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NBHS

NEW BRITAIN HIGH SCHOOL
QUALITY EDUCATION SINCE 1850
INDUSTRIA IMPLET ALVEARE ET MELE FRUITUR

2026-2027 School Year
Student & Parent/Guardian Handbook

New Britain High School

Student & Parent/Guardian Handbook

2026-2027 School Year

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New Britain High School

You can reach any extension 24 hours a day and talk to someone directly or leave a message in any staff member's voice mailbox. Our main number is 860-225-6300. The switchboard is open from 7:15 AM to 3:15 PM. If you would prefer to speak to the operator, just press 0.

Administration

Principal
Mr. Damon Pearce

Associate Principal: Cohort 2027
Mr. James F. Brasile

Associate Principal: Cohort 2028
Mr. Edgar Garcia

Associate Principal: Cohort 2029
Ms. Margaret A. Shea

Associate Principal: Cohort 2030
Mr. Sal Escobales

Supervisor of Special Education/Bridges
Mr. Stephen Howey
Ms. Jessica Foligno

Athletic Director & Supervisor of Health/ Physical Education
Ms. Lisa Grega

Registration Office

860-225-6300 x 17610

School Counseling Department Department Head
Ms. Stacey Rosado

Registration Secretary
Ms. Lucy Flores

Cohorts

Students at NBHS are grouped into cohorts based on their expected graduation date. Your cohort never changes regardless of your grade.

Most questions about school procedures and paperwork can be addressed at the house office assigned to each cohort. When calling each office dial the main number for the high school (860) 225-6300 press #9 and the number below.

Gold House Secretary: Cohort 2027
Ms. Ashline Reyes ext. 17802
reyesash@csdnb.org

Blue House Secretary: Cohort 2028
Ms. Carmen Mercado ext. 17705
mercadoc@csdnb.org

Red House Secretary: Cohort 2029
Ms. Miriam Reyes ext. 17616
reyesm@csdnb.org

Green House Secretary: Cohort 2030
Ms. Cyndi Neal ext. 17690
neal@csdnb.org

Guidance Services & Career Center

The NBHS guidance department consists of 10 counselors and a guidance director. The guidance department provides a comprehensive guidance program that involves both an individual and a group approach to guidance services.

Mission Statement of CSDNB and New Britain High School

In partnership with family and community, the Consolidated School District of New Britain works to provide the best personalized and comprehensive whole-child education at every level so students will be prepared for, and positively contribute to, a profoundly different future. The Consolidated School District of New Britain strives to pursue excellence one student at a time. New Britain High School exists to educate **every** child.

New Britain Board of Education

Board members are unpaid elected public officials with the responsibility for the governance of the School District. Meetings of the Board follow a planned and posted agenda. At a certain time in the agenda, the Board President will recognize individuals who want to make a statement, not more than five minutes in length, or express a viewpoint.

In addition, if they give advance notice to the Superintendent, individuals with relevant issues for discussion may have such issues placed on a future Board agenda for a more thorough discussion of the topic.

The Board's primary purpose is policy setting designed to improve student learning. Board members are interested in the public's opinion on District issues, which can assist them in formulating policy that reflects community values and expectations.

Diana Reyes
President
reyesdi@csdnb.org

Barbara Marino
Vice President
marinob@csdnb.org

Aimee Pozorski
Secretary
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Hanna Petrisko
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Richard Reyes
reyesrichard@csdnb.org

Jose Rivera
riveraj@csdnb.org

Tina Santana
santanati@csdnb.org

Board Email Address
If you wish to send a message to the Board as a whole, please email boe@csdnb.org. *All Board members will receive a copy of your email.*

Board of Education Policy

Board of Education policies are available on the District's website at https://www.csdnb.org/. The policies are subject to modifications by the Board at any time.

Non-Discrimination Policy

The New Britain Board of Education is committed to the elimination of discrimination and racial imbalance and to the provision of equal educational opportunity for all students regardless of race, color, religious creed, age, sex, marital status, national origin, sexual orientation, ancestry, present or past history of mental disorder, mental retardation, learning disability, including, but not limited to, blindness in accordance with all applicable federal and state law.

Preface

The material covered within this student handbook is intended to communicate to students and parents/guardians regarding general District information, rules, and procedures. It is not intended to enlarge or diminish any Board policy, administrative regulation, or negotiated agreement. Material contained herein may therefore be superseded by such Board policy, administrative regulation, or negotiated agreement. Any information contained in this Handbook is subject to unilateral revision or elimination from time to time without notice. Consult the District's website for any significant changes.

This booklet is written for our students and their parents/guardians. It contains required and useful information. Because it cannot be as personal communication as we would like, we address students not directly as "you" but rather as "the student," "students," or "children." Likewise, the term "the student's parent" may refer to the parent, legal guardian, or other person who has agreed to assume responsibility for the student. Both students and parents/guardians need to be familiar with the District's Student Code of Conduct and school safety and security plans, which are intended to promote school safety and an atmosphere conducive to learning.

The Student Handbook is designed to be in harmony with Board policy. Please be aware that the Handbook is updated yearly, while policy adoption and revision may occur throughout the year. Changes in policy that affect portions of this Handbook will be made available to students and parents through newsletters, web pages, and other communications.

Equal Opportunity and Non-Discrimination

Each student is encouraged to develop and achieve individual educational goals. The District will provide every student with equal educational opportunities regardless of race, color, creed, gender, sexual orientation, gender identity or expression, national origin, religion, age, economic status, marital status, or disability. No student will be excluded on such basis from participating in or having access to any course offerings, student athletics, counseling services, employment assistance, extracurricular activities, or other school resources. Programs and activities shall be accessible and usable by individuals with disabilities as prescribed by law.

Mark Spalding, Director of Pupil Services, is the designated District compliance officer. He will coordinate compliance with the nondiscrimination requirements of Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973.

Admission/Placement

A student seeking enrollment in New Britain High for the first time or following attendance in another Connecticut public school district, out-of-state attendance, private school attendance, or admission through a bona fide foreign exchange program should contact the NBHS Registration Office at (860) 225-6300 ext. 1610. A student transferring from non-public schools or schools outside the District will be placed at their current grade level pending evaluation and observation of the student. After such assessment and consultation with the parents, the school counseling department will determine the grade placement of the child.

Academic Integrity Procedures

This procedure describes how Board of Education policy 5121.3 - Academic Integrity will be implemented at New Britain High School. The goal of this procedure is to foster a culture of integrity and honesty in academics, ensuring that students understand the importance of ethical behavior and are aware of the consequences for violating these standards.

Definition of Academic Dishonesty. Academic dishonesty includes but is not limited to:

- Copying answers from another student or allowing another student to copy answers.
- Using unauthorized materials or devices (e.g., notes, calculators, phones) during a test or assignment.
- Plagiarizing, which includes using another person's words or ideas without proper citation
- Students presenting AI generated work as their own original work.
- Falsifying data, citations, or any information related to assignments and assessments.

Consequences for Academic Dishonesty

- **First Offense of Academic Dishonesty**:
    - A meeting is held between the teacher and the student to discuss the violation.
    - The teacher contacts the student's parents/guardians, notifying them of the incident and logging communication in the PowerSchool parent contact log.
    - The student receives a grade of "40" for the assignment or test in question.
    - The teacher documents the incident in 360 as an in-class discipline incident.
    - The student may lose eligibility for membership in NHS and other honor societies depending upon the severity of the incident.
- **Second Offense of Academic Dishonesty**:
    - A meeting is arranged involving the student and cohort administrator.
    - The student's parents/guardians are notified of the incident and recorded in the PS parent contact log.
    - The student receives a "40" for the assignment or test.
    - The student will lose eligibility for membership in NHS and other honor societies.

- **Three or more incidences of Academic Dishonesty**:
    - The student receives a “40” for the assignment or test.
    - A meeting is arranged including the student, parent/family and cohort administrator.
    - The student may face additional disciplinary actions deemed appropriate by the cohort administration.
    - The student may be referred to a school counselor or social worker for support in decision making.
    - A formal academic review may be conducted, potentially impacting the student’s academic standing or extracurricular participation.

Reporting and Documentation Procedures

- Teachers must provide evidence of cheating, such as copied work, unauthorized materials, or electronic records. Hearsay will not be accepted as evidence.
- All incidents are documented in 360 as in-class referrals.

Appeals Process

- Students have the right to appeal decisions related to academic dishonesty to cohort administrators.
- Appeals must be submitted in writing to the cohort administrator within five school days of the teacher’s referral entry into 360.
- The cohort administrator will review appeals and decisions are final.

Prevention and Education

- Teachers must inform students of the school’s Academic Integrity Policy.
- Teachers are encouraged to educate students on academic integrity, including proper citation practices and study ethics.
- Expectations must be made clear to students in regards to test security and classroom routines that ensure an environment that minimizes opportunities for academic dishonesty.

Additional ramifications of academic dishonesty. In order to uphold the values of academic integrity and fairness, the honorific title of Valedictorian and Salutatorian will be awarded only to students who demonstrate exemplary academic achievement while upholding the highest standards of ethical conduct throughout their entire high school career.

- To be eligible for consideration as Valedictorian or Salutatorian, a student may not violate the school’s Academic Integrity Policy during their high school tenure.
- Any student who is found to have engaged in academic dishonesty at any point during their high school career, upon investigation and confirmation, will be ineligible for the titles of Valedictorian or Salutatorian, regardless of their GPA.
- In cases where an eligible student is found to have committed academic dishonesty, they may appeal the decision regarding their eligibility for Valedictorian or Salutatorian honors to the school’s principal. Appeals must be submitted in writing to the principal within one

week of the confirmed instance of academic dishonesty. A sub-committee of administrators and teachers from the Faculty Council will review the request and issue a final determination.

AUP-Acceptable Use Policy

The AUP provides explicit expectations regarding use of district technology and emphasizes the importance of digital citizenship in the technological environment. Parents read and sign the AUP during online registration. Students in grades 6-12 must complete the AUP quiz to have access to internet resources beyond the district required services. In preparation for middle school during the last month of fifth grade, students complete the AUP student quiz. Incoming and non-AUP compliant middle and high school students complete the AUP quiz in order to gain/regain access.

