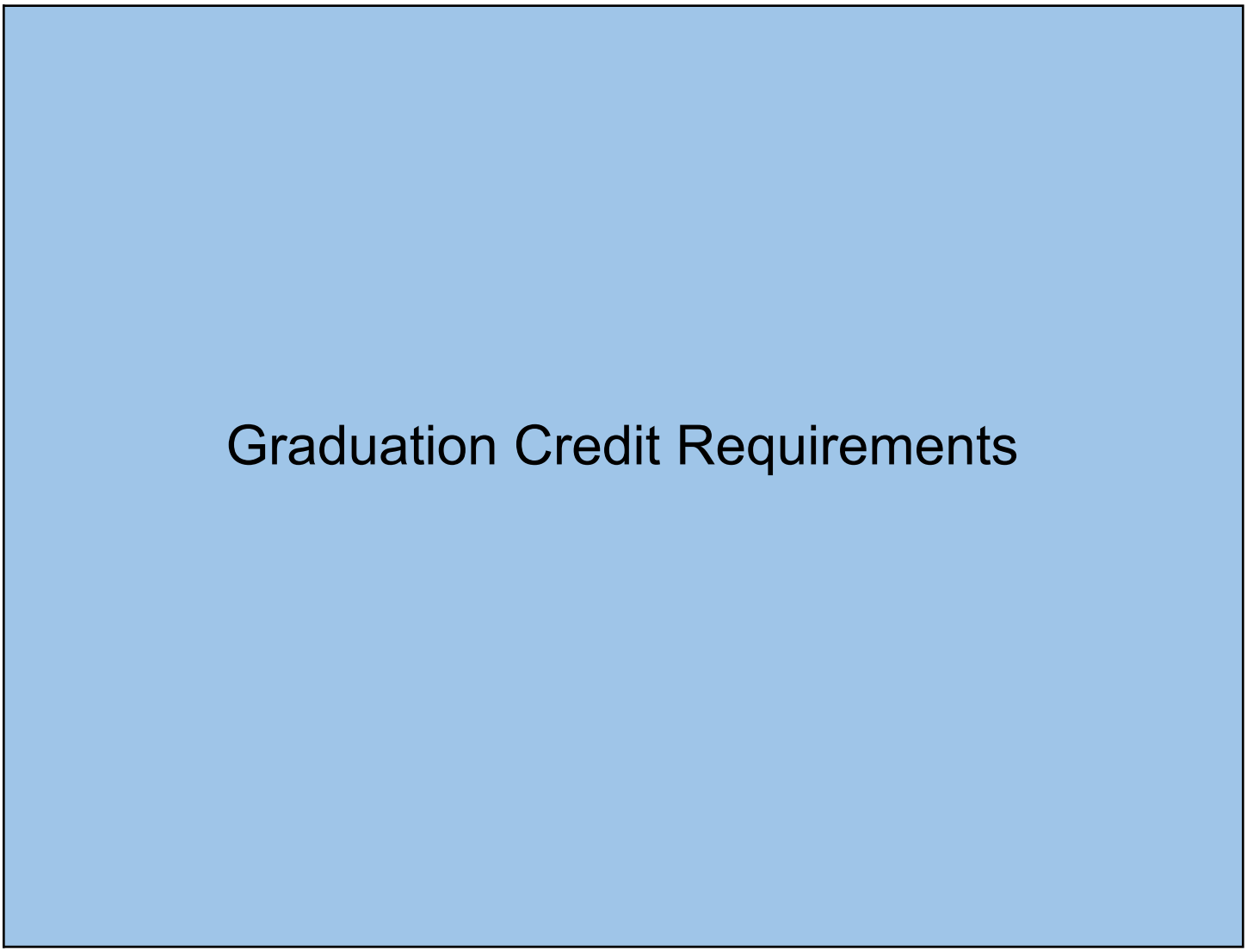
Nonnewaug High School Graduation Requirements

Any students who do not meet ALL graduation requirements will not be allowed to participate in the graduation ceremony. A diploma will be retained by the school until all requirements are completed.

NHS has defined graduation requirements which we believe promote our mission. In order to graduate from Nonnewaug High School students are required to:

1. Earn the minimum number of credits in the required areas.
2. Demonstrate academic competency in numeracy and literacy by meeting one of the standardized measures required of students.
3. Perform a minimum of 18 hours of community service.

***For more information and the complete policy regarding graduation requirements, please refer to BOE Policy 6146.**



Graduation Requirements by Class

	Class of 2027	
Humanities	**Humanities**	**9 Total Credits**
	English	4 credits
	Social Studies (Including 1 cr. World Civ., 1 cr. US History, & .5 cr. Civics)	2.5 credits
	World Language	1 credit
	Fine or Applied Arts	1 credit
	Humanities Elective	.5 credit
STEM	**Science, Technology, Engineering, and Math**	**9 Total Credits**
	Mathematics	3 credits
	Science (Including 1 cr. Biology, .5 cr. Chemistry)	3 credits
	Financial Literacy	.5 credit
	STEM Electives	2.5 credits
Other	**Other Requirements**	**7 Total Credits**
	PE/Heath (Wellness)	2 credits
	NGSS/SAT Prep Course (required of students who do not meet proficiency benchmark on PSAT and/or a RIT score of 216 on NWEA Science)	.5 credit
	Open Electives (any courses beyond the required credits listed above)	4.5 or 5 credits
	Total Credits for Graduation	**25 Credits**
	- Public Act 24-25 modified graduation requirements to eliminate the option for school boards to require students to complete a one-credit mastery-based diploma assessment as part of state graduation requirements. - Public Act 23-21 requires all students in the class of 2027 and beyond to earn at least .5 credits in financial literacy. This requirement can be met through a full year of Algebra 2 with financial applications or financial math or a semester of personal finance. - Beginning with the Class of 2027, agriscience classes may no longer count as a science course in meeting the 3-credit requirement. - .5 Chemistry requirement can be met through one semester of Conservation and Sustainability or a full year of Chemistry or AP Chemistry.	

	Class of 2028	
Humanities	**Humanities**	**9 Total Credits**
	English	4 credits
	Social Studies (Including 1 cr. World Civ., 1 cr. US History, & .5 cr. Civics)	2.5 credits
	World Language	1 credit
	Fine or Applied Arts	1 credit
	Humanities Elective	.5 credit
STEM	**Science, Technology, Engineering, and Math**	**9 Total Credits**
	Mathematics (Including 1 cr. Algebra 1, 1 cr. Algebra 2)	3 credits
	Science (Including 1 cr. Biology, .5 cr. Chemistry)	3 credits
	Financial Literacy	.5 credit
	STEM Electives	2.5 credits
Other	**Other Requirements**	**7 Total Credits**
	PE/Heath (Wellness)	2 credits
	NGSS/SAT Prep Course (required of students who do not meet proficiency benchmark on PSAT and/or a RIT score of 216 on NWEA Science)	.5 credit
	Open Electives (any courses beyond the required credits listed above)	4.5 or 5 credits
	Total Credits for Graduation	**25 Credits**
	- All students in the Class of 2028 and beyond will be required to pass an Algebra 2 content course in order to graduate.	

	Class of 2029 and Beyond	
Humanities	**Humanities**	**9 Total Credits**
	English	4 credits
	Social Studies (Including 1 cr. World Civ., 1 cr. US History, & .5 cr. Civics)	3 credits
	World Language	1 credit
	Fine Arts	1 credit
STEM	**Science, Technology, Engineering, and Math**	**9 Total Credits**
	Mathematics (Including 1 cr. Algebra 1, 1 cr. Algebra 2)	3 credits
	Science (Including 1cr. Integrated Science, 1 cr. Biology, .5 cr. Chemistry)	3 credits
	Financial Literacy	.5 credit
	STEM Electives	2.5 credits
Other	**Other Requirements**	**7 Total Credits**
	PE/Heath (Wellness)	2 credits
	NGSS/SAT Prep Course (required of students who do not meet proficiency benchmark on PSAT and/or a RIT score of 216 on NWEA Science)	.5 credit
	Open Electives (any courses beyond the required credits listed above)	4.5 or 5 credits
	Total Credits for Graduation	**25 Credits**
	- All students in the Class of 2029 and beyond will be required to earn 3 credits in history. - Fine Arts requirement can be met through a full year course or combination of two semester courses of any music, media arts, or visual art course. - Students may test-out of the Integrated Science requirement with an 825 or higher on their 8th grade NGSS assessment OR no less than 805 on their NGSS assessment AND scoring in the 80th percentile or above on two of the three NWEA assessments (math, reading, and science) on the mid-year or end-of-year assessments with no test below the 70th percentile.	

Notes:

- Nonnewaug may accept credit(s) granted for Algebra I and/or World Language courses taken and successfully completed at the middle school level that meet the high school criteria. Grades will be entered as Pass (P) on the student's transcript and credit will be granted. Pass (P) grades are not factored into GPA.

Community Service Graduation Requirement

The school believes strongly in the value of community service; thus Nonnewaug High School will require students to perform a minimum of 18 hours of community service. Community services is defined as any unpaid work that benefits an individual or non-profit organization within Woodbury, Bethlehem or any of the Agriscience sending towns. Students will have access to a Google Doc to log their completed hours.

Agriscience Requirements

Students participating in the Agriscience Program must do the following:

- Select Agriscience courses as their primary electives.
- Complete an approved 100-hour Supervised Agricultural Experience (SAE) in their sophomore year, and 200-hour in their junior and senior years.
- Participate in FFA co-curricular leadership activities.
- Understand that Agriscience courses are laboratory courses and extend more than one period for grades 10, 11 & 12. This schedule may impact a student's ability to take other electives based on the time of each offering. Students who select the Agriscience program must be willing to make Agriscience electives their priority.

Required Course Load

Minimum credit requirements per year are as follow:

Freshmen	6.5 credit minimum
Sophomores	6.5 credit minimum
Juniors	6.5 credit minimum
*Seniors	5.5 credit minimum*

Exceptions will be made under the following circumstances:

- Release for an Alternative Program that is supported by the Board of Education.
- Release for a reduced schedule as recommended by the School Counseling Department and approved by Administration.

General Recommendations for College Preparation

A student preparing to enter a four year college should plan his/her high school program with college entrance requirements in mind. Please see the recommended course distribution below for most 4 year colleges. The School Counseling Office is able to provide specific information about admissions and programs for any selected college or

university. The NHS School Counseling Department delivers a comprehensive college and career planning program for help in selecting a program that will best meet individual needs and interests.

- English.....4 credits
- Mathematics (Algebra I, Algebra 2, Geometry and other advanced mathematics) .....4 credits
- Social Studies .....3-4 credits
- Science (including Biology, Chemistry and Physics)…….…….....…...3-4 credits
- World Language.....3-4 credits

Students are strongly encouraged to seek coursework over and above the graduation requirements if seeking admission to college. To this end, three or four years of one world language is preferred by colleges. Additionally, those students seeking admission to competitive colleges are encouraged to take advantage of college articulated coursework which includes AP/UConn ECE course offerings. Students should consult their counselors, who will help them prepare a personalized course of study that fits individual needs.

Transfers

If a student transfers into Nonnewaug High School after completing at least three years in a high school in another district, he/she may be exempted from specific Nonnewaug academic competency standards and instead use a measure of competency from a previous school district.

Special Needs

Students with special needs may be exempt from specific competency standards for graduation as described in this policy, if so indicated in their Individual Education Plan (IEP).

Notification of Graduation Status

Graduation status in regards to credits is documented on the student transcript.

Alternative Paths to Graduation

Seniors who are not eligible for graduation with their class due to a failure to meet the district graduation requirements, as per policy, may select one of the following options:

- Attend summer school to raise a course grade to a passing level.
- Make arrangements for reassessment to meet a specific learning expectation.
- Return in a fifth year to a prearranged program to be determined by the appropriate department and the School Counseling Department.
- At times, through the PPT or 504 process or when medically necessary, it may be determined that taking some required courses through the Edgenuity online platform is the most appropriate option for a student.

ACADEMIC GUIDELINES

Course Selection

NHS begins the course selection process in February of the current year. In order to build a schedule that has balanced class sizes, student course selections for the following year must be finalized by May 15th of the current school year. Students have from February through May of the current school year to make changes or adjustments to their course selections for the next school year. Requests to add courses after the schedule is built for the following year will be honored only if there is an open period in the student's schedule and if there are open seats in the course. For detailed information regarding course addition or withdrawal, please see the Program of Studies for our complete policy.

Course Credit

Credits for each course are designated in the Program of Studies and are based upon the number of hours a class meets. On occasion, a student may elect to take a course which has some curricular overlap with other courses for which they have already received credit. In this case the student should consult with his/her school counselor prior to enrollment to determine eligibility for credit. Credit determination is always contingent upon the student's passing the class and meeting attendance requirements.

Chief, Tribe, and Focus

We are excited about the changes that occurred with Chief, Tribe and Focus during the 2024-25 school year. School improvement scores were noticeable due to the support that our students received in Chief, Tribe, and Focus. 2025-2026 programming will be in line with Region 14's Vision of the Learner. These required courses assist all students in developing social emotional skills, executive-functioning skills, while also supporting students' academic needs. Please note that these courses are mandatory and students must be present in them similar to a credit bearing course. Please see the types of days below.

Chief (Chief 101, 201, 301, 401) - This course takes the place of advisory and will be administered by students' traditional advisory teacher. Chief will take place every Thursday and will have grade level specific lessons. Attendance is mandatory in these classes. Phones will be put in the holders during this period.

Tribe and Focus - These courses will be administered by teachers based on students' needs. Students will use this time to meet with their SAE teacher and/or case manager, participate in specific group intervention, or simply work with a teacher in a subject area that they need assistance in. Tribe will be held every Tuesday, and Focus every Friday. Attendance is mandatory in these classes and students must report to their scheduled teachers before going for help. Phones will be put in the holders during this period.

