

# New Milford High School Student/Parent Handbook 2025-2026



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Please visit our [New Milford High School website](#) regularly for important announcements and information

## **NEW MILFORD DISTRICT DIRECTORY**

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Ms. Holly Hollander, Assistant Superintendent  
Dr. Kimberly Culkin, Director of Special Services

## **PREFACE**

The material covered within this student handbook is intended as a method of communicating to students and parents/guardians regarding general district information, rules and procedures and is not intended to either 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 Material contained herein may therefore be superseded by such Board policy, administrative regulation or negotiated agreement.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 or the individual school's website for any significant changes. 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.

# NEW MILFORD PUBLIC SCHOOLS MISSION STATEMENT

The mission of the New Milford Public Schools, a collaborative partnership of students, educators, family and community, is to prepare each and every student to compete and excel in an ever-changing world, embrace challenges with vigor, respect and appreciate the worth of every human being, and contribute to society by providing effective instruction and dynamic curriculum, offering a wide range of valuable experiences, and inspiring students to pursue their dreams and aspirations.

## New Milford High School 21st Century Learning Expectations

### COMMUNICATION:

**Reading:** Students read various media for comprehension, interpretation, analysis, evaluation and pleasure.

**Writing:** Students write with purpose in a variety of modes to communicate ideas to an identified audience.

**Applying:** Students communicate effectively using a variety of methods and media to engage an identified audience.

### PROBLEM SOLVING:

Students work independently and collaboratively to analyze, evaluate, and synthesize information to create solutions and products.

Students exhibit effort, innovation, flexibility, and adaptability in work habits and strategies.

### TECHNOLOGY:

Students demonstrate technological literacy using relevant digital tools to access, collect, evaluate, and share information.

### CIVIC AND SOCIAL:

Students contribute positively to a diverse culture that respects others, fosters responsibility, reflects ethical standards, promotes personal wellness, and embraces community and global awareness.

# VISION OF A GRADUATE

*LIFE, LEARNING, AND CAREERS BEYOND*



*LEADING WITH*

FOCUS | HEART | COMMUNICATION | CREATIVITY

This handbook is formatted into 3 sections **STUDENT LIFE, DISTRICT POLICIES, and DISCIPLINE** with each section in alphabetical order by topic.

# SECTION 1: STUDENT LIFE

## **ACADEMIC DISHONESTY**

If a student is expected to work alone but provides, uses, or accepts inappropriate assistance, then the student has acted dishonestly in the learning environment and is subject to discipline for cheating, (Progressive Discipline System).

Examples of the kinds of acts and behaviors that are viewed as cheating are listed below. The list is a sampling only; it is not all-inclusive:

- During tests or quizzes
  - cheat sheets with answers
  - answers programmed into electronic devices
  - answers written on hands, arms, clothing, etc.
  - looking at another student's answers
  - looking into texts, notebooks, etc.
  - communicating with other students
  - offering/providing answers to others
  - aiding/abetting another student's dishonesty
  - sending or receiving pictures, texts or other electronic communication
  - use of non-sanctioned sources (including AI)
- On projects, papers, reports, keyboarding, computer accounts
  - claiming another student's/person's work as your own
  - plagiarism: copying words or ideas and not giving credit to the sources (This is including AI/ChatGPT)
- Other
  - If previously warned by a teacher that a given behavior will be considered cheating
  - If a behavior violates the ground rules for academic honesty set by the teacher
- Citing is important in all academic classrooms to avoid plagiarism or academic dishonesty
  - Check with your teacher for citation-preferred style.
  - Artificial Intelligence such as Large Language Models (i.e. ChatGPT) without proper citation will be considered plagiarism.

Students who have been found to have plagiarized an assignment will have the opportunity to redo the assignment for partial credit if it is their first offense. Credit for subsequent offenses will be at the discretion of Administration.

## **ACADEMIC HELP**

### **(During Flex Period)**

All teachers will be scheduled for office hours on specific days. Students may sign up to meet with their teachers through the school's adaptive scheduling. Content teachers and peer tutors may also be available during content specific extra help labs during flex time. Students could also select this option for academic help using the school's adaptive scheduling.

### **(2:20p.m. – 2:40 p.m. Teachers Available for Extra Help)**

All teachers are available for academic help after regular school hours. Students should arrange an appointment in advance that is mutually convenient. (Also, teachers may request a student to report for academic help).

## **ACCIDENTS**

Any accident involving possible injury to a student or damage to school property must be reported immediately to the teacher in charge of the area and to the administration.

The New Milford Board of Education does not carry accident insurance; however, in order for an accident to be documented for possible insurance claims through personal policy coverage, certain forms must be completed and returned to the office within twenty-four (24) hours of the accident. It is the responsibility of the student to obtain and complete such forms.

### **ADMINISTRATION OF COLLEGE BOARD TESTING**

There are two times during the year in which students will take a College Board test during the school day. The first testing day is in October for the PSATs, administered to grades 9-11. All 11th graders will also be administered the SAT on a specific date in March. Registration for these examinations are done online. Students are encouraged to check the testing website for dates and deadlines for other testing dates and locations. [See your Counselor for more information.](#)

Students may take the SAT throughout the year at other testing locations which can be found here: [SAT Testing Dates/Locations](#)

In addition to the SAT, students may opt to take the ACT, another standardized test that may be used for the college application process. For more information on the ACT, please visit [ACT Website](#)

### **ADVANCED PLACEMENT (AP) CLASSES/ EXAMS**

New Milford High School's [Advanced Placement \(AP\) Program](#) is designed and committed to offering our students the opportunity to experience college-like classes to better prepare them to be college and career ready. These AP classes are College Board® approved for both content and rigor and ensure that the class meets the necessary requirements to be labeled as an AP class. By enrolling in an AP class, your child will be exposed to the challenges and demands of college-like work.