Age of Majority

In all school matters requiring the approval or presence of a parent or guardian, the eighteen-year-old student will be allowed to represent themself and sign all appropriate forms under their responsibility. However, the school reserves the right to contact parents regarding student issues. These include, but are not limited to, school attendance, school withdrawals, permission for psychological or academic testing, early dismissals, changes in courses, representation at PPTs, appeals, hearings, and access to or release of records.

American With Disabilities Act & Section 504 of Rehabilitation Act of 1973

Section 504 of the Rehabilitation Act of 1973 ensures support for individuals with disabilities. Individuals with disabilities are provided a free and appropriate education (FAPE) and are accommodated and employed without discrimination related to their disabilities.

The District intends to provide a free and appropriate public education to each Section 504/ADA qualified and eligible student with a disability within its jurisdiction, as defined in 28 CFR, Parts 35 and 36, of the Amendments to Americans with Disabilities Act, Title II, and Title III. Section 504 prohibits discrimination against persons with disabilities (both students and staff members) by school districts receiving federal assistance of any kind for any program or activity. Districts may not discriminate against any person with a disability, regardless of whether the program or activity in which that person is involved receives federal funding directly.

All individuals who are disabled or “handicapped” are protected under Section 504. However, individuals who have been determined to be “handicapped” under Section 504 may not be considered disabled under IDEA. IDEA, which can be viewed as a subcategory of Section 504, provides for special programming or placement, while Section 504 protects the rights of individuals with handicaps. Under IDEA, students are qualified for services under 13 IDEA disabling conditions; specially designed individual education programs are planned for each student by Individualized Education Program (IEP) teams. Under Section 504, students with “handicaps” are entitled to special accommodations to ensure that they can participate in and

benefit from public education and programs. A 504 accommodation plan is designed for each student according to individual needs.

Section 504 is not an aspect of special education but is a responsibility of the comprehensive general public education system. Unlike an eligibility system based on clinical categories of disabilities, Section 504 works on a more functional premise. Under 504 [29 U.S.C. & § 706(8)], a person is considered to have a disability if that person:

1. has a physical or mental impairment that substantially limits one or more of such a person's major life activities,
2. has a record of such an impairment, or
3. is regarded as having such an impairment.

While Section 504 provides a means for preventing discrimination against students with disabilities, this does not mean that 504 plans must focus on the disabling condition or on addressing the disability directly. Instead, 504 plans offer a means for focusing on students' strengths, capitalizing on what students bring to the instruction process - not on what they lack.

Students with disabilities, according to Section 504 and/or ADA, will be provided a free appropriate public education which may include, but is not limited to, providing a structured learning environment; repeating and simplifying instructions about in-class and homework assignments; supplemented verbal instructions with visual instructions; adjusting class schedules, modifying test delivery; computer-assisted instructions; using modified textbooks and tailoring homework assignments.

Should you have any questions regarding Section 504, please contact either your child's Associate Principal or the Director of Pupil Services for the Consolidated School District of New Britain-Mark Spalding.

Any eligible person, including any student, parent/guardian, staff member, or other employee who feels that they have been discriminated against based on disability, may submit a written complaint to Mark Spalding within 30 days of the alleged occurrence.

Anti-Racism

The District rejects all forms of racism as destructive to the mission, vision, values and goals of this school system. All forms of racism must be eliminated from the District. Children must find school a safe and welcoming place, where they are able to achieve success, irrespective of their racial or ethnic background. Racism will not be tolerated in any form. The goal is to enable all students to thrive in a socially cohesive community within a positive, multi-cultural society.

Asbestos

Legislation requires all school buildings to be reevaluated to determine if asbestos is present and if it poses a significant health hazard to the building's occupants. The District has on file plans showing the location of asbestos in each building and measures undertaken to comply

with regulations to maintain a safe school environment. Requests to review these plans may be made in the school office.

Attendance

Connecticut state law requires parents to make sure that their children between the ages of 5 to 18 attend school regularly. Daily attendance is a crucial factor in student success. Thus, any absence from school is an educational loss to the student. These rules are designed to minimize student absenteeism while providing students the opportunity to make up school work missed due to a legitimate absence.

Absence means an excused absence or an unexcused absence.

A student is considered "in attendance" if present at their assigned school or an activity sponsored by the school, such as a field trip, for at least half of the regular school day. A student serving an out-of-school suspension or an expulsion will always be considered absent.

A child whose total number of absences at any time during a school year is equal to or greater than 10% of the total number of days that the student has been enrolled at the school during the school year is considered a "chronically absent child." The child will be subject to review by the District and/or the school attendance team.

A student must remain in school until age 18 unless they graduate or get written consent from a parent/guardian on a District-provided form to leave school at age 17.

Absence

Every attempt should be made to confine necessary appointments to after school, weekends, and vacation periods. When a parent determines that an absence is necessary, parents are encouraged to call their child's cohort house office (see page 2 for extensions) between 7:30 AM and 2:00 PM on the day of the absence.

Whether a phone call is made or not, the parent/guardian must send a written excuse to the school on the student's return date. We must receive this note within 10 school days of the absence. The student should submit the written excuse directly to their cohort office. Parents should contact their child's school counselor to take advantage of special services such as the collection of homework assignments for the student who must be out for several days.

Excused Absence

A student's absence from school shall be considered **"excused"** <u>only when</u> written documentation of the reason for such absence has been submitted within ten (10) school days of the student's return to school and meets the following criteria:

A. For absences one through nine, a student's absences from school are considered "excused" when the student's parent/guardian approves such absence and submits appropriate documentation to school officials.

B. Students may have an absence excused for the tenth absence and all absences after that when they are absent from school for the following reasons:

   a. Student illness, verified by a licensed medical professional, regardless of the length of the absence.

   b. Students observance of a religious holiday.

   c. Death in the student's family or other emergencies beyond the control of the student's family.

   d. Court appearances which are mandated. (Documentation required)

   e. The lack of transportation usually provided by the District other than the one the student attends.

   f. Extraordinary educational opportunities pre-approved by District administration and in accordance with the Connecticut State Department of Education guidelines.

   g. Additional ten days for children of military service members.

A phone call with no written follow-up will automatically be coded as an unexcused absence. The responsibility for the makeup of work lies with the student, not the teacher. Unless a student has an extended illness, all makeup privileges must be completed at the teacher's directive.

Unexcused Absence

Students who are absent from school or from class without an excuse will encounter the following:

1) Students may not submit assignments for a formal grade for any class on days that they are identified as having an unexcused absence.

2) Students who have **four or more** unexcused absences from school in a month or ten or more unexcused absences from school in a school year are considered to be "truant".

a. Truant students may lose the ability to participate in extracurricular clubs, activities and athletics teams.

b. Truant students may lose the privilege of attending school social events such as proms, dances, athletic events and senior activities.

3) Persistent truancy may result in a referral to a community or state agency.

If you have any questions regarding attendance issues or require additional support in maintaining your child's consistent attendance to school, please contact their school counselor, house office, one of our Family School Liaisons or their associate principal for assistance.

Vacations

School policy strongly encourages the scheduling of family vacations and trips during times that coincide with school vacations. Student absences for reasons of a family vacation or trip that takes place when school is in session will be considered **"unexcused absences,"** if the student has already been absent nine (9) days.

Dismissals-Leaving School Grounds/Release of Students From School

Under no circumstances may a student leave the school or school grounds during school hours without permission from their parents or guardians and school administration, even if you are 18 years of age. If it is necessary for a student to be dismissed early, a parent or guardian should send a written request (via email) to the attendance clerk in the main office. Telephone requests for early dismissal of a student shall be honored only if the caller can be positively identified as the student's parent or guardian.

Parents must provide an ID when dismissing a student.

No student may be released in the custody of any individual that is not the student's parent or guardian unless the individual's name appears on the list maintained by the school's contact page and they are authorized to obtain students' release.

If someone other than a parent/guardian picks up the student, school officials require verbal permission from the parent or guardian. The person appearing in the school needs to be approved by the parent or guardian. Once in the main office you should have a note of identification from the parent or guardian. The Board of Education does not condone/approve students leaving a school campus in third-party ride-sharing vehicles, especially such services (Uber, Lyft) whose own policies explicitly prohibit minors from using them unless accompanied by an adult.

Children of single-parent families will be released only upon the parent's request to whom the court holds directly responsible for the child and who is identified as such in the school records. Arrangements should be made with the student's Associate Principal or the parent or guardian to pick up the student in the school office.If you become ill during the school day, you may ask for a pass from your classroom teacher to see the nurse. If the nurse dismisses you from school, she will report the dismissal to the office, where it will be recorded.

It is critical to make sure your phone number is working and up to date in PowerSchool.

Tardiness

If students arrive late (past 7:30 a.m.) they must report to the student swipe-in station by the auditorium.

Students who have **four or more** unexcused tardies from school in a month or ten or more unexcused tardies from school in a school year may face the following:

a. Tardy students may lose the ability to participate in extracurricular clubs, activities and athletics teams.

b. Tardy students may lose the privilege of attending school social events such as proms, dances, athletic events and senior activities.

Truancy

Truancy is defined by statute as absence(s) from school without the knowledge or approval of parents/guardians and/or school officials. A student age five to eighteen** inclusive with 4 (four) unexcused absences in one month or 10 (ten) unexcused absences in a school year will be considered a truant. At that time, the student and family may be referred to New Britain High's Family Engagement Team. Parents have the responsibility to assist school officials in remedying and preventing truancy. The state mandates school staff to report excessive absences or patterns of concern.

Automated Phone Messaging Systems

The Consolidated School District of New Britain uses an automated phone messaging system, which gives school administrators the ability to easily contact parents/guardians immediately of news that needs to be communicated. Administrators can send pre-recorded messages to the entire school community or tailor transmissions to smaller groups when required.