Course Changes After The School Year Begins

Changes will not be made to switch teachers or period assignments of classes. If a course change would remove a necessary course, reduce the number of academic credits to an unacceptable level, or be implemented for the sole purpose of obtaining early dismissal or late arrival, the change is not considered to be in the student's best educational interest. Such changes will not be approved. Requests to change course sections within the same level are not permitted.

To initiate a schedule change, the student must complete a Schedule Change Request Form. The student's school counselor will contact the student to discuss the schedule change. The student must continue to attend all classes on his/her schedule until the counselor verifies that the schedule has been changed.

Reasons for a schedule change after the start of the school year must meet one of the following qualifications:

- Level change as recommended by the teacher and parent.
- PPT mandated change.
- Administrative request.
- Completed summer school course/credit earned.

Course Withdrawal After The School Year Begins

A student may withdraw from a course, provided the withdrawal is within ten (10) school days from the beginning of the course and the outcome of the course withdrawal does not reduce the student's schedule to fewer than 6.5 credits per year for freshman, 6.5 credits per year for sophomores, 6.5 credits per year for juniors and 5.5 credits per year for seniors.

Note: All students must be enrolled in a minimum of 4 courses and obtain a passing grade in each of the four courses to be eligible to participate in sports.

In order to withdraw from a course, the student must obtain a withdrawal form, state the reason for the withdrawal, and obtain a parent signature. The student must submit the form to the classroom teacher for approval. The student then returns the form to his/her school counselor. If the withdrawal request is approved by the teacher, the school counselor will withdraw the student from the course. If the withdrawal request is denied by the teacher, the school counselor will notify the parents of the decision. The parent may request a parent-teacher conference to discuss the withdrawal request. Course withdrawals will not be allowed after the end of the first semester for a year-long course or after the end of the first quarter for a semester-long course for students in grades 9, 10 and 11. For seniors, course withdrawal will not be allowed after October 1. Limited exceptions will be considered with the principal's permission.

If the student withdraws within the ten (10) day timeline, the course will not appear on the student's transcript. If the withdrawal occurs after this ten (10) day limit, the student will receive a W on his/her permanent academic transcript.The notation of W indicates that no credit will be given for the course. During senior year, any withdrawals from courses may also be reported to schools or universities to which the student has applied to attend after graduation.

Homework Guidelines

The Region 14 Board of Education, in Policy 6154, directs school administration to prepare homework guidelines which outline the specific roles and responsibilities of teachers, students and parents.

In the policy, it offers a variety of reasons why homework is important and meaningful. At the high school level, homework serves a variety of important purposes including, but not limited to:

- Additional practice/reinforcement of skills taught in class
- Extension/application of skills taught in class
- Catching up on missed classwork due to illness, field trips, etc.
- Preparation for class (building background knowledge)
- Reading

Nonnewaug High School values homework and the habits of mind, such as organization, time management and follow through, that are cultivated by the practice of completing regular homework assignments on a consistent basis. Nonnewaug High School also values students' active participation in extracurricular activities such as sports and clubs as well as community service and family time.

To honor the balance then, it is the responsibility of the teachers to provide unit/weekly or monthly calendars, to the degree practical, in order to allow students to plan. It is also the responsibility of the teachers to limit assignments to no more than an average of 20 - 30 minutes per course, per night, excluding holidays.

It is the responsibility of students to complete assignments in an honest and ethical manner, submitting only original work as one's own, in a timely manner. In order to work efficiently, students must take measures to limit distractions such as cell phones. Multitasking will increase the time necessary to complete assignments and does not represent an overload of work assigned. Students should make decisions about when to complete assignments that span more than one day, in order to avoid an overload on any one evening.

Parents are responsible to support students' efforts by encouraging students to remove distractions and by providing time and space conducive to completing meaningful and sometimes difficult work. Parents are also responsible to encourage students to communicate with their individual teachers if they either do not understand an assignment or find it exceptionally time consuming.

On average, Nonnewaug High School expects that most students will have approximately 1.5 - 2 hours of homework nightly. Students who elect to take several AP and/or ECE level courses can expect to have more nightly work.

Grade Promotion

Promotion to the next grade depends upon a student accruing the following number of course credits:

- To enter grade 10: 6.5 credits
- To enter grade 11: 13 credits
- To enter grade 12: 19 credits

Weighted Class Rank (Class of 2027-2029) and Top Ten Percent for Communication to Colleges

Courses which require more work of students are given an extra value called a weighting factor. For a full year course, Advanced Placement and College Articulation courses are weighted at 1.25; Honors courses are weighted at 1.17; College Prep courses are weighted at 1.09. See the Program of Studies for credit hour information for individual courses.

To determine rank, the final grade in each class is multiplied by the applicable weighting factor. All of these resulting values are added together, and then divided by the number of credits attempted. This numeric value (weighted grade point average) is the basis for the ranking. Note: Pass/Fail courses and summer school courses are not factored into weighted GPA. All members of the senior class will be given a decile rank (10%, 20%, etc.) based on their cumulative academic performance through the end of junior year (six semesters). This ranking is requested by most colleges during the application process. Students must be enrolled at NHS at the start of their junior year to be ranked with their graduation class.

Class of 2030 and beyond Grading System

Nonnewaug High School uses a **weighted grade point average (GPA) system** to reflect the rigor of courses taken. Two GPA measures are maintained for each student:

Cumulative Average for the Quarter (0–100 Scale)
Grades are reported quarterly on report cards using the traditional 0–100 scale. Each quarter, students receive an **unweighted GPA based on this 0–100 scale**, which is used for honor roll and progress reporting.

Weighted GPA
A **cumulative weighted GPA** is calculated at the end of each semester to account for course difficulty. Weighted GPA is used to determine class rank and overall grade point average.

All courses taken at Nonnewaug High School are included in the weighted GPA calculation, with the exception of Pass/Fail courses, which are not factored into the weighted average.

Numerical grades are converted to quality point values according to the chart below. Each course is assigned a weight based on its level (e.g., College and Career Preparatory, Honors, College Experience), and the appropriate quality points are applied.

Percent	College Experience (AP/ECE/Dual Enrollment)	Honors	College and Career Preparatory
97-100	5.33	5	4.33
93-96	5	4.67	4

90-92	4.67	4.33	3.67
87-89	4.33	4	3.33
83-86	4	3.67	3
80-82	3.67	3.33	2.67
77-79	3.33	3	2.33
73-76	3	2.67	2
70-72	2.67	2.33	1.67
67-69	2.33	2	1.33
63-66	2	1.67	1
60-62	1.67	1.33	0.67
0-59	0	0	0
N/A	Not included	Not included	Not included

Selection of Valedictorian, Salutatorian, and Top Ten Percent for Graduation

Nonnewaug High School recognizes outstanding academic achievement through the designation of Valedictorian, Salutatorian and Essayist. In addition, students who rank in the top 10% of their graduating class are awarded gold cords to wear at graduation. To determine these recipients, a weighted class rank will be determined using final grades from grades 9-11 and mid-year grades from grade 12 (seven semesters). Recipients of the awards are notified prior to graduation. A student who enrolls in NHS after the start of his/her junior year will not be considered for Valedictorian, Salutatorian or Essayist honors.

National Honor Society Selection Procedures

To be eligible for membership the candidate must be a member of the junior or senior class. Candidates are assessed based on their demonstration of the four principles of scholarship, service, leadership, and character. Students who meet the academic requirement of at least an 85 unweighted average or a 95 weighted average, not-rounded, based on their final cumulative average at the end of the previous school year, will receive a letter and a Student Activity Form before the end of the first quarter. The activity form must be completed in its entirety and returned by the due date to be reviewed by the faculty council.

The requirement for service is that each candidate will submit his/her community, school, religious or other service projects for review by the faculty council. Community service is defined as assisting others through the contribution of time and services, without tangible compensation. Each candidate must demonstrate two or more cases of recognized participation in community service projects within the school or local community, and one or more cases of recognized participation in an ongoing community service project in which the candidate contributed over several instances. Combined, these projects should total at least 60 hours of service throughout high school.

The requirement for leadership is that each candidate must have occupied one or more positions of continuous and recognized leadership within the school or community during high school. Each candidate will be expected to describe the qualities of leadership that he/she demonstrated, including responsibility, initiative, strong communication, good conduct, and a positive influence on the respective organization. Candidates who do not meet this requirement must

demonstrate a unique and exceptional ability for leadership in the school or classroom environment, as determined by the faculty council. References are required.

The requirement for character is the continuous demonstration of respect, dependability, honesty, fairness, compassion, ethics, and citizenship: a candidate of good character is a role model within the school. Each candidate must write a short essay on his/her personal definition of character as part of the Student Activity Form. Two faculty members must expressly indicate their recognition of the candidate's good character by signing and submitting a brief statement to that effect. The faculty council will provide a model form that another faculty member may sign in recognition and support of a candidate's good character.

To ensure that no candidate is inadvertently ignored, each candidate must indicate to the faculty council two particular faculty members whom that candidate believes would attest to his/her good character. The faculty council will give the faculty members notification of all candidates whose requested faculty member did not attest to that candidate's good character so that another faculty member may be given the opportunity to do so. Please note that no candidate who, in a written statement by a faculty member, demonstrates or demonstrated explicitly bad character will be selected. After the faculty council has assessed each candidate, selected candidates will be notified through a letter from the chapter president. Non-selected candidates will be notified either in person or in writing by the chapter adviser. Selected candidates will become members at a special induction ceremony in December.

Graduation

Graduation at Nonnewaug High School is normally held on the Saturday closest to the last day of school. Due to unexpected school cancellations for inclement weather or school emergencies, the specific date of graduation cannot be determined until late March/early April. As soon as the final date is determined with approval from the Region 14 Board of Education, seniors and their families will be notified.

Quarterly Marking Periods

Starting in the 2025-2026 school year, NHS retrned to traditional quarterly grades. Courses at Nonnewaug will continue to be either year-long courses or semester-based courses. The 2026-2027 quarterly marking periods will end on 10/30, 1/15, 3/25, and 6/2 (Pending Weather). Grade reports are made available to families electronically approximately ten (10) school days after each marking period is completed.

Academic Progress Reports

Nonnewaug High School will provide online access to each student's grades and parents may access these grades at any time. Online access is available at the following web address: https://ctreg14.powerschool.com/public/home.html Type in the username and password provided by the School Counseling Department. We ask parents and students to recognize that teachers need a reasonable amount of time to correct student work and enter grades into the system. Parents who cannot access grades online are asked to contact their child's school counselor to request a hard copy progress report at the midpoint of each term. Please note that the absence of a written warning is not grounds for challenging a failing grade at the end of the marking period. Counselors will meet with students who are experiencing academic difficulty to help determine the reason for the difficulty. Teachers and counselors will work with students, teachers, and parents in an attempt to help the student achieve academic success.

Quarterly Marking Period Grades

At the end of each quarter, every student receives a grade on their report card to signify the level of achievement in the course. The numerical grades used are the following:

- 90-100 Superior grasp of the material, showing outstanding application and interest.
- 80-89 Above average grasp of material, demonstrating a high level of application.
- 70-79 Average grasp of material, meeting fundamental requirements for the course.
- 60-69 Poor grasp of material.
- 50 - 59 Failure. For final grade-no credit, eligible for credit recovery option in summer school.
- < 50 Failure. For final grade- no credit, may begin to retake the class in summer school.
- P Pass, used only in pass/fail classes. Credit is awarded.
- F Fail, used only in pass/fail classes.

The method used for establishing the grade for the report card is determined by the teacher. At the beginning of the course, the teacher will inform the student of the criteria for the determination of grades. If, at any time, there is a question concerning a student's grade, the classroom teacher is the first person to contact at school. If there continues to be a concern after discussing the grade with the individual classroom teacher, the student's school counselor should be contacted for further assistance.

The students' grade reflected on the report card will determine the eligibility requirements for participation in sports. Student-athletes must be passing four Carnegie units of study on the day grades are captured to be eligible.

Honor Roll

At Nonnewaug High School, hard work and academic success are highly valued. To that end, students who meet the below criteria will be named to the Honor Roll. Honor Roll designation is determined at each capture point, based upon the student's grades at that time. To qualify, students must be enrolled in a minimum of 6.5 credits per year, except for seniors, who must be enrolled in a minimum of 5.5 credits. At the conclusion of each quarter, the administration will publish a list of students who have attained scholastic honors. A simple grade average using the 0-100 scale will be used to determine the honor roll. Incompletes disqualify students from attaining Honor Roll.

To earn "**Honors**", students must earn a 85% or higher average and have no grade lower than a 75.

To earn "**High Honors**", students must earn a 90% or higher average and have no grade lower than an 85.

Incompletes

A grade of incomplete (I) is given when required work is not completed because of illness or other appropriate reasons. A grade of incomplete must be resolved within 10 school days of the closing date of the marking period unless an administrator has approved an extension. Work not completed in the designated period will be calculated as a zero and the resulting grade may affect co-curricular eligibility.

Code of Conduct for Academics

Students at Nonnewaug High School are expected to pursue their studies with a sense of inquiry and an eagerness for learning. Intellectual achievement brings with it the responsibility to behave in an ethical and honest manner. Therefore,

academic honesty is a value that is central to learning within the Nonnewaug High School community. Cheating and plagiarism, including the use of AI, violate the philosophy and goals of our school and carry consequences.

Plagiarism

Plagiarism is defined as representing another person's work as one's own, either intentionally or unintentionally.