The system allows the District to program up to three numbers for each parent/guardian of a District student (home phone, work phone, cell). Such calls are permitted without prior consent if limited to notice of emergency items, such as weather-related closures, issues of student safety and health, and threats of imminent danger. Parental consent will be sought when the messaging system will be used for other informational items. **It is critical to make sure your phone number is working and up to date in PowerSchool.**

Bullying

Bullying behavior by any student in the New Britain Public Schools is strictly prohibited. Bullying of a student by another student is prohibited. Such behavior is defined as an act that is direct or indirect and severe, persistent or pervasive which:

A. causes physical or emotional harm to an individual,

B. places an individual in reasonable fear of physical or emotional harm, or his or her property,

C. infringes on the rights and opportunities of an individual at school.

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

perceived to have one or more of such characteristics. *(The student against whom the activity is directed must be attending school in the same district as the students engaged in the activity.)*

Examples of bullying include, but are not limited to:

a. Physical violence and attacks

b. Verbal taunts, name-calling, and put-downs, including ethnically-based or gender-based verbal put-downs

c. Threats and intimidation

d. Extortion or stealing of money and/or possessions

e. Exclusion from peer groups within the school

f. The misuse of electronic communications for bullying, harassing, or sexually harassing other students within the school or out of school ("cyberbullying")

g. Targeting of a student based on the student's actual or perceived "differentiating" characteristics such as race; color; religion; ancestry; national origin; gender; sexual orientation; gender identity or expression; socioeconomic or academic status; physical appearance; or mental physical, developmental, or sensory disability.

The Safe School Climate Specialist (the student's Associate Principal) is responsible for taking a report of "Challenging" Behaviors and investigating the complaint. Parents/guardians of the alleged perpetrator of the behavior and the parents/guardians of the student against whom such alleged act was directed will receive prompt notification that such investigation has begun. The results of the investigation will be provided within 3 school days after its completion. Parents of students involved in a verified act of bullying will be invited to attend at least one meeting at school. Safe School Climate Specialists are required to receive mental health first aid training.

Bus Conduct

School transportation privileges are extended to students conditional upon their satisfactory behavior on the bus. Students may be suspended from transportation services for unsatisfactory conduct while awaiting or receiving transportation to and from school, which endangers persons or property or violates a Board policy or administrative regulation.

Channels of Communications

If there is a question about a student's classes or work in school, it is best to contact the person closest to the situation. In most cases, this is the teacher. The proper channeling of complaints regarding instruction, discipline, or learning materials is (1) teacher, (2) associate principal, (3) principal, (4) superintendent (5) board of education.

Child Abuse, Neglect, and Sexual Assault

All school employees, including teachers, superintendents, administrators, coaches of intramural or interscholastic athletics, paraprofessionals, and other professional school staff

including school counselors, school counselors, paraprofessionals, social workers, psychologists, licensed nurses, physicians, licensed behavior analysts, and substitute teachers are obligated by law (C.G.S. 17a-101) to report suspected child abuse, neglect, or if a child is placed in imminent danger of serious harm or sexual assault by a school employee to the Connecticut State Department of Children and Families Services. Specific procedures governing the reporting of abuse and neglect are in effect, and staff receive training in their use, as required by state law.

Reporting child abuse, neglect, and sexual assault by a school employee is a responsibility that is taken seriously. If there is any doubt about reporting suspected abuse, neglect, or sexual assault, a report will be made. The school will work with the parents and appropriate social agencies in all cases.

Child abuse is defined as any physical injury inflicted by other than accidental means or injuries which are not in keeping with the explanation given for their cause. Improper treatment such as malnutrition, sexual molestation, deprivation of necessities, emotional abuse, cruel punishment, or neglect is also considered child abuse.

The Board of Education will post in each school the telephone number of the Department of Children and Families' child abuse hotline, Careline, and the Internet web address that provides information about the Careline in a conspicuous location frequented by students. Such posting shall be in various languages appropriate for the students enrolled in the school.

Children in Foster Care

The District collaborates with state and local child welfare agencies to ensure school stability for children in foster care. A child in foster care must remain in their school of origin if determined to be in the child's best interest. Transportation will be arranged as required. The District's Liaison for Homeless Students is Joe Vaverchak and is also the point of contact for the education of children in foster care.

Computer Resources

The District utilizes computer technology to broaden instruction and to prepare students for a computerized society. These resources are restricted to students working under a teacher's supervision and for approved purposes only. Students and parents will be asked to sign a user agreement regarding the appropriate use of these resources. Violations of this agreement may result in withdrawal of privileges and other disciplinary action.

Students and parents should be aware that email communications using District computers are not private and may be monitored by staff. Students may not access social media sites using District equipment while on District property or at a District-sponsored activity unless a teacher approves the posting. The District will not be liable for information posted by students on social media websites, such as Facebook, Twitter, TikTok, Snapchat, YouTube, etc., when the student is not engaged in District activities and not using District equipment.

The District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any usage of the computer network and Internet access and any information transmitted or received in connection with such use. All such information files shall be and remain the property of the School District, and no user shall have any expectation of privacy regarding such material.

Federal law requires the District to place filtering devices on school computers to block entry to visual depictions that are obscene, pornographic, harmful, or inappropriate for students as defined in the Children's Internet Protection Act and as determined by the Superintendent or their designee.

The Board of Education is committed to aiding students and staff in creating a 21st Century learning environment. Therefore students (plus staff) will be permitted to access the District's wireless network with their personal devices during the school day. With the appropriate staff approval, students may use their own devices to access the Internet and collaborate with other students.

Students enrolled at NBHS will be provided one Chromebook for their use in academic tasks. Students are responsible for damage or lost Chromebooks and it is recommended that families enroll in the district's insurance plan. These Chromebooks will be collected from all seniors during their final week of classes; seniors who have lost or damaged their Chromebook may lose senior privileges.

Code of Conduct

Students are responsible for conducting themselves appropriately in a responsible manner appropriate to their age and maturity level. They must accept responsibility for misbehavior and engage with school staff to identify how a different choice of action could result in a better outcome. The District has authority over students during the regular school day and on District transportation to and from school. This jurisdiction includes any school-related activity, regardless of time or location, and any off-campus school-related misconduct, regardless of time or location.

Behavior:

Any students suspended out of school during the month leading up to and including the date of the event will lose the privilege of attending school social events such as proms, dances and senior activities.

Students who are suspended in or out of school multiple times may lose the privilege of attending all activities for the entire school year. **This includes all senior activities.**

Student responsibilities for achieving a positive learning environment in school or school-related activities include:

a. Attending all classes regularly and on time.

b. Being prepared for each class with appropriate materials and assignments.

c. Being dressed appropriately.

d. Showing respect toward others, engaging in civil discourse.

e. Behaving responsibly.

f. Paying required fees and fines.

g. Abiding by the code of conduct.

h. Obeying all school rules and board policies, including safety rules and rules pertaining to Internet safety.

i. Seeking change in school policies and regulations in an orderly and responsible manner, through appropriate channels.

j. Cooperating with staff investigations of disciplinary cases and volunteering information relating to a serious offense.

Students who violate these rules will be subject to disciplinary action and shall be referred when appropriate to legal authorities for violation of the law.

Students at school or school-related activities are prohibited from the following (this is not an exhaustive list):

a. Willfully striking or assaulting another student, any school employee, or school transportation personnel.

b. Theft or knowingly possessing stolen goods.

c. The use of obscene, profane or abusive language or gestures to another student, any school employee, or school transportation personnel.

d. Refusal to obey, or identify oneself to, a school employee or school transportation personnel.

e. Threatening, intimidating or harassing another student, any school employee, or school transportation personnel.

f. Possessing any kind of weapon, firearm (as defined in 18 U.S.C. § 921), or a deadly weapon, dangerous instrument or martial arts weapon (as defined in Conn. Gen. Stat. § 53a-3).

g. Unauthorized possession, selling or consumption of dangerous drugs, narcotics or alcoholic beverages as defined in Board Policy, or in violation of federal or state law or; the conspiracy to sell dangerous drugs, narcotics or alcoholic beverages as defined in Board Policy, or in violation of federal or state law.

h. Defacing or destroying school property, or the property of another student, any school employee, or school transportation personnel. Note: Under Board Policy, parents/guardians of the student are responsible for the cost of repair or replacement.

i. Smoking

j. Blackmail, extortion, or coercion to obtain money, goods or favors from another student, any school employee, or school transportation personnel.

k. Tampering with fire-related equipment.

l. Illegal gambling or betting.

m. Appearing on school grounds or school transportation, or at a school-sponsored activity while on suspension or during a period of expulsion.

n. Aiding or abetting unauthorized entrance into any school.
o. Violating any school rules.
p. Commission of a felony or other serious crime or misdemeanor.
q. Repeated misconduct.

Note: The above list is not exhaustive with regard to conduct that may lead to suspension or expulsion.

Students are urged to participate in efforts to build a positive school climate and alternatives to exclusionary discipline such as restorative circles or peer monitoring.

Students are subject to disciplinary action, including suspension and expulsion, for misconduct, which is seriously disruptive of the educational process and violates publicized Board of Education policy, even if such conduct occurs off-school property and during non-school time.

In determining whether conduct is "seriously disruptive of the education process" for purposes of suspension and expulsion, the administration in cases of suspension, and the Board of Education or impartial hearing board, in matters of expulsion may consider, but consideration is not limited to (1) whether the incident occurred within close proximity of a school, (2) whether other students were involved, or whether there was gang involvement, (3) whether the conduct involved violence, threats of violence, or the unlawful use of a weapon and whether any injuries occurred and (4) whether the conduct involved the use of alcohol or drugs.

Dangerous Weapons and Instruments

Items such as, but not limited to: guns, knives, or other objects, including martial arts weapons, pepper spray and facsimiles of weapons, capable of threatening or causing injury or death may **NOT** be brought onto school grounds. Any object used to cause injury will be considered a weapon. Violators will be subject to arrest and prosecution, as well as appropriate disciplinary action. Any student found to possess a weapon on school grounds or during a school activity will receive disciplinary consequences and a recommendation to be expelled from school.

For additional information, please refer to board of education policy **5131. I. G and 5131. I. I-L**.

An expelled student may apply for early readmission to school. Such readmission is at the discretion of the Board of Education (unless the Board has delegated authority for readmission decisions to the Superintendent.) The Board or Superintendent, as appropriate, may condition such readmission on specified criteria.

Dress Code

Student dress may be regulated, and students are encouraged to dress in clothing appropriate to the school situation. Restrictions on freedom of expression may be applied whenever the mode of dress is unsafe, disruptive to the educational process, or contrary to law or board policy. Administrators will use reasonableness and discretion when determining the appropriateness of attire.

The school staff will enforce the dress code consistently that does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, or body type/size. Enforcement of the dress code will be gender-neutral.

*Any school dress which impairs safety or increases the risk of injury to self or others, causes discomfort to others (e.g., uncleanliness, malodorousness, inappropriate language), causes distraction or disruption of the learning environment, advertises or advocates the use of alcohol or drugs, pornography, or is libelous or inherently contains unreasonable potential to upset and hurt others is prohibited.

Smoking & Vaping

Students shall not possess nor smoke or use tobacco products or e-cigarettes or vapor product devices on school property or at any school-related or school-sanctioned activity, on or off school property, as provided by state and federal law.

Substance Abuse

As stated in the CONDUCT section of this handbook, the school prohibits the manufacture, distribution, dispensing, possession, or use of alcohol or controlled substances on school grounds or during school activities. Any student in violation of this will be subject to the following disciplinary actions:*

In addition to the prohibition pertaining to alcohol, drugs, tobacco, and inhalants, the Board of Education prohibits the use of performance-enhancing drugs, including anabolic steroids and food supplements, including Creatine, by students involved in school-related athletics or any co-curricular or extracurricular school activity or program, other than use for a valid medical purpose as documented by a physician.

Substance abuse or distribution of drugs and/or drug paraphernalia, including alcohol, may indicate serious, underlying problems. Every effort will be made to offer student assistance, including early identification, referral for treatment to private or community agencies, and aftercare support.

Disciplinary procedures will be administered with the student's best interests, school population, and community in mind and with due consideration to the students' rights. However, consideration must be given to the fact that substance abuse is illegal and subject to criminal prosecution. Unauthorized possession, distribution, sale, or consumption of dangerous drugs, narcotics, or alcoholic beverages may result in a recommendation for expulsion.

Corridor Behavior

To ensure student safety and that of others, students will keep to the right when passing in the corridors, adhere to the HANDS OFF policy, walk, move at a reasonable pace, not obstruct the passage of others, and use the doors on the right-hand side. Students in the hallway during class time require a pass.

Cyber Bullying

The District's computer network and the Internet, and the student's personal electronic devices, whether accessed on-campus or off-campus, may not be used for harassment during or after school hours. All forms of harassment over the Internet, commonly known as cyberbullying, are unacceptable, a violation of District policy and the District's acceptable computer use policy and procedures. Cyberbullying means any act of bullying through the Internet, interactive and digital technologies, cellular mobile telephone, other mobile electronic devices, or electronic communications.

Cyberbullying includes, but is not limited to, such misuses of technology as harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures, or images, or website postings, including blogs. It is also recognized that the author (poster or sender) of the inappropriate material may be disguised or logged on as someone else.

Students and community members who believe they have been the victims of such misuses of technology as described should not erase the offending material from the system. A copy of the material should be printed and brought to the Safe School Climate Specialist (student's Associate Principal). All reports of cyberbullying will be investigated by the Safe School Climate Specialist (student's Associate Principal).

In situations in which the cyberbullying originated from a non-school computer but brought to the attention of school officials, any disciplinary action shall be based upon whether the conduct is determined to be severely disruptive of the educational process so that it markedly interrupts or severely impedes the day-to-day operation of the school. Also, such conduct must be violative of a publicized school policy. Such behavior includes, but is not limited to, threats or making a threat off school grounds to kill or hurt a teacher or student.

Disciplinary action may include loss of computer privileges, detention, suspension, or expulsion. A communicated threat or a hate crime will be reported to the police.

Students will be provided instruction about appropriate online behavior.

Discipline

A student who violates the District's code of conduct shall be subject to disciplinary action. New Britain High School's disciplinary actions may include using one or more discipline management techniques, such as a restorative justice model, detention, removal from class, removal to an alternative education program, in-school suspension, out-of-school suspension, and expulsion. Disciplinary measures will be appropriate for the offense. In addition, when a student violates the law, that student may be referred to legal authorities.

Students are subject to discipline, including suspension and expulsion for misconduct, which is seriously disruptive of the educational process and violates publicized board of education policy even if such conduct occurs off-school property and during non-school time. The School District believes that exclusionary discipline practices (suspension, expulsion) limit students' access to

classroom instruction and fail to improve student outcomes and school climate. ***These practices (suspension and expulsion) will be used as a last resort.***

All students, parents and guardians should read the current Code of Conduct.

Below are some general consequences that are used when expectations are not met.

Detention

A student may be assigned detention. However, the detention shall not begin until the student's parents have been notified of the reason for the detention and can make arrangements for the student's transportation on the day(s) of the detention.

Suspension

The administration may suspend a student for infraction of school rules. Suspension is defined as an exclusion from school privileges for not more than ten (10) consecutive days, provided such exclusion shall not extend beyond the end of the school year in which suspension was imposed.

Expulsion

Before an expulsion hearing, parents will be given notice of at least five (5) business days before such hearing. It will contain information about the student and parent's legal rights and information concerning legal services provided free of charge or at a reduced rate that are available locally. How to access such services shall be provided to the student and their parent or guardian. An attorney or other advocate may represent any student subject to expulsion proceedings. The student's parent/guardian has the right to have the expulsion hearing postponed for up to one week to allow time to obtain representation, except that if an emergency exists, such hearings shall be held as soon as possible after the expulsion.

The Board of Education may expel a student in grades 9 through 12 inclusive from school privileges if, after a full hearing, the Board finds that the student's conduct endangers person(s), property, the educational process, or is in violation of a publicized Board policy. Students who have been expelled for the first time may be eligible for an alternative educational program, as defined in accordance with the State Board of Education standards.

Expulsion from school will result in the loss of all extracurricular and social privileges during the period of expulsion.

Students between 16 and 18 expelled for the first time and who have never been suspended, the Board of Education may shorten the length of or waive the expulsion period if the student successfully completes a Board specified program and meets any other conditions required by the Board. Such a Board-specified program does not require the student or the student's parent/guardian to pay for participation in the program. Such students must be offered an alternative educational opportunity that complies with the State Board of Education's "Standards for Alternative Educational Opportunities."

Students in grades 9 through grade 12 inclusive are subject to mandatory expulsion for the possession and/or use of weapons, including martial arts weapons, or other dangerous instruments in any school building, on school grounds, in any school vehicle, or at any school-sponsored activity for a calendar year. A student in grades 9 through grade 12 inclusive who offers illegal drugs for sale or distribution on or off school grounds is also cause for expulsion for a calendar year. The Board may modify the expulsion period on a case-by-case basis.

Whenever a student is expelled, a notice of the expulsion and the conduct for which the student was expelled will be included on the student's cumulative education record. The record will be expunged if the student graduates from high school and the expulsion was not for weapon possession and/or for the sale or distribution of illegal drugs.

If a student's expulsion is shortened or the expulsion period waived based upon the fact that the student was expelled for the first time, has never been suspended and successfully completed a Board specified program, and/or met other conditions required by the Board, the notice of expulsion will be expunged from the cumulative educational record if the student graduates from high school or, if the Board so chooses, at the time the student completes the Board specified program and meets other Board required conditions.

Students between ages 16 and 18 who are expelled, even for conduct that endangers others, will be offered an alternative educational opportunity if it is the student's first expulsion (PA 16-147). Once a student is admitted to an alternative educational placement, an Individualized Learning Plan (ILP) will be developed to govern the programming for the student during the period of expulsion.

A District student who has committed an expellable offense who seeks to return to a District school after having been in a juvenile detention center, the Connecticut Juvenile Training School, or any other residential placement for one year or more, in lieu of expulsion from the District, shall be permitted to return to the appropriate school setting within the District. Further, the District will not expel the student from any additional time for the offense(s).

Electronic Devices, Games & Cell-Phones

The school strives to maintain a safe and respectful learning environment while providing students with opportunities for reasonable access to cell phones and other electronic devices. This policy also recognizes the use of electronic devices for educational purposes with administrative permission **or <u>with teacher approval</u> within the classroom.** The possession and use of electronic devices at New Britain High School is a privilege and a responsibility, not a right. Inappropriate use will result in the loss of privileges.

Students are solely responsible for any electronic devices brought to school. Do not leave them unattended. The school is not responsible for lost, damaged, or stolen devices.

Mobile devices such as cell phones may be used for information access and/or text-based communication at designated areas **or with teacher approval within the classroom.**

No recording, video or audio, or photographs may be taken in school unless part of a lesson. All appropriate privacy protections, such as those contained in FERPA, are honored.

The sending, sharing, viewing, or possessing pictures, emails, or other material of a sexual nature in electronic or any other form on cell phones or other electronic devices is prohibited in the school setting.

Emergency School Closing Information

If school is closed because of bad weather or another emergency, announcements will be made on television and radio stations. Emergency closings will also be posted on the District's website, csdnb.org, and an automated phone call will be made to parents/guardians. **It is critical to make sure your phone number is working and up to date in PowerSchool.**

English for speakers of other languages (English Learners)

The number of students from non-English speaking backgrounds is increasing, including those with limited English proficiency. Such students will be identified, assessed, and provided appropriate services.

Equity and Diversity

Students deserve a respectful learning environment where their cultural, racial, and ethnic diversity is valued and contributes to successful academic outcomes. The school learning and work environment are enriched and improved by the contributions, perspectives, and the very presence of diverse participants.

Exam Procedures

The high school will hold special exam schedules at the end of each semester. These schedules will run for four days. Each exam day will operate on an early dismissal bell schedule and will host two exams per day. Every class will hold an exam though students do not need to report to school for any period in which they are scheduled for a study hall. The school will send out specific details regarding exams toward the end of each semester.