Plagiarism includes:

- using another person's words/phrasing, ideas, opinions or theories;
- using material from written or spoken sources; as well as another's statistics, lab results, graphs or art work;
- cutting and pasting from another document and/or internet sources;
- using artificial intelligence tools (eg. ChatGPT or DALL-E) or essay writing services (eg: Chegg or Course Hero) at any point in the writing process, including brainstorming and drafting.

Another person can mean:

- a professional source such as a published writer or critic in a book or periodical;
- a documentary, television show or film;
- an electronic resource such as the Internet/world wide web;
- another student;
- a paper writing service, including one which offers to sell written papers.

Cheating

To protect all members of the school community, especially those students who study and work diligently to receive good grades, the school defines specific behaviors that are unacceptable:

- dishonestly obtaining or having access to answers or other information (including notes) during assessments or other class time, including
    - copying answers from another student;
    - talking to another student during a test situation without permission from the teacher;
    - dishonestly receiving questions, answers or other information about tests or quiz before they are given;
    - stealing tests or quizzes;
    - taking photos of tests, quizzes or unreleased assessment, projects etc.
    - sharing photos of any assessment materials
    - accepting without reporting and/or using unreleased assessments
    - using or possessing unauthorized notes during a test or quiz
- Plagiarism;
    - obtaining essays, reports, or term papers from the internet or from others and submitting them as your own work;
    - turning in the same work for more than one class without permission
    - using either human or electronic translation to write or translate World Language assignments;
    - using an electronic device (e.g., cell phone, iPod etc.) for any reason during a test situation;
    - giving another student your work to copy and submit as his/her own.
- Use of Artificial Intelligence (AI)- ChatGPT and/or the influence of AI technologies have impacted our world. Both of these tools should be used appropriately, but when misused, could be considered instruments that assist with academic dishonesty (to include AI assisted revision tools such as Grammerly). Our goal is to foster a culture of integrity while providing students with opportunities to learn from mistakes and develop ethical academic

habits. The purpose of AI should be to enhance student capability, not replace it. This policy may change as AI changes as well.

- We will follow the Region 14 AI policy Guidelines.
- Additionally, staff will be utilizing multiple platforms to detect the use of AI in assignments.
  - Written assignments where the use of AI is prohibited will contain the following statement, "The use of AI to complete this assignment is against school policy. All written assignments will be run through an AI detection software, and if there is suspicion of the use of AI in the final product, there may be further consequences."
- Consequences for AI use
  - 1st Offense- Grade of "0" for the assignment, assignment can be redone for 70% credit maximum.
  - 2nd Offense- Grade of "0" for the assignment and assignment cannot be made up. Students will be assigned an after school detention.
  - 3rd Offense- Grade of "0" for the assignment and assignment cannot be made up, progressive discipline to include extended detention ISS, and OSS and mandatory parent meeting.

Consequences for Plagiarism, Cheating, or the Use of AI

At a minimum the following consequences will apply: the student will receive a zero on the assignment/assessment (plagiarism or cheating only), the teacher will notify the Dean who will keep a record of the event, and the teacher will notify the parents via phone and email. The grade for the use of AI will follow the policy above. At a maximum, the following consequences will apply: all of those stated under the category of minimum plus ineligibility for awards, loss of honor society membership, leadership positions, recognitions and letters of recommendation; permanent record notation; and progressive discipline up to and including expulsion.

Students enrolled in AP and/or ECE courses should be aware that they are subject to the plagiarism policies of the College Board and/or credit-awarding university. Students should take time at the start of the school year to review applicable policies. One incident of academic dishonesty and/or plagiarism can lead to failure for the course.

Passes, Electric Passes and Leaving Class

All students will be expected to be in their assigned class during the assigned time and location. Students must use the Securely Pass system if they would like to use the restroom/water fountain during class. Students who make their own pass should leave their chromebooks open and face it towards the teacher before they leave the classroom. Students are expected to end their pass when they return to class. In specific circumstances, students may leave their class to visit another teacher, school counseling, or the LMC. In order for students to leave their scheduled class to visit the other location, they must have a pass created in Securely prior to leaving, or a physical pass from that other teacher to leave. In no situation will a student be allowed to leave their scheduled class unless they have a pass created in advance of them leaving.

Final Exams

Exams are scheduled at the midyear (for semester long courses) and the end of the year (for full year courses) and are considered to be an integral part of our school program. Mid term exams for year long courses have been discontinued. Teachers of full year courses may design mid-year check-in summative assessments or projects as needed. Semester long courses will still give their end of course exams (semester 1 and semester 2), but they will be modified to fit an 80-minute block period.

Exam Exemption Privilege

ONLY SENIORS earning a cumulative course grade of ninety (90) or above may request to be exempted from taking that course's final exam. If a student has accumulated more than the allowable unexcused absences as defined by the State of Connecticut (9 for a half year course, and 18 for a full year course) they will not be eligible for exemption. Request forms will be available online and in the school counseling office. If a student is exempt from a final exam, the course grade will be calculated with no exam grade. Certain exams that are performance-based, may not be eligible for exemption.

Assessments and Exams Absence Policy

It is the student's responsibility to report for each exam at the scheduled time and place. Taking exams earlier or later than the scheduled time will not be permitted without prior permission of the teacher and administration. To obtain permission, please complete the necessary form, which is found in the Main Office.

Students unable to attend an examination session due to illness or an emergency situation must have their parent/guardian notify the school prior to the end of the missed examination period to qualify for permission for a makeup exam. Students who do not report as assigned to an examination session and have not made prior arrangements to take a makeup exam will receive a grade of zero (0) for the exam. (Family vacation or work will not be an excused absence, Board Policy #5113)

Physical Education Exemptions

If a student has incurred an injury or has a medical problem that requires him/her to miss a unit, marking period, or longer span of time from physical education class, he/she will be allowed to earn physical education credit by: 1.) Furnishing a physician's excuse which must specify the student's limitation and recommended alternative activities and 2.) Completing a contract which involves the written report of a physical education topic, determined by the physical education teacher.

Summer School

The Region 14 Summer School Program offers courses which are aligned with the NHS curriculum. Nonnewaug High School also accepts credits from other area high school programs such as Pomperaug High School and Watertown High School and an approved on-line school program. Summer school credit will only be accepted from accredited/pre-approved institutions.

To be considered eligible for credit recovery through summer school, a student must receive at least a fifty (50) as a final grade in the course. A student will be subject to the individual summer school's policy regarding the passing grade and attendance requirements. The student's summer school grade will be reported on his/her transcript as a summer school course with a numeric grade. This grade will not be calculated in the student's class rank. It is important to verify that the summer school course awards 1.0 credit or is calculated to appropriate credit.

No more than 50% of the core graduation requirements for any department may be made up through summer school courses. Exceptions to this policy require department and administrative approval.

STANDARDIZED TESTS

PSAT/NMSQT

Administration dates for Nonnewaug and other high schools are posted in the counseling office. All 9th, 10th, and 11th grade students will take the PSAT at no cost to parents or guardians. PSATs will be administered to all 9th, 10th, and 11th grade students in the fall in October during the school day. PSAT's will be administered in the spring during the school day.

SAT or ACT

The SAT, a State requirement for graduation, will be administered to all 11th grade students at no cost to parents/guardians, on the National test date in March, during the school day. SAT or ACT is recommended to be taken in the spring of the junior year and fall of the senior year, based on the requirements of the colleges or universities students plan to attend. Students and parents should review college catalogs carefully to determine specific requirements and consult with the student's school counselor.

Northwest Education Association (NWEA)

The NWEA test measures student achievement and growth in K–12 math, reading, language usage, and science. The test is computer-adaptive and adjusts to students ability and knowledge. The result can be used to track growth over multiple years. The test will be administered 3 times per year, once in mid-October, once in early-February, and once in late-May. Scores will be used to determine need for intervention/additional academic support and may also be considered for course level placement. Students in Grade 9-11 will take the science NWEA 3 times a year. Seniors will also take a math and reading NWEA 3 times a year.

Pupil Attitude to Self and School (PASS)

The PASS Survey- This is not a standardized test, but a social-emotional survey that measures student attitudes toward schools. The survey allows Nonnewaug's staff to identify and engage with individuals and groups of students based on common needs. The survey is administered twice per year (once in October and once in May).

STUDENT SERVICES

School Counseling Information

The School Counseling Department provides services and activities that facilitate the ongoing development of each student. Services will be provided based on a planned curriculum which incorporates the needs of the students and the community. The School Counseling Department facilitates the academic, personal, social, and emotional development and post-secondary planning of all students. While the counselor supports students with social and emotional crises, the counselors are neither social workers nor therapeutic counselors. When situations arise with students which demand long-term support, the school may provide a list of resources of outside agencies which might assist the student and family. Students are assigned to a school counselor using an alphabetical system. Students' counselors are listed on student schedules. Students are encouraged to use E-Hallpass to make appointments with their school counselors. Students should schedule appointments during their study halls or other free time. In an emergency situation, students may be sent to the School Counseling Office during class time.

Parents are also invited to call the School Counseling Office to schedule appointments or speak with counselors.

College and Career Resource Center (CCRC)

The Counseling Department's College and Career Resource Center provides resources and programs aimed at helping students better understand their strengths, interests, and future aspirations. The CCRC houses extensive college and university files and laptop computers allowing access to Naviance, a research and organizational tool for college and career exploration.

The staff consults with students and parents regarding colleges and careers, and assists with various applications and processes, including: Common App, FAFSA, SAT, and ACT testing. Unique to the center is that it also boasts a highly developed College Admission Representatives program.

Scholarship Applications

Many scholarships for financial aid for post-secondary schools are available through Nonnewaug High School. The majority of these scholarships are awarded based upon applications submitted by students. Application forms for local scholarships (only) are distributed to all seniors in late winter. Specific deadline information is communicated to students and parents at that time.

Social Work Services

Social work services are available to all Nonnewaug High School students. The focus of this work is twofold: (1) Providing short-term and long-term individual and group counseling, and (2) Connecting students and their families with needed resources outside of the school.

The Library Media Center

The Library Media Center (LMC) is open to students Monday-Friday from 7:00 a.m. to 4:00 p.m. except on modified days and during faculty meetings. Students may come to the LMC with a scheduled class or independently with an approved E-Hallpass pass from a teacher. It is expected students will use the LMC when they need support for the staff or LMC resources to complete assignments. Students who cause disruption or continually come to the LMC without a clear purpose may lose the privilege to attend. Students are expected to check in upon arrival when using the facility independently. We recognize our LMC as our school community center.

Acceptable Use Policy

Each student (and parent of minor students) must read and sign the Internet Acceptable Use Agreement on "PowerSchool Registration" before Internet access is given.

Inappropriate or non-school related use will result in loss or restriction of network access. All network users are expected to know and to follow the Technology Code of Conduct. Beginning in the 2025-2026 school year and continuing in the 2026-2027 school year, all students must use their Region 14 Issues Chromebook for all classes. **Students will be**

expected to have this device fully charged for each class, students will NOT be allowed to use personal devices (iPads, personal laptops) in ANY class. Additionally, all Chromebooks will be monitored by the Securly system. This monitoring will include both passive monitoring (blocking websites), and an alert system (administrators will be notified when students visit inappropriate websites). Teachers will also be able to monitor student activity during class. Students who violate this policy will be assigned progressive discipline in line with the cell phone policy. Devices will be taken in the case of persistent use and only be released to parents

Student Success Team

The Student Success Team is a group of professionals at Nonnewaug High School. The team includes counselors, administrators, nurse, social worker, school psychologist, and classroom teacher(s). The team meets to discuss and develop action plans to help students who may be experiencing difficulty in the school environment. The focus is to improve student performance academically and behaviorally through early identification, accurate assessment of problems, proactive efforts to assist students, and increased involvement of parents and the community.

Students with Disabilities

A student who has a disability impacting the ability to learn or function in the school environment may be entitled to special services including reasonable accommodations (Section 504 Plan) and special education (Individualized Education Plan). A 504 Plan outlines the modifications and accommodations that a student with a disability needs in order to participate fully in the programs offered by the school. Special education is specially designed instruction created to meet the unique needs of students with disabilities. In providing special education to students, the district complies with the requirements of federal and state law. Eligibility for special education is determined by a planning and placement team (PPT). Before a child is referred to a planning and placement team, alternative procedures and programs in regular education shall be explored and, where appropriate, implemented. Referrals for special education may be made by school personnel as well as from a student's parents, physician, or social worker. When a student is referred to the PPT team, the parents will be made aware of the referral and their parental rights. Parents who have questions about the services available to students with disabilities should contact the Director of Special Services at 263-0416.

HEALTH SERVICES

The (school health office) is designed to provide care to students for routine and emergency health care. A cumulative health file is maintained for each student. This file includes notations of past illnesses, results of physical examinations,immunizations, and other pertinent health information.

Parents are asked each year to update the Health and Emergency Information section in PowerSchool's Parent Portal for use by the school in the event of a medical emergency.

Please refer to BOE policy **5141.3** for full guidance on audiometric, visual, and postural screening.

Parents are notified of any deviation from the normal pattern of health and suggestions are given for follow-up. It is likewise important that parents notify the (school nurse) in case of a student's illness. If a student is to be excused or limited for an extended period from participation in school activities, he/she is required to bring a statement signed by a physician. The (school nurse) is available to parents and students for conferences regarding health issues.

Note: Due to latex allergies, latex balloons, gloves, and other products are prohibited.

Administration of Medication

Please refer to BOE policy **5141.21** for full guidance.

Parents of students requiring medication during school should contact the (school nurse). Special forms are required to permit the administration of medicine in school. They are available from the (school nurse) and from our district website (https://www.ctreg14.org/uploaded/Health_Forms/HAR3_2018_(2).pdf). 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 medication administration form indicating that the medication must be taken during the school day and the student is capable of administering the medication. The form must be accompanied by a physician's, dentist's or advanced practice registered nurse'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 student with an authorized written order who has a verified chronic medical condition and is deemed capable to self-administer may carry a rescue inhaler. A student with medically diagnosed allergies may carry an EpiPen cartridge injection or similar device, excluding controlled drugs, in school at all times. Students carrying inhalers and/or EpiPens must be under the care of a physician, physician assistant or advanced practical nurse and such practitioner must certify, in writing, that the child needs to keep an asthmatic inhaler or EpiPen at all times to ensure prompt treatment of the child's asthma or allergic condition and to protect the child against serious harm or death. A written authorization by the parent/guardian is required.

A school nurse, or in the absence of the nurse, a "qualified and trained school employee" may administer epinephrine in a cartridge injector for the purpose of emergency first aid to students who experience allergic reactions but were not previously known to have serious allergies and therefore do not have prior written authorization of a parent/guardian or qualified medical professional for the administration of epinephrine. Parents/guardians may submit in writing to the school nurse and school medical advisor that epinephrine shall not be administered to his/her child.

A school nurse, or in the absence of the nurse, a "qualified and trained school employee" may administer anti-epileptic medication to a specific student with a medically diagnosed epileptic condition that requires prompt treatment in accordance with the student's individual seizure action plan. Written parental permission and written order from a physician is required.

A student with diabetes may test his/her own blood glucose levels if the student has written permission from his/her parents/guardian and a written order from a Connecticut licensed physician. The time or place of such testing shall not be restricted.

A school nurse or the principal will select a qualified school employee to, under certain conditions, give a glucagon injection to a student with diabetes who may require prompt treatment to protect him/her from serious harm or death. Written parental permission and written order from a physician are required.

The District does not allow the ingestion of marijuana for palliative (medical) use in any school, on school grounds or at school-sponsored activities, on or off school grounds. Specific school staff are trained in the administration of NARCAN, and may administer it if suspected drug use has occurred.

Communicable/Infectious Diseases

Please refer to BOE policy **5141.22** for full guidance.

Students with any medical condition which within the school setting may expose others to disease or contagious and infectious conditions may be excluded from school and referred for medical diagnosis and treatment. Additional information concerning this may be obtained from the school nurse.

Before a child may return to school after an absence due to such a condition, parents and students may be required to submit medical evidence that their child has recovered sufficiently to prevent exposing others.

Emergency Medical Treatment

Parents are asked each year to complete the emergency information in Powerschool for use by the school in the event of a medical emergency. Any changes throughout the year need to be reported to the school nurse.

Health Records

School nurses maintain health records using the Connecticut Health Assessment Record Form. These records are accessible to certified staff working with the child and to school health aides if permission is granted by the nurse or building administrator. Parents may request to inspect the health records of their child. Copies may be provided if requested. Original copies of the record are sent where a student transfers to another school in the state. If moving out-of-state, a copy will be forwarded. Health records are maintained for at least six years after the student graduates. The District will comply with the requirements of the Health Insurance Portability and Accountability Act (HIPPA) to maintain the privacy of protected health information.

Illness

Please notify the school nurse if your child will be absent from school for reasons such as an operation or a communicable disease. An operation may require program modification and the presence of a communicable disease may need to be shared with other parents if their child has been exposed to the disease.

If there is any question of your child not feeling well in the morning, please keep him/her at home. If a child has an elevated temperature, he or she should remain home until the temperature has returned to normal and is maintained at normal for 24 hours without the use of fever reducers such as Advil, Tylenol, or Ibuprofen. Children who are sent home by the nurse for illness and/or elevated temperature should remain at home an additional 24 hours to complete their recovery. Parents must sign their child out from the main office prior to picking up their child in the Health Office. The school nurse and principal are the only persons authorized to dismiss a child from school. The school nurse will administer first aid if a child becomes ill. No medications will be given without a physician's order. The parent will be contacted by the school nurse or office when necessary.

Immunizations

Please refer to BOE policy **5141.3** for full guidance.

According to CT General Statutes Sections 19a-7f and 10-204a), no child may be admitted to school without proof of immunization or a statement of exemption.

For further information regarding immunizations please refer to the **State of Connecticut immunization requirements** or by contacting your school nurse.

Physical Examinations

Please refer to BOE policy **5141.3** for full guidance.

All students must present evidence of a recent physical examination by a licensed Physician (completed within the last 12 months) upon enrollment to the district. (C.G.S. 10-204a) State mandated health assessments shall also be required prior to the end of the 6th grade year and prior to the end of the 10th GRADE YEAR. Postural screening will be conducted for male students in grade 8 or 9.

The Board of Education policy requires:

1. Postural screening for male students grades 8 or 9 (done by the school).
2. A health assessment required in the 10th grade.
3. Physical examination for students participating in interscholastic athletics every 13 months. All immunization records on file in the nurse's office.
4. Emergency and contact information must be completed by the parent yearly on "PowerSchool Registration".

ATTENDANCE POLICIES

The attendance policy is intended to promote student learning. Regular attendance at school is required by state law, and is an important component of student success. Class time is an invaluable opportunity for students and teachers to interact and exchange ideas. In order to receive maximum opportunities for learning, students need to be present in every class. Attendance is so important that it is one of the criteria for granting course credit. (Course credit is granted on the basis of two criteria: passing grade and attendance in that specific class within the requirements of the school policy.)

Please use this document for a general attendance overview. When a student will be absent, the parent/guardian should contact the school at **203-263-2186 and press option 1** to confirm that the student is absent. This number is accessible 24 hours per day. When calling, please state the student's name, the date of absence, the relationship of the caller to the student, and the reason for absence. Please provide a telephone number where you can be reached for confirmation if necessary. We value student safety and this is an important component of ensuring safety.

When a student's name is on the absence list and a call has not been received, we will attempt to contact the parent/guardian at home or at work, if necessary. It is essential that we have correct phone numbers for home, work and cell. Please be sure PowerSchool is updated with the most current contact information.

If the parent/guardian does not initiate contact with the school, a note explaining the absence should be sent to the attendance secretary within forty-eight hours. If a phone call or a note is not received, we will investigate the absence. (Unexplained absences may also be called a "skip". Skipping will result in progressive discipline from the school.) Written notes and a record of telephone calls will be kept on file. ***In order to participate in extracurricular activities (e.g.,***

athletics, drama, dances, and clubs), students must be present in school on the day of the activity and must attend at least one half of the scheduled school day. If a student is dismissed without an excuse, they are automatically ineligible regardless of the time missed. Administration reserves the right to withhold other activities such as homecoming or prom if a student has accumulated enough absences to be considered truant. Attendance is subject to administrative review.

As of the 2024-2025 school year, leave/return privileges have been discontinued for all students. Students will not be allowed to leave the building during the school day unless they have a note with one of the exempted events described below. A student who leaves for the day without an exempted absence will not be allowed to return for the day, will be assigned an unexcused absence, and will not be allowed to participate in after school activities that day.

Absences

A student's absence from school/class will be classified as exempt, verified or unexcused.

Exempt Absences

An exempt absence will not count towards loss of credit and occurs as a result of the following:

1. long term illness that results in school-assigned homebound instruction;
2. medically documented illness that prevents the student from attending school. (A doctor's note is required indicating the student was unable to attend school. Notes subject to verification.)
3. religious observance;
4. funeral of an immediate family member;
5. school bus transportation issues;
6. out-of-district emergency school cancellations;
7. court appearance;
8. suspensions;
9. expulsions;
10. special testing;
11. pre-approved school activities;
12. Mental health Wellness Days (up to 2 non-consecutive days as defined by the state
13. field trip (up to 12 days per year, including college visits accompanied by the parent)
14. attendance at a PPT.

Students or parents are asked to bring in the documentation of an exempt absence as soon as possible. This documentation should be submitted to the attendance secretary. If/when the documentation is accepted, the secretary will code the applicable absences as exempt. Exempt absences do count as an absence for state reporting purposes related to chronic absenteeism.

Verified Absences

A verified absence will count towards loss of credit. A verified absence is any other absence (not exempt), including an absence that is a result of an illness not supported by a doctor's note, a family emergency or family vacation. These absences will be classified as "verified" when the school receives a phone call or note from a parent/guardian.

Unexcused Absences

An unexcused absence will count towards loss of credit. An unexcused absence is any other absence (not exempt), including an absence that is a result of an illness not supported by a doctor's note, a family emergency or family vacation, or a "skip". If the absence is a skip, a consequence will follow. These absences will be classified as "unexcused" in the absence of a phone call or note from a parent/guardian. "Skips" cannot be excused (verified) by a parent/guardian.

An unexcused tardy in excess of ten (10) minutes for a non-block period and twenty (20) minutes for a block period from the official start of class will be considered an unexcused absence from class.

Loss of Credit

Students are allowed a maximum of 18 absences for any full year class or 9 absences in any semester class. Upon reaching 19 absences for a full year class or 10 absences for a semester class, loss of credit will occur. After the 5th unexcused absence, a member of school counseling or administration will reach out to the parent to discuss attendance and strategies for success. An appeals process may be initiated if the student has documentation and can show significant, extenuating circumstances. The appeals form will be included with the loss of credit letter sent via first class mail. Please note, if a student has additional unexcused absences after the notification letter has been sent, these absences will count toward the loss of credit and must be addressed through the appeals process. If credit is withheld from a course due to excessive absences, the student may remain in the course. The student may earn a passing grade and can continue to the next course level, but will not receive course credit towards graduation. Students/parents are reminded that the student must complete a course (semester or full year) in order to make-up the course for credit in summer school. At no time may a student stop attending any or all affected classes. If credit is denied, a student will receive the notation NC (no credit) on the transcript.

Students and families are strongly encouraged to monitor attendance through the PowerSchool portal. Any questions regarding the number of absences documented should be directed to the student's teacher immediately.

Loss of Credit

The current time schedule for Nonnewaug consists of 80-minute blocks 4 times a week (Tuesday-Friday), meeting every other day, and a 45 minute block meeting once per week (Monday). Due to the variation in class time, loss of credit due to absences will be calculated in the following manner:

- Semester-based courses
  - Students will continue to lose credit once they have reached the 10th non-exempt absence. Class blocks that are 45 minutes in length count as one non-exempt absence. A student who misses a block period that is either 80 or 90 minutes in length will count as 2 non-exempt absences. The combination of days absent will be taken into account when determining loss of credit. The student and parents/guardians will be informed via first class mail when the student reaches 3 and 5 non-exempt absences.
- Full-year courses
  - Students will continue to lose credit once they have reached the 19th non-exempt absence. Class blocks that are 45 minutes in length count as one non-exempt absence. A student who misses a block period that is either 80 or 90 minutes in length will count as 2 non-exempt absences. The combination of days absent will be taken into account when determining loss of credit. The student and parents/guardians will be informed via first class mail when the student reaches 5, 10 and 16 non-exempt absences.

Restoration of Credit Process/Attendance Appeals/Review Board

Students who receive a credit denial notification will be sent a letter with a date for an in person appeal meeting. Students will meet with staff before the meeting to determine the reasons that led to the necessity of the appeal. Staff will work with students to prepare for the meeting and outline how they will improve. The parent/guardian meeting will take place after the student meeting. If the time does not work for the family, they must reach out to the NHS main office more than 2 school days prior to the meeting in order to reschedule. The appeal committee will include at least one teacher and administrator. Parents/guardians and students who appeal must bring all necessary documentation to show why absences occurred to this meeting. Only significant, extenuating circumstances will be considered for credit restoration. If the meeting is not attended by the parent/guardian and student and there is no communication with the school, the credit denial will automatically be upheld. Within the last week of the class, the Attendance Appeals/Review Board will meet to review the student's appeal for restoration of credit and they will notify the student and parent of the decision. The Appeals Board will render a decision, in writing, as to whether or not course credit is to be granted. Students who are denied credit

must continue to attend the class for the remainder of the year in order to be eligible for summer school. If a student earns a passing grade, but is denied credit, they will be eligible for summer school that year.

Truancy as Defined by State Statute

In accordance with state statute (CT General Statutes, section 10-198a) regarding truancy, a **"truant"** means a child who has four unexcused absences in one month or ten unexcused absences in one year. A "habitual truant" means any such child who has twenty (20) unexcused absences within a school year. When a student demonstrates a truancy problem, every effort will be made by the school to notify the parent/ guardian of the attendance concern and resolve the matter through full cooperation between school and families.

Class Skipping Policy

Skipping occurs when a student purposely "skips" one or more classes, including study halls. Skipping presents a serious safety issue. School officials do not know if the student is in school and cannot work to protect the student in case of an emergency. The consequences are:

First Skip:

- The teacher substantiates the skip and then gives a zero for all work missed, including quizzes or tests, and work can be made up at the teacher's discretion.
- The teacher calls home and the skip is reported to the office as soon as it is substantiated.
- A written office referral is completed by the end of the following school day.
- The office issues an after-school detention.

Second Skip:

- The teacher substantiates the skip and then gives a zero for all work missed, including quizzes or tests.
- The teacher calls home and the skip is reported to the office as soon as it is substantiated.
- A written office referral is completed by the end of the following school day.
- The office issues an extended detention.

Third Skip (and subsequent skips):

- The teacher substantiates the skip and then gives a zero for all work missed, including quizzes or tests.
- The teacher calls home and the skip is reported to the office as soon as it is substantiated.
- A written office referral is completed by the end of the following school day.
- One day In-School Suspension; administrator calls home and may request a parent conference.

Tardiness

At Nonnewaug High School, we believe that it is important to teach students the life skill of punctuality. If students are late to school, The main office will keep track of all tardies throughout the school year. Disciplinary action will progress based on the number of tardies.