Attendance is critical for these exam periods. Students who have an excused absence may make up the exam and need to contact the teacher to make arrangements as soon as possible, especially during the second semester exam block as there is only one make-up day. Students who are tardy to school without an excuse will not be admitted into their exam.

Exemption From Instruction

A student will be exempted from instruction on Acquired Immune Deficiency Syndrome (AIDS), Bilingual Education, or Family Life and Sex Education upon receipt of a written request for such exemption from their parent or guardian. In addition, a student will be excused from participating in or observing animal dissections as part of classroom instruction upon a written request from the student's parent or guardian. The student must complete an alternate assignment determined by the school.

Extracurricular Activities

In order to attend extracurricular activities or athletic events students must meet the following criteria. Students must not be truant; they must not have 4 or more unexcused absences in the last month. Student participation in extracurricular activities is dependent upon appropriate conduct in school. In order to participate in such an event or activity, students may not be assigned an In School or Out of School Suspension a month prior to the event. Students will also be required to present their student ID card.

Athletics

Athletics are considered an integral part of the school's educational program. Whether participation is on the intramural, interscholastic, or class level, students have an opportunity to acquire qualities of fitness, self-discipline, and cooperation.

Student athletes may not participate in any intramural or interscholastic activity unless they and their parent/guardian complete the online registration process and sign the informed consent forms which includes a concussion education plan, sudden cardiac education, heat awareness education and mental health education. They must also submit a valid sports physical to the school nurse. *Students must meet the eligibility criteria as outlined in the Student Athletic Handbook.*

Student interscholastic activities shall be governed by the Connecticut Interscholastic Athletic Conference (CIAC) regulations. Eligibility for participation is determined by ability and scholarship and is governed by state law and the regulations of the CIAC.

Clubs and Performing Groups

Student clubs, performing groups, athletic teams, and other extracurricular activities may establish rules of conduct for participants that may be stricter than those of students in general.

Please note: Sponsors of student clubs and performing groups may establish standards of behavior, including consequences for misbehavior, that are stricter than those for students in general.

Dances and Social Events

School dances may be scheduled periodically during the school year. Only students currently enrolled at NBHS may attend dances unless other arrangements have been made and approved by the administration. Students are expected to dress appropriately for all dances.

Standards of dress, admission costs, and other pertinent instructions for a particular dance will be announced before the dance. Students will be ineligible to attend these events if they are suspended one month prior to the event. Students who have 4 or more unexcused absences or 4 or more tardies to school will also be ineligible to attend dances or other school events.

Facilities

Certain areas of the school will be accessible to students before and after school for specific purposes. Students are expected to remain in the area in which their activity is scheduled to take place.

After dismissal and unless involved in a teacher/staff supervised activity, students are expected to leave the campus immediately.

Fees

Materials that are part of the basic educational program are provided without charge to students. However, a student is expected to provide their supplies of pencils, erasers, and notebooks. The student may be required to pay certain other fees or deposits, including:

- Club dues.
- Security deposits.
- The materials for a class project that the student will keep.
- Personal physical education and athletic equipment and apparel.
- Voluntary purchases of pictures, publications, class rings, yearbooks, etc.
- Student accident insurance.
- Insurance on school-owned instruments, instrument rental, and uniform maintenance.
- Parking fees and student identification cards.
- Fees for damaged library books and school-owned equipment.
- Membership dues in voluntary clubs or student organizations and admission fees to extra curricular activities.
- Fees for driver training courses, if offered.
- Elevator keys.

Field Trips

Field trips may be scheduled for educational, cultural, or extracurricular purposes. Any student whose behavior is considered detrimental to the well-being of other students may be barred from participation by the principal. While on a trip, all students are considered to be “in” school. This means that conduct and dress standards will be appropriate for the field trip activity. The Board of Education strongly encourages all transportation of students to be on buses or other transportation vehicles which conform to the requirements of law and regulations of the State Department of Education. Students who are failing any classes will lose eligibility to participate in field trips.

Fire Drills, Emergency Preparedness

Fire drills are held at regular intervals as required by state law. Students must follow the exit directions posted in each classroom. In addition, we will practice a crisis response drill or lockdown drill. This will be substituted for one of the required monthly school fire drills every three months. Such a crisis response drill will be planned and conducted with the local law enforcement agency. Such crisis response drills will incorporate the basic protocols of lockdown, evacuation, and shelter-in-place responses.

Students are expected to follow the direction of teachers or others in charge quickly, quietly, and orderly.

The signal for a fire drill is a constant high pitched alarm on a special horn, and additionally, a white flashing light appears from the fire alarms to alert those who are hearing impaired. When the alarm sounds, students are to proceed along the posted exit routes quickly, quietly, and calmly. Students should not return to the building until the return signal is given.

Local law enforcement and other local public safety officials will evaluate and provide feedback on fire drills and crisis response drills.

First Amendment Rights

The Consolidated School District of New Britain recognizes that students have a right to bring into our schools, in a judicious manner governed by regulations, items for posting (in designated areas) that are not considered obscene, libelous, disruptive, vulgar, and are deemed by the Administration to be consistent with community standards. Further, no expressed idea will be suppressed because the majority does not share it. However, expressions which involve false statements, disruptive or potentially dangerous content, the use of obscenities, and advocacy of violation of law or school regulations are unacceptable. The items for posting must be signed by the principal.

Food Allergies

The school is committed to providing a safe environment for students with food allergies and to support parents regarding food allergy management. A plan based upon guidelines promulgated by the State Department of Education will be implemented for each student for the management of students with life-threatening food allergies and glycogen storage disease.

Substitutions to the regular meals or meal components provided by the school will be made for students who are unable to eat school meals or meal components because of their disabilities. Modification or substitution of school provided meals or meal components, require a Medical Statement for Meal Modifications in School Nutrition Programs to be completed by the student's physician. The form can be obtained from the school nurse or can be downloaded at https://portal.ct.gov/-/media/sde/nutrition/nslp/specdiet/medical_statement_snp.pdf. The completed form should be turned into the school nurse at NBHS or faxed to the Nursing Supervisor at the Board of Education building. Meal services will be provided in the most integrated setting appropriate to the needs of the student. An Individualized Health Care Plan (IHCP) shall be developed and implemented for students identified with food allergies.

Food Delivery

Parents may deliver lunch for their child and we will get it to the student during the appropriate lunch wave.

The high school will not accept food deliveries from vendors of any kind such as but not limited to Doordash, Grubhub and UberEats.

Grading System

The grading system in each course will be consistent with the goal of encouraging all students to master the course standards. The calculation of grades must follow New Britain High's school guidelines. The purpose of grades is to communicate with students, families, and other staff members about the student's academic progress in each class. Students' grades will be recorded on report cards and transcripts in letter form as A, A-, B+, B, B-, C+, C, C-, D+, D, D-, and F. We value the role of assessments in all courses and at all times. There will be no senior exam exemptions.

Class Rank

Many colleges request a student´s standing or rank in their graduating class. Some of the high school's scholarships are awarded according to class rank based upon student performance during the first three years. Class rank will be determined at the end of each semester beginning in the freshman year. Final high school rank will be determined at the end of the first semester of the senior year. The status of valedictorian, salutatorian and the junior marshalls will also be determined at the end of the first semester. A new registrant from an outside school system must be in attendance at New Britain High School for at least four continuous semesters to qualify for valedictorian, salutatorian or junior marshall.

Weighted Course Values

	A+	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F
AP/ECE/CE/DE (1.0)	5.0	5.0	4.7	4.3	4.0	3.7	3.3	3.0	2.7	2.3	2.0	1.7	0.0
Honors (.5)	4.5	4.5	4.2	3.8	3.5	3.2	2.8	2.5	2.2	1.8	1.5	1.2	0.0
College Prep (no weight)	4.0	4.0	3.7	3.3	3.0	2.7	2.3	2.0	1.7	1.3	1.0	0.7	0.0

*Advanced Placement/UCONN Early College Experience/Concurrent Enrollment (at NBHS)/Dual Enrollment (on a college campus)

Honor Roll

The honor roll is intended to recognize all students who have achieved their maximum academic capacity. We hope that it will serve as an incentive to take more challenging classes by rewarding you with special recognition when you do.

Student achievement will be calculated at the end of each quarter. Based on the criteria below.

High Honors: 3.7 and above of the GPA

Honors: 3.0-3.69 of the GPA

Academic Awards and Recognition

Upon graduation, honors are awarded to graduates who have honor grades for all New Britain High School courses completed in grades 9 through 12 except for physical education.
Additional opportunities for academic recognition can be gained through:

- National Honor Society in grades 11 and 12.
- Honor societies in math, science, world languages, and music.

National Honor Society

The National Honor Society is the most prestigious academic organization to which a student can be selected at New Britain High School. A student may be eligible during their junior and senior years. There are several criteria that must be met in order to be eligible for membership.

They are:

1. Quality Point Average

Eligible students are invited to apply based on their weighted grade point average.

2. Service

For consideration, a student must show evidence of being actively involved in at least one ongoing school and one community activity within one year of the date required to submit the NHS candidate form. A minimum of 15 hours is required for community activity. A minimum of 30 continuous hours with one group is required for school activity.

3. Citizenship/Character

For consideration, a student must demonstrate good citizenship and character through a narrative essay addressing all four pillars of NHS and through faculty recommendations.

4. Promptness/Attendance

For consideration, a student may have no more than 13 unexcused tardies total by the spring of junior year and 15 by the fall of senior year. A student may have no more than 10 unexcused absences in a single year or 25 total unexcused absences by the end of their junior year.

Procedure

Eligible juniors are invited to fill out a candidate form at the beginning of the second semester; eligible seniors are invited to fill out a candidate form after the first marking period of their senior year. Once a student has been given an invitation letter and candidate form, the student will have approximately two weeks to complete and submit. The candidate forms will be reviewed by the NHS Faculty Council for completeness, service hours, recommendations, and character reference checks from all staff the student has had. The NHS Faculty Council will

meet to determine the final selection based on evidence gleaned from all the submitted information.

Letters of selection and non-selection will be sent to each candidate who submitted a candidate form. If non-selected, a reason will be given. While a non-selected candidate does not have the right to appeal a decision, one certainly will have the option to thoroughly discuss the situation if desired. These guidelines are based on the national standards of the NHS. Feel free to search the NHS website, nhs.us. Students who are resubmitting their candidate form senior year will be reevaluated based on improvement and reconciliation of non-selection.

Graduation Requirements

For an extensive breakdown of graduation requirements, students should refer to NBHS's Program of Studies.

All students will need a total of 25 credits to graduate

Credits required to advance from **9th to 10th** = **6 credits** Credits must include: 1 in Mathematics, 1 in English.
Credits required to advance from **10th to 11th** = **12 credits** Credits must include 2 in Mathematics, 2 in English, 1 in Science, and 1 in Social Studies/History
Credits required to advance from **11th to 12th** = **18 credits** Credits must include 3 in Mathematics, 3 in English, 2 in Science, and 2 in Social Studies/History

Credit for Online Courses

To receive credit for online courses to be used toward high school graduation requirements, students must, prior to registering for the course, receive approval from the high school principal or designee. The decision of the principal or designee with regard to online course credit approval is final.

Report Card & Progress Reports

The school year is divided into four marking periods. Report cards shall be available digitally to parents four times a year, at the end of each marking period. Progress reports also will be available digitally to parents four times a year, at the midpoint of each marking period. Student grades are available to view in PowerSchool and are updated weekly.

- Quarter 1 + Quarter 2= ½ credit
- Quarter 3 + Quarter 4= ½ credit

Parents can sign up for PowerSchool notifications and are urged to check their child's progress regularly.

Grades given to students are determined by the teacher of the course, and the determination of the student's grade by the teacher, in the absence of clerical or mechanical mistakes, fraud, bad faith, or incompetency, shall be final.

Harassment Statement

Every child has the right to feel safe, valued, and comfortable in school. No one else's behavior should ever make children feel afraid or embarrassed because of their race, color, religion, national origin, sex, sexual orientation, gender identity or expression, or any disability they may have. The District prohibits harassment of any kind. Students are expected to treat other students and District employees with courtesy and respect; to avoid any behaviors known to be offensive, and to stop those behaviors when asked or told to stop.

Hate Speech

The District denounces the use of words or images to harass individuals or groups based on gender, gender expression, race, religion, sexual orientation, or any other aspect of identity. Hate speech is not tolerated in District schools and such speech, threat speech and harassment is prohibited. All speech that denigrates, disrespects, or misrepresents "types of people" must be challenged.

Hazing Activities

Students are prohibited from participating in any hazing activities. Hazing is any activity that recklessly or intentionally endangers the mental or physical health or safety of a student for the purposes of initiation or admission into or affiliation with any student organization.

Hazing, bullying, or abuse of students or staff will not be tolerated. Any student who engages in an act that injures, degrades, or disgraces another student or staff member, disrupts the educational process, or interferes with a student's opportunity to obtain an education shall be subject to appropriate disciplinary action.

Health Services

The nurse's office is designed to provide care to students who become ill or are injured while in school. Additionally, students and their families may sign up for the School-Based Health Center. A cumulative health file is maintained for each student. This file includes notations of past illnesses, results of physical examinations, and other pertinent health information.

Administration Of Medication

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. All medication must be in the original container with proper labels.

In cases in which a student can self-administer medication, the parents or guardians must submit a signed statement that the medicine must be taken during the school day and the student is capable of administering the medication. The statement must be accompanied by a physician's, 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 asthma or an allergic condition may carry an inhaler or an EpiPen or similar device in school at all times if they are under the care of a physician, physician assistant, or advanced practical nurse and such practitioner certifies 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. Written authorization of the parent/guardian is required.

A school nurse, or in the absence of the nurse, a "qualified school employee" may administer epinephrine in a cartridge injector for emergency first aid to students who experience allergic reactions but were not previously known to have severe allergies and therefore do not have the 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 their child.

A school nurse, or in the absence of the nurse, a "qualified/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.

School bus drivers are trained to administer epinephrine in a life-threatening anaphylactic reaction to a student who needs emergency care due to a medically diagnosed allergic reaction.

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.

Communicable/Infectious Diseases

Students with any medical condition within the school setting may expose others to disease. 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.

Dismissal Due to Illness or Injury

When the school nurse determines that a student is too ill or injured to remain in school, the parent will be notified by the school nurse and will be asked to come and pick up the student from school. High school students with the knowledge and permission from their parents can be sent home by their official mode of transportation (walking or driving themselves) provided that the school nurse deems it appropriate for them to be able to do so.

Disabilities

Our School District will not discriminate based on disability as required under ADA, IDEA, and Section 504 and C.G.S. 10-76a and any similar law or provision.

Emergency Medical Treatment

Parents are asked each year to complete an emergency information form for use by the school in the event of a medical emergency. **It is critical to make sure your phone number is working and up to date in PowerSchool.**

Health Records

School nurses maintain health records using the Connecticut "Health Assessment and Record Form." These records are accessible to certified staff working with the child and also 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 when 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 Health Insurance Portability and Accountability Act (HIPAA) requirements to maintain the privacy of protected health information.

A diabetic student may test their blood glucose level per the written order of a physician or advanced practice nurse stating the need and the capacity of the student to conduct self-testing. Such self-testing shall be done in accordance with the guidelines issued by the Commissioner of Education.

Homeless Students

Homeless students, as defined by federal and state legislation, will have all programs, services, and transportation that other students enjoy and may continue to attend the school of origin. The local liaison for homeless children is Joe Vaverchek vavercha@csdnbstaff.org . The district has reviewed its existing policies and regulations to remove barriers to the enrollment and retention of homeless children and youth.

Homeless children and youths are defined as "individuals who lack a fixed, regular and adequate nighttime residence." Homeless children have the right to attend the school of origin "to the extent feasible," unless doing so is contrary to the request of such student's parent/guardian or unaccompanied youth.

A homeless student who is not in the physical custody of a parent/guardian shall have full access to their educational and medical records in the Board's possession.

Homework

The purpose of homework is to help students become self-directed, independent learners and is related to the educational progress of the student. It serves to help all students reach their instructional goals.

Specific homework assignments may strengthen basic skills; extend classroom learning; stimulate and further interests; reinforce independent study skills; develop initiative,

responsibility, and self-direction; stimulate worthwhile use of leisure time; and acquaint parents with the student's work in school.

In order for homework to be an effective support for learning, the homework policy requires a partnership among the school system represented by the teacher, the student and their parents. Without this partnership in support of learning, students will not achieve their full potential.

Families are encouraged to support learning opportunities outside of the classroom. They can do this by supporting students in identifying a time and place to carry out his/her assignments; encouraging students to share reflections on their learning and performance; encouraging independence, helping students to self-advocate for support as needed and encouraging students to take pride in their work. Families should communicate with their child's classroom teacher regarding homework, if needed.

Reading through the content areas is a priority for learners at the high school. Ideally, students should read outside of school daily, in addition to any other homework assigned. Students in grades 9 – 12 may also be expected to complete other independent practice assignments and long-term projects in addition to daily reading. Time allotments for homework are general guidelines. Some students may require less or more time than that which is indicated for a grade level. At the high school level, teachers should communicate among their teams and departments to be aware of the amount of work being expected from students and should be responsive to student feedback regarding the quantity and quality of homework being assigned.

In grades 9 – 12 the expected length of time for reading at home is 30 minutes each day, or 150 minutes or more across a week. Other independent practice assignments, work on long term projects, and studying should not exceed an average of 15 – 20 minutes daily per course. Teachers are not expected to assign homework every day.

Illness

Immunizations

All students must be immunized against certain diseases and must present a certificate from a physical or local health agency. If the student should not be immunized due to medical or religious reasons, a statement from a physician or the parent as appropriate must be provided.

The required immunizations are: Diphtheria, Tetanus, Polio, Pertussis, Measles, Mumps, Hepatitis A, Hepatitis B, Varicella (Chickenpox), Meningococcal, Pneumococcal, Rubella, Influenza and Haemophilus Influenzae Type B. Parents or guardians of any children unable to have the mandated immunizations before initial school entry and the boosters as required in the later grades may have the immunizations, on the recommendation of the Board of Education, be paid by the town.

Parents/guardians wanting their children to be excused from immunizations if such immunizations are contrary to the religious belief of the child or their parent/guardian must

request such exemption in writing to the superintendent. The request must be officially acknowledged by any of the following: notary public, judge, clerk/deputy clerk of a court, town clerk, justice of the peace, attorney, or school nurse. Such requests must be made before the initial entry into the school system and before entering grade 7.

In addition to the required immunizations for initial entry into school for kindergarten, and regular and special education preschool programs, additional immunizations are required for entry into seventh grade, eighth grade, ninth grade and/or tenth grade. The school must enroll any homeless student even if the student cannot produce the required medical and immunization records.

Students who do not have proof of appropriate immunizations may be excluded from school.

For further information regarding immunizations, contact CSDNB Nursing Director, Elizabeth Dietz.

Physical Examinations

All students must present evidence of a physical examination upon enrollment to the District. (C.G.S. 10-204a) Health assessment shall also be required in grade 9. If a homeless student, as defined by federal statute, lacks immunization/medical records, the school will enroll the child and refer the parent/guardian to the District's homeless liaison.

Students that do not have proof of the appropriate physical examination may be excluded from school.

Internet

Guidelines have been established for the use of the school Internet. Student violations of the guidelines can result in the termination of access privileges and disciplinary actions. It is the policy of the Board of Education that all students must sign an acceptable use policy which indicates that a student agrees to use the Internet exclusively for educational purposes. Each contract must also include a signature from the student's parent/guardian.

Multilingual Learners: MLs

Parents of English Learners/Multilingual Learners participating in a language instructional program will be notified within 30 days of their child's placement in the program. The notification will include:

- An explanation of why.
- A description of the program.
- The parent's right to remove their child from the English Learners program or services.