***Tardy to School**:* School begins at 7:25 am. Students are considered tardy to school if they are not in their classroom when the 7:25 bell rings. If a student is tardy to their first period class, teachers will mark them tardy unexcused. Students will be called to the office for their consequence (see below). Students who arrive tardy to school in the morning must report directly to the Main Office or sign in at the entrance door (when available to do so). Students will receive a tardy pass to enter class. Parents are encouraged to call or send a note to school on the morning of the tardy. Please note, a parental excuse for tardy does not exempt students from the number of cumulative tardies that will result in school consequences, see below. If there are extenuating circumstances that result in more than five tardies per semester, parents are encouraged to call their counselor or administration to discuss the situation. In the case of medical appointments please obtain a medical excuse form from the doctor and submit to the main office upon arrival. Tardiness due to medical reasons will be exempt. In addition, students will not be penalized for a late bus arrival.

Tardy to School: When students are tardy to school without a pass, the consequences will be:

- First Tardy: Verbal warning and email home to parents/guardians that the next tardy will result in a lunch detention.
- Second through Fifth Tardy: Lunch detention to be served the day of the tardy.
- Students will receive progressive discipline when they reach their 5th, 10th, and 15th tardy. An after school detention will be given when they reach 5 tardies, an extended detention when they reach their 10th, and an ISS will be given when they hit the 15th tardy benchmark. Seniors will lose any senior privilege when they reach their 15th tardy. Students who reach the 20th tardy benchmark will be referred to SST and assigned progressive discipline, up to and including OSS.

If a student accumulates **five non-exempt tardies** to school, the student will be assigned an after school detention. If a student accumulates **ten non-exempt tardies**, the student will be given an extended detention. When a student reaches **fifteen non-exempt tardies** the student will be given an ISS. In addition, the student may lose parking privileges if it applies. Each time a student meets a threshold the student will meet with an administrator to develop a plan to encourage on time attendance to school. *Cumulative tardies to school reset at the start of each semester.*

Reasons for exempt tardies include - late bus, medical appointments or administratively approved special circumstances. *Please note: parental excuse does not exempt a tardy to school.*

Tardy to Class: When students are tardy to class without a pass, the consequences will be:

- First Time: Teacher warning; reminder of subsequent consequences.
- Second Time: Lunch Detention; teacher refers to the office
- Third Time: Teacher detention (2:30) and teacher emails parent/guardian.
- Fourth Time: Office Referral and teacher calls parent/guardian. Office issues an after-school detention.
- Fifth/Subsequent Times: Office referral and extended detention or ISS; administrator calls home.

An unexcused tardy in excess of ten (10) minutes for a non-block period and twenty (20) minutes for a block period from the official start of class will be considered an unexcused absence from class.

Early Dismissal for The Day

When an early dismissal is unavoidable, a request for early dismissal must be made in writing by the student's parent or guardian, or the parent/guardian must call the Main Office directly. All written, phone, or email requests for early dismissal must be brought to the office for approval upon arrival at school or prior to 8am of the day of the dismissal. The student will be given a pass to leave class at the designated time and report to the Main Office to sign out. If an emergency arises and a parent must pick-up a student early from school, a parent or authorized adult MUST come to the Main Office to request the emergency dismissal. If a parent is unable to come to the main office, or the student is a driver, administrative approval MUST be granted prior to the dismissal. Any student who does not follow this process will be subject to progressive discipline. If a student is dismissed without a doctor's note, or the dismissal is not approved, students will be marked absent for the remainder of the day, and will be ineligible for any afterschool activities or events for that day. Any class missed because of an early dismissal will be considered an absence unless medical or legal documentation is provided to excuse the dismissal/absence. Documentation must be provided when students return to school in order for the absence to be excused.

Reduced Schedule/Late Arrival/Early Dismissal

As of the 2024-2025 school year, only Senior students will be granted the ability to arrive late or leave early. However, once a student is in school, they are expected to stay for the duration of the day. To be granted a reduced

schedule, students must adhere to specific guidelines. Any abuse of this privilege either through absenteeism, tardiness or discipline issues will result in the privilege being revoked. Students who have early dismissal may leave ONLY at the designated time. Students who drive and leave school grounds at any other time will also lose their parking privileges and receive a disciplinary consequence.

Guidelines are:
1. Student must have parent/guardian consent and complete an Early Dismissal/Late Arrival Form through Powerschool
2. When necessary, the student's schedule may be reduced through an administrative or PPT process;
3. The student must attend all scheduled classes regularly and be on-time; If the student reaches 5 tardies in one semester, the privilege will be revoked.
4. The student may not leave campus and return during scheduled classes for any reason;
5. Students must have approval through school counseling indicating that the student is on track for graduation;
6. The student must have successfully completed or be in good standing for their MBLE graduation requirement.
7. Chief, Tribe and Focus DO COUNT as a class. All students are expected to remain in school during these times.
8. The student must be in good academic standing. If the student is failing or has failed any classes, the early dismissal/late arrival privilege will be temporarily revoked until they return to good standing.
9. It is expected that students are leaving campus for a meaningful and productive purpose. Administration reserves the right to withdraw review and withdraw applications as necessary.
10. Final approval of early dismissal/late arrival/reduced schedule is through the administration.
11. Students are responsible for their own transportation.

Early dismissal times are subject to change based on a delayed opening or early dismissal.

Attendance Policy - 18 Year-Old Students

School regulations concerning all attendance matters (e.g. early dismissal, late admission, field trips) shall continue to be handled as they were before the student turned 18 years of age. Students may, at eighteen years of age, request that a letter be sent home from the school requesting the student be treated as an adult in matters of school attendance and policy. It should be noted that before a student's Age of Majority privileges are confirmed, discussion must occur with the guardian. Also, we ask that parents please indicate your receipt of an agreement with this letter either with a note or phone call.

Even upon the school's acceptance of this completed request, the student must follow ALL school policies regarding attendance and tardies.

Assignments When Absent

Students are responsible for checking their Google Classrooms, contacting their teacher(s) to obtain missed assignments, and completing required work when they are absent.

In the event that a student is out for more than three days, a parent may request assignments be made available for the absent student. These requests should be made to the School Counseling Office. Please allow at least 24 hours for assignments to be collected.

ATHLETICS AND ACTIVITIES

Athletic Program

The athletic program fosters good sportsmanship and school spirit. All athletic activities are regulated by local and conference guidelines and must conform to rules established by the Connecticut Interscholastic Athletic Conference (CIAC).

Athletic Teams

FALL:
Cheerleading
Cross Country - Boys and Girls
Field Hockey - Girls (Varsity and JV)
Football (Co-op)
Golf- Boys and Girls
Soccer - Boys and Girls (Varsity and JV)
Volleyball - Girls (Varsity and JV)

WINTER:
Basketball – Boys/ Girls (Varsity, JV)
Cheerleading
Gymnastics
Indoor Track – Boys and Girls
Swimming – Girls and Boys
Unified Sports (Basketball)
Wrestling
Ice Hockey (Co-op)

SPRING:
Boys Baseball (Varsity and JV)
Girls Softball (Varsity and JV)
Track - Boys and Girls
Tennis - Boys and Girls
Unified Sports (Volleyball)
Lacrosse (Co-op)- Boys and Girls

Intramurals

Nonnewaug High School offers intramurals as an extracurricular activity. Offerings may include soccer, flag football, tennis, ping pong, basketball, and ultimate Frisbee. Intramurals are open to all Nonnewaug High School students and usually last until 3:30 p.m.

Athletic Participation and Attendance

Parents are required to register and read the Athletic Handbook on the Arbiter Sports website. The link is located here: Arbiter Sports Registration. It can also be found on the Nonnewaug High School Athletic page. In addition, students need a valid physical. Physicals are valid for 13 months. All physical forms must be submitted to the school nurse.

Participation in all in- and after-school events requires the student to be in school that day. Students who are absent or suspended from school may not participate in an athletic activity held on the same day (this may include weekend participation if a student is suspended on a Friday). Any student who is tardy to school or leaves school early must receive administrative approval to participate in an athletic activity held on that day. Administrator discretion will be the final determining factor that will lead to players involvement with sports if they are absent for part of a school day.

Athletic Eligibility

CIAC and Nonnewaug High School have specific eligibility requirements for student athletes. CIAC rules can be accessed at casciac.org. CIAC eligibility requirements extend beyond passing grades, and any student who does not meet all CIAC requirements faces ineligibility. A complete explanation of eligibility requirements is available under separate cover and student-athletes must request this information from the athletic director. Student-athletes are responsible for knowing and following eligibility requirements.

* Note: SAE credits do not count toward athletic eligibility.

Athlete's Code of Conduct

Due to their highlighted position in the school community, students participating in interscholastic athletics serve as role models for much of the student body and are representatives of our school to other school districts and communities. A student is ineligible to participate with a team in practice, competition, or at an event if circumstances beyond the stated athletic eligibility requirements occur. For example: behavioral suspension, expulsion, substance abuse, weapons violations, or other statutory and policy issues. Duration of ineligibility is determined by school administration through statutory requirements, school rules, and/or progressive discipline. In addition, a student may be suspended from a team by a coach or administrator, which means he/she cannot participate in a sport in any way.

ACTIVITIES AND ACTIVITY GUIDELINES

The Nonnewaug High School community provides students with many co-curricular and extracurricular activities. Participation is open to all NHS students. We encourage every student to become involved in life at Nonnewaug through school-sponsored activities. It is expected that students will behave in accordance with the student code of conduct while participating in any school activity. Failure to do so can result in loss of participation.

Specific Rules:

1. All guests to social events must be pre-registered in the office or they will not be allowed to attend the event.field
2. No use of tobacco products, vaping devices or e-cigarettes in the building or on school grounds.
3. No one under the influence of alcohol or illegal drugs or substances will be allowed to enter or remain at an event.
4. Access to the classroom portion of the building is prohibited.
5. Students who are absent, tardy, or have left early from school on the day of the event may not participate in or attend an event without the prior approval of the administration.

Organizations

With sufficient student interest a new club may be proposed. Students who would like to pursue new clubs or activities can speak with teachers or administrators about the process.

Field Trip Responsibilities- before missing a class because of a scheduled field trip, the student is responsible for seeing his/her teacher and requesting the work which will be missed. The student is then responsible for submitting the

completed assignments one day after returning from the field trip (e.g. a field trip on Monday requires all missed work completed by Wednesday). Students taking a two or three day field trip are required to submit all work missed during the absence within two or three days respectively. In the event of field trips of longer duration, the teacher(s) leading the trip will arrange makeup procedures in conjunction with other classroom teachers and students involved. Participation in field trips is contingent upon acceptable academic performance, behavior, and attendance. Administration reserves the right to determine if students are disqualified from field trip eligibility due to violations of the above mentioned items or any additional concerns.

STUDENT CONDUCT AND DISCIPLINE

The goal of Nonnewaug High School is to provide a safe and healthy, student-centered environment where education can take place without interruption or disruption. The safety of students is our highest priority. The maintenance of school property and tone of courtesy, mutual respect, and safe behavior shall be maintained. It is the intent of the school to enforce the laws of the state and all policies relative to the Board of Education. All matters of school discipline are controlled by Board Policy 5114. For a full text of that policy, as well as other board policies regarding student conduct, please contact the Board of Education offices or refer to our website www.ctreg14.org.

Any behavior and conduct that interferes with any student's ability to learn or which undermines the ability of the school to achieve its educational objectives and ensure the safety of all students is not acceptable. The rules, behavioral objectives, and safety measures for Nonnewaug High School are contained in the "Student Code of Conduct".

Code of Conduct

The Nonnewaug High School Code of Conduct relies on the essentials of courtesy, safety, and mutual respect. NHS strives to maintain an atmosphere of courtesy toward students, staff, and visitors. School personnel are committed to ensuring compliance with this code in a fair, consistent, and judicious manner.

Behavior at School and at School-Sponsored Activities

Students are expected to behave appropriately during the school day and at school activities and to give their names on request from a faculty or staff member. Students who do not give their names when asked will receive an appropriate penalty. If students are behaving inappropriately when attending a school activity, they may be asked to leave the activity. An offense may result in students being prohibited from attending any school activities for the remainder of the semester.

Participation in future school activities will be in jeopardy and school disciplinary action will occur. Students and guests attending sport competitions, plays, or contests are required to display sportsmanship and courtesy toward opposing teams, contestants, referees and judges at all times. All fans and players must adhere to the Berkshire League Code of Conduct and Sportsmanship.

Arson and Pulling Fire Alarms

Falsely pulling a fire alarm or committing arson are violations of state laws. If students set a fire or pull an alarm, the school will notify the police and the student will be subject to arrest and judicial consequences. School consequences will range from suspension to expulsion.

Breach of Peace or Disorderly Conduct

Students who cause a major breach of peace and disturb the educational environment will receive a school consequence of suspension up to ten days and police will be notified.

Bullying

Bullying (**Board Policy #5131.911** and **#5131.913**): Bullying and Cyberbullying activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times. Any individual who engages in any act of bullying may be subject to disciplinary action including up to ten days suspension and expulsion. Bullying means any overt acts by a student or a group of students directed against another student with the intent to ridicule, harass, humiliate or intimidate the other student while on school grounds, at a school-sponsored activity or on a school bus which acts are committed more than once against any student during the school year.

The term 'bullying' may also include acts that occur outside the school setting if such acts have a direct and negative impact on a student's academic performance or safety in school. In order for acts of bullying that take place outside the school setting to be subject to disciplinary action, they must violate a school policy and seriously disrupt the educational process.

"Cyberbullying" means any act of bullying through the use of the Internet, interactive and digital technologies, cellular mobile telephone or other mobile electronic devices or any electronic communications.