In addition, the notification will explain how the program will help the child develop academically, learn English and achieve the standards necessary for promotion.

State and federal law requires an annual assessment of K-12 students identified as English Learners to measure their English language proficiency. In Connecticut, this is the **Language**

Assessment Scale (LAS) Links Online Assessment or the Connecticut Alternate Assessment of English Language Proficiency (CAAELP). Presently, it is administered from January to mid-March. It assesses four domains: Speaking, Listening, Reading, and Writing. All EL/ML students must take the assessment even if the parents refused services. There is no opt-out option.

Students not meeting the English mastery standard or demonstrating limited progress will be provided with additional language support services which may include, but are not limited to, English as a Second Language program, sheltered English programs, summer school, after-school assistance, homework assistance, tutoring, and native language support when available. Students after 30 months in a bilingual program will not be offered additional bilingual education.

Make-up Work

You may make up any work missed during an **excused** absence documented in PowerSchool. **If your absence is unexcused, you may not submit the work for a formal grade.**

Marijuana Use

The use of marijuana in all its forms is strictly prohibited at New Britain High School and may lead to a recommendation for expulsion.

Medicaid Billing For Health Related Services

The Individuals with Disabilities Education Act (IDEA) allows certain health-related services provided under an Individualized Education Plan (IEP) to be covered by Medicaid. Such services could include audiologist services, evaluation and testing, nursing services, occupational therapy, physical therapy, speech therapy, psychological services, and/or social work services. Recent Connecticut legislation requires the Board of Education to determine a child's Medicaid Services. The District is required to provide all IEP services at no cost to parents, even if parent/guardians deny permission to bill Medicare.

Out Of School Misconduct

Students are subject to discipline, up to and including suspension and expulsion for misconduct which is seriously disruptive of the educational process and is a violation of a publicized board policy, even if such conduct occurs off-school property and during non-school time.

Examples of off-school conduct that may result in such discipline include but are not limited to:

- Sale, possession, use, or distribution of dangerous weapons, including martial arts weapons;
- Use, possession, or distribution of illegal drugs;
- Violent conduct;
- Making of a bomb threat;

- Threatening to harm or kill another student or member of the staff where any such activity has the reasonable likelihood of endangering the health, safety, or welfare of school property, individuals thereon, and/or the educational process.

Parent Conferences

Parents are encouraged to become partners in their child's educational successes. Conferences with teachers will be held three times a year. Refer to the district calendar for specific dates.

Parent Portal Information System Powerschool

The parent portal will allow a parent/guardian of students in grades 9-12 to access student records via a secure website. A parent/guardian will be able to view attendance, homework assignments, and grades.

Parent-Teacher Organizations

PTO is a vital link between the school, community, and the parents it serves. The goal is to support the school and coordinate the efforts of parents/guardians to develop a closer relationship between home and school. Thus, parents are urged to join and take an active part in the PTO. New Britain High's PTO meets the third Thursday of every month in New Britain High's lecture hall from 6:00 p.m.- 7:00 p.m.

Pesticide Application

Only certified pesticide applicators shall be used in schools for non-emergency pesticide use in school buildings or on school grounds. Pesticide applications are limited to non-school hours and when activities are not taking place. Areas to receive pesticide applications will be posted, and a written record of all pesticide applications will be maintained for five years. Parents/guardians and staff who want to receive advance notice of all pesticide use will be listed on a registry. Such notice will be provided as the law requires (schools without an integrated pest-management plan must send prior notice by mail).

Parents/guardians who want to be notified before pesticide applications inside their children's school assignment area may contact Rebecca Gonzalez, Chief Operations Officer. Note: If the District implements the Integrated Pest Management (IPM) concept, similar requirements as above must be met. Notice will be provided at least 24 hours in advance of applying a pesticide either on the school's homepage or on the school or District's primary social media account.

Photographs

From time to time during the school year, school personnel and/or the media take photographs. If a parent/guardian does not want their child to be photographed for school use, school website use, or media purposes, the school office must be alerted in writing. Photos of individual and classroom groups are taken annually, which may be purchased by parents/guardians, but they are not obligated to do so.

Posters

Signs and posters that students wish to display must be approved and signed by the principal and posted in designated areas. Posters displayed without authorization will be removed.

Property, Lockers and Equipment

It is the policy of the Board to hold students responsible for any loss of or damage to the school's property under the jurisdiction of the Board when the loss or damage occurs through the fault of the student.

Students who would like to have a locker should visit their house office. You must provide your own lock. Any student damaging or defacing school property will be financially liable for restoring the property regardless of the property's condition at the time of the destructive act, in addition to any other discipline up to and including arrest or civil prosecution as deemed appropriate.

Searches of desks or lockers may be conducted at any time there is reasonable cause to believe that they contain articles or materials prohibited by District policy. Parents will be notified if any prohibited items are found in the student's desk or locker.

Psychotropic Drug Use

School personnel are prohibited from recommending psychotropic drugs for any student enrolled within the school system. School nurses, nurse practitioners, District medical advisors, school psychologists, school social workers, and school counselors may recommend that an appropriate medical practitioner evaluate a student. Further, the District is prohibited from requiring a child to get a prescription before attending school, being evaluated to determine eligibility for special education, or receiving special education.

Recording Of Classroom Activities

The District prohibits the covert recording of classroom activities. The recording of teachers or students in class is inherently disruptive to the educational process. Students violating this rule will be subject to discipline and confiscation of the electronic device.

Religion and Religious Accommodations

The School District acknowledges each individual's rights to follow or not to follow religious beliefs and practices, free from discriminatory or harassing behavior. The District strives to provide religious accommodations to students equitably and appropriately in accordance with District policies and corresponding guidelines.

Scholarships, Financial Aid, and Awards

Students should start early to establish records worthy of scholarship consideration. In general, requirements for scholarship consideration are some combination of the following: serious attention to studies, good character, financial need, and involvement in the activities of the school and community. In the 2025-2026 school year, the scholarship committee at NBHS

awarded over $500,000.00 to seniors. Students should consult their school counselor for information about what scholarships are available and how, when, and where to apply.

School Climate

School climate means the quality and character of school life with a particular focus on the quality of the relationships within the school community between and among students and adults. For teaching and learning to occur, there must be a positive climate in which students appreciate and accept individual differences and behave responsibly toward others. Students are encouraged to report bullying, discrimination, or harassment to any faculty member or administrator and may request anonymity.

Search and Seizure

School officials may exercise the right to inspect desks, lockers, personal belongings and other equipment assigned to students to safeguard students, their property, and school property. An authorized school administrator may search a student's locker or desk under the following conditions:

- There is reason to believe that the student's desk or locker contains contraband material.
- The probable presence of contraband material presents a serious threat to maintaining discipline, order, safety, and health in school.

This document serves as advance notice that school board policy: 5145.12 allows desks and lockers to be inspected if the administration has reason to believe that materials harmful to the best interests of students and the school are contained therein.

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

Seclusion/Restraint/Exclusionary Time Out, Use Of

The New Britain BOE recognizes that there are times when it becomes necessary for staff to use reasonable restraint or place a student in seclusion as an emergency intervention to protect a student from harming themself or to protect others from harm.

The use of restraint or seclusion will be used only by trained school staff as an emergency intervention only to prevent immediate or imminent injury to a student or others. Restraint or seclusion will not be used to discipline a student or because it is convenient or instead of a less restrictive alternative. A school employee will constantly monitor such use. When used, parents will be notified within 12 hours, but a reasonable attempt will be made to notify parents/guardians immediately after restraint or seclusion is initiated.

Seclusion will not be used as a planned intervention in a student's behavioral intervention plan, IEP, or 504 plan. Seclusion involves the involuntary confinement of a student in a room from

which they are physically prevented from leaving. Physical restraint includes, among other things, carrying or forcibly moving a person from one location to another.

Exclusionary time out is a temporary and continuously monitored separation of a student from ongoing activity in a non-locked setting for the purpose of calming such student or de-escalating such student's behavior. It may be used as a planned intervention. However, exclusionary time out may not be used as a form of discipline.

Sexual Harassment

The District wants all students to learn in an environment free from all forms of sexual harassment. Sexual harassment is against state and federal laws. It is unwelcome sexual attention from peers, teachers, staff, or anyone with whom the victim may interact, be involved, or present for school-sponsored events or programs. Sexual harassment, whether verbal or physical, includes but is not limited to the following: unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal, non-verbal or physical conduct of a sexual nature constitute sexual harassment.

All members of the school community are responsible for helping to ensure that sexual and other unlawful harassment is avoided.

Any student who believes that they have been subjected to sexual harassment should report the alleged misconduct immediately to their teacher, social worker, school counselor, administrator, school nurse, or any responsible individual with whom the student feels comfortable, either informally or through the filing of a formal complaint.

The District will notify the parents of all students involved in sexual harassment by the student(s) when the allegations are not minor and will inform parents of any sexual harassment or sexual abuse by an employee.

A complaint alleging sexual harassment by a student or staff member may be presented by a student and/or parent in a conference with the principal or designee or with the Title IX Coordinator, Mark Spalding, Director of Pupil Services (Title IX Coordinator).

School Health Education

Although you must earn credits in Health and Wellness, your parents have the right to request that you be excluded from the teaching of the human sexuality portion of the Health course. Requests should be made in writing to the principal.

School Networking Sites

Students may not access social media sites using District equipment while on District property or at District-sponsored activities unless the posting is approved by a District representative/teacher/staff member. Social media websites are websites such as, but not limited to, TikTok, Snapchat, Instagram, Facebook, YouTube, Flickr, and Twitter.

The District will not be liable for information/comments posted by students on social media websites when the student is not engaged in District activities and not using District equipment. For safety purposes, the District employs both Internet filters and firewalls.

The School District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such use. All such information files shall be and remain the property of the School District, and no user shall have any expectation of privacy regarding such materials.

Special Programs

For students in need of Special Education programs, a planning and placement team (PPT) is designed to provide communication and decision-making at the school level concerning the effective use of available resources. The team is also responsible for follow-up and periodic review of all students presently in Special Education and special services programs.