A copy of the Board of Education policy on bullying is available at the Main Office in every school, and on our school website; www.ctreg14.org.

A student who believes he or she has been the victim of bullying should report the matter immediately to any teacher, counselor or member of the school administration. Students may also make anonymous reports.

Steps for Reporting Instances of Bullying at Nonnewaug High School:

1. Student victims of bullying or a friend can report instances of bullying to any teacher, student teacher, substitute teacher, intern, para-professional or administrator at Nonnewaug High School.

2. Staff members will report suspected incidences of bullying to an administrator within 24 hours of the issue being brought to their attention.

3. Student victims of bullying or a friend can also report instances of bullying anonymously by leaving a note in the mailbox of their Principal, school psychologist, or counselor or emailing their Principal, counselor, social worker or school psychologist.

4. Parents of victims of bullying may report an incident, using the Region 14 "Incident Report Form" which can be found on our school homepage.

5. Voicemail messages can anonymously be left for the psychologist or counselor reporting bullying, teasing or exclusion.

Investigation:

Upon receipt of a complaint or report of bullying, school officials shall undertake or authorize an investigation. The appropriate school personnel responsible for taking the incident report and investigating the complaint may include, but

shall not be limited to the following: the building administrator, Director of Special Services, and Superintendent. If upon investigation it is determined that bullying has occurred, the superintendent or his/her designee will take appropriate action. Such action may include, but is not limited to, warning, detention, suspension, or expulsion. The parents or guardians of students who engaged in acts of bullying and the parents or guardians of students against whom such acts were directed shall be notified by the Superintendent or his/her designee of the results of the investigation, and shall invite them to attend at least one meeting with the building administrator and appropriate staff. The notification shall include a description of the response of school staff to such acts and any consequences that may result from the commission of further acts of bullying.

Follow up:

1. Parents are immediately notified by telephone that their child has been the victim of bullying, teasing and/or exclusion. Written notification will be provided to the parent following telephone notification. Parents will be encouraged to report any additional acts of bullying, teasing, or exclusion against their child.

2. Victims are offered opportunities to talk with the principal, psychologist and/or counselor.

3. Victims will be offered an opportunity to participate in one-on-one self-esteem building activities pending availability.

Cafeteria Expectations

Students are expected to behave appropriately in the cafeteria. At all times, students need to respond to staff member requests. Students who do not may be suspended from spending time in the cafeteria for up to one semester and/or given other appropriate punishments. Chronic failure to respond to requests made by staff in the cafeteria may result in progressive disciplinary action. Students are not permitted to eat outside of the cafeteria, unless authorized to do so.

Campus Restrictions

NHS does not have an open campus. Students are not allowed to leave and return to campus without the permission of the administration. Student safety is our utmost concern and providing appropriate supervision during the school day is essential to student safety. We cannot supervise students when they are off campus.

To maintain a safe environment:

- Students must sign in/out of class through E-Hall pass when they are not in their assigned class/area during non-passing times.
- Students may go to the parking lot to retrieve an item from a car by getting permission from the main office and being accompanied by our SRO or designated school staff.
- Students who use their vehicles to leave campus without permission will lose parking privileges and receive disciplinary consequences. Latearrival/early dismissal privileges will also be revoked.
- Students who lose their parking privilege and continue to drive to campus will have their cars towed.

Students are expected to stay in school during school hours. If a student needs to leave for an appointment, written documentation of the appointment must be provided to the main office upon the student's return to school. Students should not be excused to leave campus to avoid study hall, lunch, Chief, Focus, Tribe, or while school is in session unless they have obtained late arrival or early dismissal privileges (seniors only). We thank you for your cooperation.

Leaving School Grounds Without Permission

Students who leave school grounds without permission will receive a suspension. Students with leave/return privileges must sign out and sign in at the station located in school counseling or they will be considered as leaving school grounds without permission. Parents calling their students out of school MUST make contact with office staff and their student MUST sign out to be considered as having permission to leave. A student will know that the office has verified the phone call when the student is notified by a member of the office staff. A parent calling their student directly and asking them to leave will be considered as leaving without permission and consequences may be assigned.

Consequences will be progressive if students have more than one infraction. Students who use their cars to leave school grounds without permission may have their parking privileges revoked. Students who lose their parking privilege and continue to drive to campus will have their cars towed.

Outside Food/Beverages

Per board policy 6142.101a, “foods and beverages brought into the schools by students and other persons shall comply with federal nutrition standards.”

- Students are prohibited from ordering food or other items to be delivered to the school during the school day.
- Due to the fact that many students may have allergies as well as general sanitary concerns, every effort should be made to consume food and beverages (with the exception of water) in the cafeteria
- Food or other drink items may be prohibited in certain classrooms where safety is an issue (science labs, video production studio, operating equipment, etc.) or
- Administration may be notified if food and beverage use becomes a distraction to the educational environment.
- School staff may restrict students from bringing outside food and beverages into the building. Any food ordered by students during the school day and delivered will be confiscated by administration.

Cell Phone/Earphone/Personal Device Use

It is our goal at Nonnewaug High School to create a distraction-free environment focused on teaching and learning. We aim to enhance academic engagement, reduce disruptions, and foster a productive learning atmosphere throughout the school. We appreciate the cooperation of students, teachers, and parents/guardians in adhering to this policy for the betterment of our school community. It is the responsibility of all NHS students to place their cell phones in the designated phone holders during class and to ensure other devices are not used to district themselves or others. The spirit of The Region 14 Board of Education Policy 6141.328 was utilized to develop the Nonnewaug High School Cell Phone/Earphone/Personal Device Use Policy:

General Guidelines:

1. Each classroom is equipped with phone holders, placed in a secure location.
2. **Upon entering the classroom, students are required to place their cell phones in the designated phone holder ONLY, and they should be set to silent. Students will be required to use the holder. The phone is to remain in the holder if the student is leaving the room (i.e. going to the bathroom) and returning.**
3. In the case of an emergency, students can request permission from the teacher to access their phones discreetly.
4. Special accommodations, as determined through the PPT or 504 process, can be made for students with documented medical or accessibility needs. These cases should be discussed with the school administration.

5. Students are not allowed to use cell phones or any recording devices to take pictures of students and staff members without their knowledge and/or consent (which includes smart watches and meta glasses). Students are also prohibited from posting pictures or videos of students and staff members on the Internet.
6. At the beginning of, and periodically throughout the academic year, the cell phone policy to include phone holder usage will be communicated to all students and parents/guardians.
7. Students are responsible for their own cell phones and should not handle other students' devices.
8. Nonnewaug High School will take reasonable measures to ensure the security of the phone holders.
9. **Any listening device including but not limited to airpods, earbuds, and headphones are a distraction to the educational process as well as a safety concern. These devices should not be used during any academic classroom time. During passing time and other non instructional periods (study hall, lunch), only 1 airpod can be in at a time.**

Failure to comply with the NHS Cell/Personal Device/earphone phone use policy will lead to progressive consequences:

1st Offense: Warning with expectation of no further use/placing phone in holder or no further use of non-phone device.

2nd Offense: Student sent to office, phone/device taken for the duration of the day (returned to student), student issued an after school office detention.

3rd Offense: Student sent to office, phone/device taken for the duration of the day (returned to parent only), student issued an extended after school office detention.

4th Offense: Student sent to office, phone/device taken for the duration of the day (returned to parent only), consequences may include progressive discipline up to and including suspension, mandatory parent conference and a behavior contract.

Dress Code

Students should "dress and groom themselves for the business of school" in a manner that does not disrupt the educational process or pose a health or safety threat. To that end, the school dress code encourages students to dress in a manner that prepares them for academic and professional endeavors.

The following dress code expectations apply to all students:

*Clothing, accessories, or personal items displaying or promoting violence, weapons, drugs, alcohol, tobacco, vaping products, obscene language or images, hate speech, symbols of hate, historically divisive symbols (i.e the Confederate flag, the Nazi Swastika), or other content deemed inappropriate for the school environment are prohibited.

*Clothing must fully cover the chest, cleavage, midriff, abdomen, lower back, buttocks, and all undergarments while standing, sitting, walking, and participating in normal school activities. Shirts, tops, dresses, and other garments may not be excessively low-cut, tight, revealing, transparent, backless, strapless, or otherwise expose cleavage, the midriff, or undergarments. Shorts, skirts, dresses, and pants must be of sufficient length and fit to ensure that the buttocks, undergarments, and private body areas remain fully covered at all times and must not be excessively ripped or designed in a manner to expose private areas.

*Footwear must be worn at all times.

*For safety, security, and identification purposes, hoods must remain down while students are in school buildings and during the school day. Clothing with hoods may be worn; however, the hood may not be worn over the head while on school grounds or in school buildings.

*Head coverings worn for religious, cultural, or medical reasons are permitted in accordance with applicable laws and school policies.

School administrators reserve the right to determine whether student attire is appropriate, safe, and conducive to the educational environment. Students whose attire does not comply with these standards may be required to change into appropriate clothing or contact a parent/guardian to bring alternative attire before returning to class or school activities. Students who refuse these options, or who consistently violate the policy will be subject to progressive discipline.

For reasons of health and safety, teachers, coaches, and advisors may require dress, grooming, or behavior requirements to meet the specific demands of a class or activity, such as a science laboratory or an agriscience class. Certain classes may require a change of clothing to be kept at school. When questions arise regarding the appropriateness of attire, they are to be brought to the attention of the designated administrator. The administrator will use his or her professional discretion in addressing such concerns.

Decorum/Language

The use or display of obscenities, language of sexual or racial nature, or harassment that infringes on the rights of others is prohibited. Students are expected to maintain a courteous discourse with students and staff throughout the school day.

Driving

Students are expected to observe the rules of safe driving on school grounds. If students are reported for driving recklessly, they may lose their parking privilege and will not be allowed to drive on school grounds. In addition, their offense may be reported to the authorities for further action. School buses have the right of way at all times. Passing a school bus that has its red lights flashing is a serious offense which may become a police matter.

Students who use their cars to leave school grounds without permission will have parking privileges revoked. Students who lose their parking privilege and continue to drive to campus will have their cars towed at the students expense.

Drugs and Alcohol

The Board of Education prohibits student possession, use, and/or distribution of any drugs, alcohol, or drug paraphernalia or being under the influence of any drug or alcohol. Connecticut State Statute, Section 10-233d states a student shall be expelled for one calendar year for the sale or distribution of illegal drugs on or off school grounds. Recognizing that the use, abuse, and dependency of drugs or alcohol can seriously impair a student's ability to learn, it is the policy of the Board of Education to take actions to prevent their use. These actions are handled through education, early intervention, parental involvement, medical and/or assessment referral, and police referral. The school will cooperate with town, state, and private agencies that are involved in the health of students relating to drug and alcohol abuse. School properties may be inspected by school authorities in the interest of health and safety consistent with state and federal law. Additionally, inspections for drugs and alcohol are health and safety related and regarded as reasonable cause for searches by school personnel consistent with state and federal law.

Any student found using, selling or possessing drugs, drug paraphernalia, alcohol, and/or tobacco (including smokeless or chewing) at school or a school-related activity or arrested at any event where drugs or alcohol are involved will be subject to the drug and alcohol procedures as follows:

- The police will be notified in the case of use, sale, or possession.
- Parent(s)/guardian(s) will be notified to come to the school to take custody of the student.
- Up to a 10-day out-of-school suspension will be given consistent with Board Policy #5114.
- A referral by the Principal, Assistant Principal, School Counselor, or Special Education Coordinator must be made to an agency licensed to assess and treat drug abuse.
- A review of continued participation in extra/co-curricular activities will be made at the discretion of an administrator.
- A mandatory reentrance conference with administration, parent/guardian, and student will be held.

- An expulsion process may begin consistent with Board Policy #5114.

Please note, the above are consistent with Board Policy #5114 and Board Policy #1411 regarding police cooperation, in addition to Board Policy #5125 regarding confidentiality of professional communications regarding alcohol and drug use, as required under Conn. Gen. Stat. §10-154a and Connecticut General Statutes §10-233d; Connecticut General Statutes §54-33n.

Electronic Devices

Students are expected to abide by the district's Acceptable Use Policy (BOE policy 6141.321) in order to use technology tools to enhance the educational experience and access information. If students use electronic devices when they are not allowed to, the devices will be confiscated and returned at the end of the day. If there are subsequent offenses, the device will be held for parent pick-up. Devices may be used in the building after school is dismissed for the day. Registered EMT(s) or Firefighters, while on duty, are the only students who may routinely carry a communication radio. This privilege needs to be approved by an administrator. Disrespect to faculty or staff regarding this issue will be treated as a separate infraction. State law prohibits the possession and use of laser pointers on school grounds. If such a device is discovered, the violation will be reported to an administrator, who shall confiscate it. Parents will be asked to pick up the device.

Fighting

Students involved in a fight will be suspended for up to ten days. The consequence will depend upon the circumstances surrounding the fight. Participants may be subject to arrest.

Gambling, Fireworks, Littering, and Snowball Throwing

These activities are not permitted and the consequences for infractions will be determined by the Administration.

Hazing and Initiation

Hazing and initiation of one student by another student or group of students will not be tolerated. Any form of hazing or initiation will result in a student being suspended for up to ten days. Hazing may be considered as a more serious offense if the behavior meets the criteria of that offense. Students and parents are urged to report any incidents of hazing/initiation to the athletic director or school administration.

Intimidation/Threatening

Verbal threats, gestured threats, or drawings of threats or violence will be taken seriously and will be reported to police. It is extremely important for students to understand that the school will take immediate action against any threats toward the school, school personnel, or other students. Students involved in intimidation or threatening will be suspended for up to ten days.

Physical, Verbal, or Sexual Harassment (Board Policies #5145.52)

Depending upon the circumstances, consequences for physical, verbal or sexual harassment may include up to a ten day suspension, police notification, and/or recommendation for expulsion.

Physical harassment includes pushing, hitting, punching, or other unwanted contact between students. It also includes any case of one student not permitting another student's freedom of movement by blocking the way or otherwise hampering passage. Verbal harassment includes, but is not limited to, any threats or negative remarks based on another's race, gender, physical appearance, sexual orientation, religion, or national origin. Sexual harassment has been

clearly established as a form of sexual discrimination. Specific behaviors (that are wanted/unwanted and sexual in nature) that could constitute sexual harassment are: touching, sexual name-calling, pulling at clothes, verbal comments, sexual rumors, too personal a conversation, suggestive facial expressions, jokes, cartoons, posters, cornering or blocking. Please refer to the Policies section of this handbook for a complete explanation of sexual harassment and the complaint process.

Smoking/Vaping/E-Cigarettes

In accordance with Connecticut State Statute section 19a-342 smoking is prohibited within a public school building. This includes the interior of the building and any of the surrounding grounds of the school. Possession of smoking or nonsmoking tobacco materials is also banned. Anyone found in possession of and/or using smoking materials, including vaping devices and e-cigarettes, will have them confiscated; in addition, he/she will face other disciplinary action deemed appropriate including: fines, extended detention, community service, and suspension, as well as legal action as applicable. Students found in possession of these devices also may incur future searches under the standards of reasonable suspicion. An educational component to deter future use and be sure students understand the possible health consequences will be included in all disciplinary action. In addition, there is no smoking at any school sponsored field trip or class outing. The same rules apply anywhere on school grounds. These sanctions and/or disciplinary actions may be modified by the administration to suit the age of the offender and/or the offense committed. Smoking cessation devices are not allowed on school grounds. Doctor recommendation for these devices is for adults 18 or older.

Possession of an electronic cigarette or vape (Nicotine only):

- First Offense: 1 Day ISS
- Second Offense: 3 Days of ISS, Parent Meeting
- Third Offense: 5 Days OSS, referral to ASAP or other cessation program and cessation counselor
- Fourth Offense: 10 Day OSS, Stipulated Agreement
- Fifth Offense: Referral to Expulsion

Possession of an electronic cigarette or vape (Marijuana/THC), Alcohol or Marijuana:

- First Offense: 5 Day Suspension (may include both ISS and OSS), Parent Meeting
- Second Offense: 10 Days OSS, referral to ASAP or other cessation program and cessation counselor, Stipulated Agreement, Parent Meeting
- Third Offense: Referral to Expulsion

Staff/Teacher Requests

Students are expected to respond appropriately to teacher and staff reasonable requests. Failure to respond to a staff member's (inclusive of secretaries, custodians, and teachers) reasonable request will result in disciplinary action. In any interaction, mutual respect and courtesy are expected among members of the NHS community. Students in violation of this expectation will be at the very minimum placed in ISS pending a review of their conduct.

Theft or Vandalism

If a student takes property without permission or vandalizes school or personal property, he or she will receive consequences and will be required to make restitution. Writing on walls or defacing property is considered an act of vandalism. Consequences will include a parent conference, police notification, and appropriate disciplinary action, including suspension.

Weapons

Any student found on school premises or at a school sponsored or school related event, including athletic games, in possession of a dangerous weapon or instrument (including but not limited to a gun or knife) will be subject to a suspension of up to ten days and possible expulsion from school. Police will be notified and an arrest may result.

Restorative Practices and Consequences

The administration believes strongly in restorative practices due to the learning and behavioral change that occur as a result. Restorative practices typically begin with a discussion about the student's thoughts, emotions, and motives behind the incident, how it impacted others, and how the students can "make things right." Whenever possible, the student will be asked to apologize to those affected and come to an understanding of how they were affected through restorative conferences to help maintain a positive school climate. Additionally, students may be required to participate in restorative education where they learn about the negative impact of their actions or words through reading, discussing, and responding in writing to incident-specific texts and prompts, thereby emphasizing the belief that when we know better, we do better.

Beyond restorative conferences and restorative education, consequences for infractions of the rules may include one or more of the following:

- Parental contact and conference as needed.
- Detention or Extended Detention after school.
- Loss of free time.
- Exclusion from areas in the school, e.g. cafeteria.
- Loss of the early dismissal or late arrival pass.
- Loss of privileges, including senior privileges and parking.
- Nonattendance at athletic events and/or extracurricular activities.
- Community service to the school.
- Behavioral expectation(s) plan.
- In School or Out of School Suspension.
- Record in discipline file.
- Immediate hearing and suspension; recommendation for long-term suspension up to expulsion.
- Expulsion.
- Immediate referral to law enforcement or applicable community agency.
- Restitution for property.

Daily Detentions: Students may be assigned to after school detention through the office or an individual teacher. After school office detention is held from 2:25 – 3:15 in a designated classroom.

Extended Detention: Extended detention is from 2:25 pm to 4:00 pm and is held in a designated area. The primary purpose of extended detention is to offer alternative consequences for disciplinary concerns without disrupting the learning of the student(s) involved. Parental contact will be made by an administrator if an extended detention is assigned.

In School Suspension: In-School Suspension (ISS) is held for the entire school day (7:25-2:15). Students assigned to In School Suspension must bring work with them or they will be assigned work from the ISS facilitator. Students are expected to work quietly and constructively during ISS. Students who fail to follow ISS rules will be suspended out of school and progressive discipline will apply.

Guidelines for ISS (In-School Suspension)

- Students report directly to ISS.

- Students will be required to turn in their phone and airpods at the start of ISS. Additionally, if students are misusing their Chromebook, they may be required to complete all assignments on paper in order to get credit for the class they miss.
- All teachers of ISS students will provide assignments.
- Disruptive behavior during ISS may result in the student being removed from the room with further disciplinary consequences applied.
- ISS begins at the beginning of the school day and ends at the end of the school day. Students with late arrival or early dismissal privileges must stay in ISS for the entire school day.
- Students who are suspended (ISS) are not allowed to participate in extracurricular activities on any day(s) for which they are suspended.
- If a student is suspended on Friday, he/she will be prohibited from active participation in any extracurricular activity on Friday, Saturday, or Sunday and cannot resume active participation until the day he/she returns to school. Any student found in violation of this regulation could be subject to additional disciplinary action by the administration.
- Cell phones must be turned off and given to the main office secretary.

Out of School Suspension: Students are not allowed on school property or at any school sponsored events.

Guidelines for OSS (Out of School Suspension)

- Students will be notified the day before their out-of-school suspension (OSS) unless an emergency suspension requires the immediate removal of the student.
- While suspended, a student is not permitted on campus for any reason without permission from a building administrator. At the time of suspension, students must obtain assignments and submit them at the end of the suspension. Students who are suspended (OSS) are not allowed to participate in extracurricular activities on any day(s) for which they are suspended.
- If a student is suspended on Friday, he/she will be prohibited from active participation in any extracurricular activity on Friday, Saturday, or Sunday and cannot resume active participation until the day he/she returns to school. Any student found in violation of this regulation could be subject to additional disciplinary action by the administration.

Appeals

A student may appeal a disciplinary decision. He/she must first ask for reconsideration by the person issuing the consequence. He/she may then go to the next person in the school hierarchy: from teacher, to department chairperson, to Dean of Students, and then to the assistant principal and principal.

Expungement of Suspensions

Both In-School and Out-of-School suspensions *may* be expunged from a student's record, at the discretion of the school administration, upon completion of a planned program of restitution.

Students who wish to request this *one-time*-privilege must meet with the High School administrative team to present a proposal that includes community service, relevant educational experiences and restitution.

Expungement, if allowed, will take place upon certified completion of the student's plan.

Students can obtain an *Application for Expungement* by meeting with their school counselor.

TECHNOLOGY CODE OF CONDUCT

Nonnewaug High School offers Internet access for student use. The Internet provides:

1. Electronic communications with people all over the world.
2. Educational resource materials.
3. Access to library catalogs.
4. Texts of documents from numerous databases.
5. Resources for exploring post-secondary education and career opportunities.
6. Electronic communications with people all over the world.
7. Educational resource materials.
8. Access to library catalogs.
9. Texts of documents from numerous databases.
10. Resources for exploring post-secondary education and career opportunities.

The school has a specific Technology Code of Conduct which students are expected to know and follow. Continued use of computer applications and features, including the Internet and library catalogs, is dependent upon each student's adherence to this code of conduct. Copies of the code will be distributed to each student and parent on PowerSchool Registration.

SCHOOL BUS BEHAVIOR

Regional District #14 Buses

Students from Bethlehem and Woodbury are provided bus transportation to and from school. The student is to be at the bus stop prior to the arrival of the bus. Drivers have been instructed not to wait unless the student is visibly on the way.

Bus Guidelines

The driver is responsible for the safety and welfare of all students he/she is transporting. His/her directives are to be abided by in a cooperative manner. Failure to comply with the driver's directives or undermining the driver's authority may result in the student's suspension from the bus. The cost of repair for any vandalism to the bus will be the responsibility of the student and/or the student's family.

Transportation on school buses is a privilege for students which may be suspended as the result of student discipline concerns in the transporting process. Specific School Bus Behavior Code:

1. Be at the bus stop at the designated time; help keep the bus on schedule.
2. Always wait for the bus on the shoulder of the highway or road.
3. Do not crowd or push other students when boarding the bus.
4. Remain properly and quietly seated while the bus is in motion.
5. Keep head, arms, and hands inside the bus at all times.
6. Never throw objects in the bus or out of the bus window.
7. Obey instructions of the bus driver promptly.
8. Do not deface or damage bus seats or equipment.
9. Do not distract the bus driver from his/her duties.
10. Students must ride on designated buses, unless permission is granted.
11. No food or drink can be consumed on buses.
12. NHS students must be positive role-models for peers at all times.

PARKING/VISITOR PROTOCOL

Regulations Governing Motor Vehicle Use on Campus

Due to limited space, parking will be limited to seniors first for the full year and then it will be opened to juniors on a first come, first served basis . No other students will be permitted to park on school grounds. Issues regarding illegal parking will be referred to the police. If a student receives more than 3 disciplinary referrals that student will lose the privilege to park and will not receive a refund.

Parking on school premises is a privilege which can be revoked at any time if warranted by the actions of the student. All student drivers eligible to park in the school parking lot must complete a registration form in the Main Office and purchase a parking pass (sticker). Parking stickers from last year are no longer valid. The sticker must be displayed at all times on the lower right hand (passenger) corner of the windshield. Permits may not be transferred or sold to another student for any reason. Cost for parking will be determined annually. For the 2025-2026 school, the cost of a permit is $40.

Safety Rules of Student Driving/Parking

1. Speed limit on school grounds is 10 m.p.h.
2. Student vehicles may not be parked in the faculty/staff, handicapped, reserved or visitor's parking spots.
3. Vehicles are to be properly locked and parked.
4. Students may return to their vehicles only when leaving campus for the day or with authorization from an administrator.
5. Reckless, loud and destructive use of a vehicle is prohibited.
6. Driving regulations which apply to the local area apply on campus.

The school has **the right to tow** a vehicle at student's expense if the stated rules are not obeyed and issues of safety are not practiced. Students who park improperly, ignore safety rules, or fail to display a permit sticker will be subject to immediate or long term removal from the parking lot. Parking pass priority will be given to junior and senior students first. Sophomore students who can produce documentation stating that they work immediately after school and need to drive to school will be given parking consideration by administration, however, will be last in priority.

Parking Area

In order to ensure student and vehicle safety, students may not be in the parking area at any time during the school day unless they are leaving school with an Early Dismissal pass. Any student found in the parking lot area without a written pass or a dismissal permit will be subject to disciplinary action.

Nonnewaug High School Guest and Visitor Protocols

The following procedures apply to visitors of Nonnewaug High School.

1. Upon entering school, visitors shall report to the main office and provide a "government ID" (ex. driver's license) to the secretary or designee.
2. The ID will be scanned via the Raptor system and returned to the visitor. The School Resource Officer (SRO) will have the ability to verify identification of guests if needed.
3. The secretary will then issue a visitor's badge indicating the visitor's destination within the school.
4. Guests are permitted to visit only those areas for which they have received authorization.

Student Visitor/Shadowing

All visitors, including student visitors, must go directly to the Main Office before accessing any part of the building and follow the procedure above. Nonnewaug High School does not allow student visitors unless the following criteria are met:

1. The visitor or parent of the visitor has contacted the counseling office and the student visitor is seriously interested in attending NHS.
2. The counselor has received a written letter/document, a minimum of one day prior to the visit with the following information:
    1. parental permission
    2. emergency contact number
    3. indicate any health concerns (nurse to be consulted when necessary)
    4. a place where the parent can be reached (home/work)
    5. reason for the visit.
3. The day of the visit the student visitor must be registered with the office by a parent/guardian and will be escorted throughout the day by the NHS student.

MISCELLANEOUS INFORMATION

Bulletin Boards and Monitors

Bulletin boards provide an opportunity to display student work or to provide an important source of information. All displays of posters, flyers, banners, bulletin boards and other materials must have prior approval of administration. Unauthorized posting of materials on bulletin boards or anywhere else in school or on school grounds is prohibited and such materials will be removed. In addition to bulletin boards, digital monitors are positioned around the school to display digital information and photos. All information and pictures to be displayed must also be approved by administration.

Process for approval
Students and/or school groups who wish to post messages or use bulletin boards should use the Posting Request Form in the main office. The form will include the dates that you want the message to be displayed and the platform that you want to use (bulletin boards, social media, information board, etc…) Forms must be completed 48 hours before the desired date of the message to be displayed.