Any child identified as possibly needing special education and/or related services must be referred to a special education Planning & Placement Team for evaluation (PPT). The PPT will determine whether special education services are required. Parents must give their consent before any evaluation can be done or any services can begin. An Individualized Education Plan, based upon the diagnostic findings of the evaluation study, will be developed by the PPT, with parental involvement. Parents will be informed regarding the use of scientific, research-based interventions.

A school must offer an IEP that is “reasonably calculated to enable a child to make appropriate progress in light of the child’s circumstances.” Every child should have the chance to meet challenging objectives.

Student Automobile Use

Students who drive to school must park their cars in the south parking lot near the tennis courts.

Students are subject to the rules, regulations, and administrative guidelines in the parking regulations and must comply with all state laws and license requirements.

Student Records

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

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

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

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

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

Certain other officials from various governmental agencies may have limited access to the records. Parental consent is required to release the records to anyone else. When the student reaches 18 years of age, only the student has the right to consent to the release of records.

The parent's or student's right of access to, and copies of, student records does not extend to all records. Materials that are not considered educational records, such as teachers' notes on a student shared only with a substitute teacher and records pertaining to former students after they are no longer students in the District, do not have to be made available to the parents or student.

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

Although improperly recorded grades may be challenged, parents and the student are not allowed to contest a student's grade in a course through this process. Parents or the student have the right to file a complaint with the U.S. Department of Education if they believe the District does not comply with the law regarding student records. The District's policy regarding student records is available from the Principal's Office or Superintendent's Office.

Records are kept on file for one year after a student graduates. After the year is up, copies of student records are available at the cost of $5.00, payable in advance. Immunization records are $3.00. Parents may be denied copies of a student's records:

1. After the student reaches age 18 and is no longer a dependent for tax purposes.
2. When the student is attending an institution of post-secondary education.
3. If the parent fails to follow proper procedures and pay the copying charge.
4. When the District is given a copy of a court order terminating the parental rights.

If the student qualifies for free or reduced-price meals and the parents cannot view the records during regular school hours, upon written request of the parent, one copy of the record will be provided at no charge.

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

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

The District will release to the Parent-Teacher Association the names, addresses, telephone number and grade levels of students (unless the District is informed by September 15 of the school year that designation of such directory information has been refused as to a particular student) provided such information is to be used by the PTA for its school activities or school business.

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

The District's HIPAA Privacy Officer is CSDNB Nursing Director.

Student Schedules

NBHS is operating on a A/B 4 x 4 block schedule. Each day will meet 4 classes on a student's schedule with the other four classes meeting on the next day. Each day will be designated an A or a B day. The following are the normal bell schedules for the operation of the school:

Regular Bell Schedule: 2026-2027

	A-Day	B-Day	Time Frame
7:20 - 7:30	Student Transition		10 min
7:30 - 8:55	Period 1	Period 5	85 min
9:02 - 10:27	Period 2	Period 6	85 min
10:34 - 12:43	Period 3	Period 7	129 min
Lunch Waves Wave # 1 (300's) - 10:34 - 11:03 = 29 minutes Wave # 2 (200's) - 11:08 - 11:37 = 29 minutes Wave # 3 (100's) - 11:42 - 12:10 = 29 minutes Wave # 4 (500's/400's) - 12:15 - 12:43 = 28 minutes			
12:50 - 2:15	Period 4	Period 8	85 minutes

Career Connections Bell Schedule

	A-Day	B-Day	Time Frame
7:20 - 7:30	Student Transition		10 min
7:30 - 8:42	Period 1	Period 5	72 min
8:49 - 10:01	Period 2	Period 6	72 min
10:08 - 10:40	Career Connections		32 min
10:47 - 12:56	Period 3	Period 7	129 min
Lunch Waves Wave # 1 (300's) - 10:47 - 11:16 = 29 minutes Wave # 2 (200's) - 11:21 - 11:50 = 29 minutes Wave # 3 (100's) - 11:55 - 12:23 = 29 minutes Wave # 4 (500's/400's) - 12:28 - 12:56 = 28 minutes			
1:03 - 2:15	Period 4	Period 8	72 min

Substitute Teachers

Students are required to maintain high standards of behavior when being taught by a substitute teacher. Substitute teachers must be given the cooperation, courtesy, and respect of all students. Misbehavior for a substitute teacher will result in teacher and office disciplinary action.

Tardy Procedure

If a student arrives after the official starting time, they are to report directly to the auditorium swipe-in cart. All tardy arrivals will be considered unexcused unless accompanied by a doctor's note for illness and be signed by a parent. All unexcused late arrivals are subject to school disciplinary consequences.

Telecommunication Devices

Cellphones may be confiscated by administration if they are misused during the school day. The cellphone will be returned to a parent or guardian.

Your cellphone's camera should not be used in areas with privacy expectations.

Testing

All students in grade 11 shall annually take the SAT. Students in grade 11 shall annually take a statewide mastery examination in science. Special education students participate in mastery testing programs except in the rare case when participation in an alternate assessment is detrimental to the student's IEP. To graduate, students must meet District standards for graduation, in addition to required course credits.

The mastery examination test is one of the measures to determine if students have met the identified standards. Student scores on each statewide grade 11 state assessment test component may/shall be included on transcripts and permanent records. All English learners are required to participate in all content areas of the state summative assessment.

Additionally all students will take the PSAT test in grades 9, 10 and 11.

Textbook Care and Obligations

Students are responsible for the care of books and supplies entrusted to their use. They will be assessed damage to textbooks, equipment, or materials. In accordance with state law, the school reserves the right to withhold grades, transcripts, or report cards until the student pays for or returns the textbooks, library book, or other educational materials.

Transfers and Withdrawals

Students withdrawing from school must notify the guidance office one week in advance of their last day. At that time, they will be given forms for their parents or legal guardians to complete. Only a parent/legal guardian may withdraw a student from school. Included will be a formal written statement of withdrawal and release of records form.

On their last day of attendance, students will be given a form completed by the guidance office. This form will indicate their grade at the time of withdrawal and that all materials have been returned. Records cannot be forwarded until all materials have been returned.

Transportation

School transportation privileges are extended to students conditioned upon their satisfactory behavior on the bus. Unsatisfactory student behavior on the bus may result in the suspension of

transportation services or other disciplinary action appropriate for misconduct. The following rules shall apply to student conduct on school transportation:

- Passengers shall follow the driver's directions at all times.
- Passengers shall board and leave the bus in an orderly manner at the designated bus stop nearest their home.
- Passengers shall not stand while the bus is in motion.
- Passengers shall keep books, instrument cases, feet, and other objects out of the bus aisle.
- Passengers shall not deface the bus and/or its equipment.
- Passengers shall not extend their head, hands, arms, or legs out of the window, hold any object out of the window, or throw objects within or out of the bus.
- Passengers shall not smoke or use any form of tobacco.
- Passengers shall not eat on the bus.
- Usual classroom conduct shall be observed. Unruly behavior, including the use of obscene language, will subject the passenger to disciplinary action.
- Upon leaving the bus, the passenger will wait for the driver's signal before crossing in front of the bus.
- Students must ride the bus to which they are assigned.

The following procedures shall be followed when a discipline concern arises on a bus serving a regular route or an extracurricular activity:

- A conference involving the associate principal or dean of students, the student passenger, the driver, and the parent(s) may be required.
- The associate principal or dean of students may suspend the student's bus-riding privileges. If such a suspension occurs, the parents will be notified before the time the suspension takes effect.
- In the case of serious misconduct that endangers the safety of other passengers or the driver, the driver shall have the authority to remove the student and call for law enforcement assistance. The associate principal and parents shall be notified of the situation as soon as possible. The student shall not be provided bus service again until a conference involving all persons listed above has been held.

Disciplinary sanctions and changes in transportation for a student with a disability shall be made according to the student's Individual Education Plan (IEP).

All vehicles coming into or leaving the school grounds are subject to the regulations of the school. A student may drive to school, provided the student abides by the traffic rules and has parental permission. Students are not allowed to go to their cars during school hours. In case of emergency, they will be given a pass to do so by the administration. Any violation of proper automobile use may result in the suspension of parking privilege or any appropriate discipline for the circumstances.

Transportation Safety Complaints/Procedures

All complaints concerning school transportation safety are to be made to the Manager of Transportation, Richard Valerio (860) 827-2206. A written record of all complaints will be maintained and an investigation of the allegations will take place.

Video Recorders On School Campus/School Buses For School Security Purposes

Video equipment is used to enhance the safety and security of all individuals. It is also used to monitor student behavior in common areas or on campus. The principal or their designee will review the tapes routinely and document students' misconduct. Discipline will be in accordance with the District's discipline policy. Any student, staff member, or visitor to the school is prohibited from tampering with or damaging the school's video surveillance equipment.

The District has installed video recording equipment on school buses to monitor school transportation and discipline.

Students will not be notified when a recording device has been installed and in use on their bus. The administration will view tapes. Students violating bus conduct rules will be notified and disciplinary action will be taken. Videotapes shall be treated as protected student records under the Family Educational Rights and Privacy Act (FERPA).

Visitors

NBHS welcomes visitors but we strongly encourage that appointments are made in advance in order to ensure that the person with whom you wish to meet is available.

Appointments are required for visits to central registration and school counselors.

Disruptive behavior or uncivil discourse will not be permitted. Visits cannot interfere with the educational program of the school nor interrupt teaching activities.

Websites

School websites must contain material that reflects educational purposes. School websites are not to be used for personal, commercial, or political purposes and are considered a publication of the Board of Education. The Principal or their designee will approve all material posted on the school's web page.

Students maintaining personal websites may be subject to disciplinary action for the content of such sites under certain conditions. The District/School is committed to ensuring accessibility of its website(s) for parents, students, and members of the community with disabilities.

Withdrawal From School

If a student needs to withdraw from school during the school year, the student's parent/guardian must complete a withdrawal form and obtain all necessary signatures. All books, materials,

athletic equipment, and other equipment loaned by the school must be returned or paid for by the student or their parents/guardians.