Cafeteria

Hot and cold lunches are served in the cafeteria. All food is to be eaten in the cafeteria and students are to remain in the cafeteria, unless authorized to do otherwise. Students should plan to go to their lockers prior to the beginning of the lunch period and stay in the cafeteria until the bell rings.

Dance Policy

Any student attending a prom or school dance must be at least a freshman in high school and must be younger than 21 years of age. School rules are applicable at all dances. All guests must be registered in the Main Office before the day of the dance. Guests will not be admitted to the dance unless registered and approved by the administration. Parents may need to transport unregistered guests from the school. Any student who leaves a dance will not be readmitted. Breathalyzers may be used at any school sponsored dance or social activity. Student attendance is also a major consideration for participation in school dances. Students who have exceeded the number of days to be considered truant by the State of Connecticut may not be permitted to attend school dances or events.

Emergency Closings, Dismissals, and Delays

If the school is to be closed due to a storm or any other emergency, announcements will be made on Region 14's Alert system and the following radio and TV stations:

TV STATIONS:

WFSB - CHANNEL 3

WVIT - CHANNEL 30

WTNH - CHANNEL 8

RADIO STATIONS:

WELI, WATR, WTIC, WEZN, WDRC, WINE, WLAD, WKSS, WHCN, WWYZ, WMRQ

Fire/Emergency Drills

State law requires periodic safety drills in all public schools. The objective of the drills is to simulate actual conditions. All students should be aware of the departure route and the stay put instructions they must take. A map is posted in each room for this purpose. When the fire alarm sounds, the students are to follow the classroom teacher quietly from the classroom to the designated area outside the building. Books, coats, and personal materials should be left in the room. Other emergency drills will be implemented to practice procedures.

Lines of Communication

The Board of Education of the Region 14 School District recognizes the importance of maintaining effective communication throughout the school system and community.

In order to assist this communication process, the following guidelines have been established:

1. Concerns and issues should be directed to those immediately responsible.

2. If the scope of the concern or issue requires further consideration, those involved are to communicate with personnel at the next level.

3. Eventually any unresolved issues or matters of widespread concern should be discussed with the Superintendent of Schools.

Any questions or concerns regarding your child’s academic progress should be directed to your child’s teacher before contacting a school counselor.

Lockers

Each student in Nonnewaug High School is assigned his/her own locker when he/she enters the school as a freshman. Although the lockers are assigned to each student, they remain the property of Nonnewaug High School and may be inspected periodically without student permission or searched by school authorities. The school is not responsible for the contents of lockers. Therefore, valuables should not be left in the lockers.

Only the combination locks installed in the lockers may be used to secure them. Any other locks will be cut off. Students should not share their lockers or give their combination to anyone else. Problems with lockers should be reported to the Main Office. The administration has the authority to enter any locker when the performance of duties dictates the need. Any item found in such a case may be used as evidence against the student in disciplinary hearings and has the potential of being accepted as evidence in criminal cases.

Lost and Found

All articles found in the school should be turned in to the Main Office. Articles unclaimed for a period of time will be donated to a charitable organization. Students are reminded that they are responsible for the safety of their own property and school property assigned to them. Large sums of money or very valuable objects should not be brought to school. Calculators (e.g., TI-83), used for course work, should not be left in non-secure situations. Any theft occurring at school should be reported to the Assistant Principal.

Messages for Students

Only emergency messages from a parent or guardian will be forwarded to a student.

Obligation to Return School-Owned Items

Students are responsible for the books, chromebooks, and school materials which are issued to them for their use while in school. This also includes uniforms and other items which the student may use at school. Students must pay the current value of any book or educational material lost or damaged beyond ordinary wear. The school may withhold diplomas (not transcripts to other schools or post-secondary schools), and participation in extracurricular activities if obligations are not met.

Parent Organizations

The Nonnewaug Principal's Advisory and Advocacy Committee (NPAAC), The Booster Club, Region 14 Music Foundation, and FFA Alumni are active parent groups at Nonnewaug. These organizations support student achievement and student activities and welcome new members.

Signing-Out of Class

When leaving a class/designated area students are expected to:

1. Sign out of class by using E-Hallpass and indicating their destination before leaving the room.
2. Sign back into class by using E-Hallpass once they return to the room.
3. Students should expect that no more than one student may leave class at a time other than in emergency situations.

Students who continually fail to comply with sign in/out procedures may be placed on pass restriction by administration.

Recording Visual Images of Students

On occasion, photographs or videos are taken of individual students, classes, and events at Nonnewaug High School. These photographs and videos are sometimes used in presentations to the Board of Education, teachers, parent groups, and community groups. At times, photos or videos of students are placed in the newspapers, on the school's social media, on the school website, in classes or in other publications without requiring consent. Please note on "PowerSchool Registration" if you do not wish your child to be photographed. This is considered the "opt-out" process.

Working Papers

State law requires fifteen, sixteen, and seventeen year old students to have working papers if they are regularly employed. To receive the working papers, the applicant must bring proof of age and a written promise of employment to the school secretary. The promise to employ must be picked up in advance and be signed by the employer.

Please note: The administration reserves the right to enforce changes in rules or policies that were not available at the time of publishing. Changes to the rules, policies and procedures of the school will be communicated to students and parents in writing.

BOARD POLICIES

The Board of Education establishes policies for the operation of the school district. The rules, expectations, guidelines, and consequences which define and qualify the daily operation of Nonnewaug High School are consistent with established policy. Behavioral and disciplinary processes outlined in this handbook, which apply to students, are consistent with Board of Education policy. For purposes of information, reference and access, some of the more widely applied policies are listed below. Individuals seeking further information regarding these, or other Board of Education policies, should direct inquiries to the Board of Education.

Appendix

A. The following policies and notifications warrant viewing and are located on the Region 14 website www.ctreg14.org.

3000 Series:

- Pesticide – Policy #3520
- Transportation – Policy #3541
- Transportation Safety Complaints Procedure – Policy # 3541.5

4000 Series:

- Reporting Child Abuse and Neglect Policy #4100
- Psychotropic Drugs – Policy #4120

5000 Series:

- Crisis Intervention – Youth Prevention Suicide – Policy # 5141.5
- Truancy – Policy # 5113
- Attendance – Policy #5112
- Admissions/Placement Policy – Policy #5111(a)
- Removal, Suspension and Expulsion – Policy # 5114(a-i)
- Drugs, Alcohol and Tobacco – Policy # 5136.6
- Educational Records – Policy # 5145.15
- Unlawful Harassment of Students – Policy# 5145.5A
- Sexual Harassment – Policy # 5145.52(a)
- Search and Seizure – Policy #5145.12
- Safe School Climate – Policy #5131.911

6000 Series:

- Pledge of Allegiance Policy #6115
- Exemption from AIDS Instruction – Policy #6164.12
- Migrant Policy – Policy #6141.312
- Wellness – Policy #6142.101
- Weighted Grading Policy – Policy #6146.1
- Instruction Policy – Policy #6142
- Homework Policy – Policy #6154
- Acceptable Use Policy – Policy #6141.321
- Bring Your Own Device – Policy # 6141.328

PLEASE NOTE: The Board of Education periodically revises policies. The administration therefore reserves the right to enforce changes in rules or policies not available at the time of publishing.

Important Policy Statements

Non-Discrimination

In all of our programs and activities, the Regional School District No. 14 Board of Education does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, sexual orientation, marital status, pregnancy, parenthood, alienage, or any other basis prohibited by law. Specific people have been designated to handle questions about our policy of non-discrimination as well as complaints of discriminatory treatment or unlawful harassment. For questions concerning our policy of non-discrimination concerning disability, including claims of discriminatory treatment or harassment, please contact the Director of Special Services ,Regional School District 14, 67 Washington Avenue, Woodbury, CT 06798 (203) 263-0416, who is the District's Section 504 Coordinator. For questions concerning our policy of non-discrimination concerning all other categories, including claims of gender based discriminatory treatment or harassment under Title IX, please contact Human Resources, Regional School District 14, 67 Washington Avenue, Woodbury, CT 06798 (203) 263-4330, who is the District's Title IX Coordinator. Please refer to Policy #'s 5000/5000A and 5145.4/5145.52A with respect to procedures concerning claims of discrimination; such policies are available on the District website and upon request

Sexual, Racial, and Other Unlawful Harassment

It is the policy of the Regional School District #14 Board of Education to maintain a working and learning environment that is free from sexual, racial and other unlawful harassment. The Board will not tolerate the harassment of any student or employee based on race, color, national origin, sex, disability, age, religion, sexual orientation, marital status, pregnancy, parenthood, alienage, or any other basis prohibited by law. All forms of harassment are prohibited whether verbal, physical or visual, and regardless of the medium through which it occurs. Such harassment violates state and federal law as well as the student code of conduct. Board of Education policy prohibits sexual and other unlawful harassment of students by employees, other students, teachers, administrators, Board members, volunteers, and others contractually or otherwise under the control of the school system. It protects against harassment on school premises, at school-sponsored activities and at other places where these individuals come in contact with students in connection with their education by the school system. Students are prohibited from harassing teachers, administrators or other school personnel on the basis of race, color, sex, religion, national origin, sexual orientation, disability, ancestry, marital status, or age.

Complaint Procedure

All members of the school community are responsible for helping to assure that unlawful harassment is avoided. Any student who feels that he/she has been harassed in violation of Board Policy should immediately bring his or her complaint to the attention of any of the following personnel: School Counselor, Assistant Principal, Building Principal, or Title IX Coordinator. The school official may assist the student in putting the complaint in writing. Any person who has observed or otherwise become aware of conduct prohibited by this policy should bring the matter to the immediate attention of the building principal and/or Title IX Coordinator. All complaints will be promptly investigated in as confidential a manner as practical and appropriate corrective action will be taken when warranted. Any employee, student, volunteer or other individual under the control of the school system who is determined after an investigation to have

engaged in harassment in violation of this policy will be subject to discipline, including possible dismissal or expulsion. Please refer to Board Policy and Regulations (5000/5000A and 5145.4/5145.52A) for the complete details on the complaint procedure for unlawful harassment; such policies are available on the District website and upon request. For claims of disability harassment, please contact the Director of Special Services, Regional School District 14, 5 Minortown Road, Woodbury, CT 06798 (203) 263-0416, who is the District's Section 504 Coordinator. For all other categories, including claims of sexual harassment under Title IX, please contact Dina Ericson, Interim Director of Special Services, Regional School District 14, 5 Minortown Road, Woodbury, CT 06798 (203) 263-4330, who is the District's Title IX Coordinator."

School Records and Confidentiality

The Region #14 Board of Education has adopted a written policy concerning the confidentiality and accessibility of student records. Copies of the complete Board Policy are available at the Board of Education Office. Consistent with the Family Educational Rights and Privacy Act (FERPA), the student records policy affords parents of students and students over 18 years of age ("eligible students") certain rights with respect to education records. They are:

1. The right to inspect and review the student's education records. Parents of minor or dependent children and eligible students are entitled to review educational records upon request made to the school principal.
2. The right to request the amendment of the student's education records when the parent or eligible student believes such records are inaccurate, misleading or otherwise in violation of the student's privacy rights. A request for an amendment to educational records should be made in writing to the school principal and identify the record(s) at issue and the reason for the request.
3. The right to consent to disclosure of personally identifiable information contained in the student's education records except to the extent that the law authorizes disclosure without consent. For example, written consent prior to disclosure is not required in the following circumstances (this is not an exhaustive list):
    a. To other school officials within the school system who have a legitimate educational interest. A school official is a person employed by the school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Education; a person or company with whom the school district has contracted to perform a special task (such as an attorney, auditor, bus contractor, medical or educational consultant or therapist); or a person serving on a Board of Education committee, such as a disciplinary or grievance committee, or as a hearing officer in discipline cases, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
    b. Upon request, to officials of another school district in which a student seeks or intends to enroll.
    c. To comply with a judicial order or lawfully issued subpoena, provided that the school makes a reasonable effort to notify the parent or eligible student of the order or subpoena prior to compliance therewith.
    d. To parties in a health or safety emergency.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by school officials to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office

U.S. Department of Education, 400 Maryland Avenue, SW Washington, D.C. 20202-5920.

Notice of Intent to Release Directory Information Without Prior Consent

The following types of information contained in the education record of an enrolled student are hereby designated as directory information and may be disclosed by school officials to the public without the prior consent of a parent or eligible student:

- The student's name
- The student's address and telephone listing
- The student's electronic mail address
- The student's photograph
- A videotape identifying the student
- The student's place and date of birth
- The student's dates of attendance
- The student's grade level
- The student's participation in officially recognized activities and sports
- The student's weight and height as a member of an athletic team
- Honors and awards received by the student

Pursuant to federal law (the No Child Left Behind Act of 2001 and the National Defense Authorization Act of 2002), the school district is required to provide, upon a request made by military recruiters or an institution of higher education, access to secondary school students names, addresses, and telephone listings. In addition, the school district is required to provide military recruiters with the same access to secondary school students and on- campus recruiting opportunities, as well as to directory information as is provided generally to post-secondary educational institutions or to prospective employers of those students.

Right to object to the release of directory information:

A parent, guardian or eligible student may object to the disclosure of any or all of the categories of directory information without prior written consent. A parent, guardian or student may also refuse to allow school officials to release the student's name, address, and telephone listing to military recruiters or an institution of higher education without prior written consent. To prevent the release of directory information in any of these situations, a parent, guardian or student must file a notice of objection in the Main Office of the school in which the student attends.

Student Activities Financial Assistance:

Region 14 believes that all students should be able to attend school sponsored educational events/activities despite any economic hardship that may exist. The Region has established a process to assure that students are not denied participation in a Region 14 sponsored educational event/activity due to their inability to pay any costs associated with the event/activity. Please contact an administrator for more information.