Students enrolled in an AP course must take the AP exam if they wish to get AP credit/weight and have the course listed as "AP" on the transcript; otherwise the course will be considered Honors level and labeled as such on the transcript.

- Students electing to enroll in an AP class should meet all prerequisite requirements.
- All AP classes have summer work prior to the class beginning in the fall. It is the expectation that all students enrolled in an AP class will complete the work by the designated due dates.

### **AP (ADVANCED PLACEMENT EXAMINATIONS)**

AP exams are typically administered during the first 2 full weeks in May. Exams are ordered in the fall and must be paid for by the student in accordance with the district policy. Students will not receive refunds should they not complete the AP exam in May. If you have questions please contact your respective school counselor.

**NOTE:** See your school counselor if you have any questions regarding these tests and more information is available at [College Board website](#).

### **ADVERTISEMENTS IN SCHOOL**

The public schools maintain careful controls on the way in which students are exposed to materials and announcements, other than those directly related to school sponsored programs and activities. Caution is exercised to prevent exploitation of the system and its students. District-prescribed standards shall be met.

### **ADVISORY AND FLEX**

New Milford High School's [daily bell schedule](#) is an A/B block for the [academic school year](#). Each day consists of four, 78 minute instructional periods with a 30 minute lunch period and a 30 minute FLEX period. FLEX period is where NMHS students will experience their advisory, on-track conversations, clubs, co-curricular activities, academic support, and Wingman. Students will use the adaptive scheduler through PowerSchool to select their FLEX period events.

### **AFTER SCHOOL SUPERVISION**

The LLC will be open from 2:20-4:20 p.m. each afternoon for any student needing to stay after school. This includes Band members and Athletes waiting for practice. After 2:40 p.m., any student staying within the school is expected to go to the LLC unless they are with a coach or teacher. Students may not "hang out" after school in any unsupervised area within the school building. Late buses depart daily at 4:30 p.m. and students must be prepared to depart from the front rotunda in a timely manner.

## **AGE OF MAJORITY**

In 1972, the State of Connecticut established eighteen (18) as the age of majority.

As applied to school, this means that any student eighteen (18) years of age or older may assume all rights and responsibilities regarding his/her education which have been delegated to the parents of minors, as long as a note from a parent/guardian is on file expressing this desire. Students in this category may write their own excuses for absences and tardies, inspect their records, and make their own curricular selections. Requests for early dismissals must be in compliance with NMHS Early Dismissal procedures/policy (see Attendance Procedures below). Only legitimate reasons will be allowed for dismissal passes. Please note: ALL field trip permission forms still require a parent/guardian's signature. Adult students are still subject to all disciplinary restrictions enforced by the school. Furthermore, their actions and decisions are subject to verification by the school.

The school recognizes its moral responsibility to the parent regardless of the age of the students in its charge and will attempt to cooperate with the parent to provide the best educational experience for the student, especially in situations where the student still resides with the parent. Eighteen-year-old students may request direct communications and parents/guardians will be notified of that action. **Age of majority does not exempt a student from school the expectations outlined in this handbook or district policies.**

## **ARTIFICIAL INTELLIGENCE (AI)**

NMHS will follow the NMPS district guidelines for usage of Artificial Intelligence that can be found [here](#).

## **ATTENDANCE PROCEDURES**

Regular and punctual student attendance is essential to the educational process. [NMHS Attendance Policy follows BOE Policy 5111](#)

### **ATTENDANCE: ABSENCES**

NMHS Attendance policy is derived from [BOE Policy 5111](#). Parents/guardians are urged to coordinate family vacations with the [school calendar](#) for vacation periods. Parent/guardian requests for student absences from school for vacations or trips must follow the above State Laws for excused and unexcused absences. The mutual goal of all is to keep all such excused absences to a minimum.

### **EXCUSED ABSENCES**

By state statute, a student is allowed 9 excused absences each year. A student's absence from school shall be considered excused if written documentation of the reason for the absence has been submitted within ten school days of the student's return to school or in accordance with Section 10-210 of the Connecticut General Statutes 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 ( a written note from parent and or doctor within 10 school days);

The following situations do not count toward a student's 9 excused absences:

- Field Trips
- Testing
- Travel for school activity or athletics
- Suspension from school

B. For the **tenth absence and all absences thereafter**, a student's absences from school are only considered excused for the following reasons:

1. Student illness absences must be verified by an appropriately licensed medical professional to be deemed excused, regardless of the length of absence. These notes may be scanned and uploaded using the NMHS Absences Report process or emailed to the attendance secretary. Excessive excused absences may result in school personnel communicating with the student's medical providers.
2. Student's observance of a religious holiday
3. Death in the student's family or other emergency beyond the control of the student's family
4. Mandated court appearances (additional documentation required)
5. The lack of transportation that is normally provided by a district other than the one the student attends (no parental documentation is required for this reason)

6. Extraordinary educational opportunities pre-approved by district administrators and in accordance with Connecticut State Department of Education guidance.

### UNEXCUSED ABSENCES

All absences from school will be considered unexcused unless they meet one of the following criteria:

1. the absence meets the criteria of excused as stated above
2. the absence is due to discipline issued by the school
3. all absences not reported by a parent /guardian call and a note are considered unexcused.
4. all absences after the 9<sup>th</sup> absence are considered unexcused unless they meet the criteria outlined in section B above

The penalty for all unexcused absences is a "0" for all work missed with no makeup privileges. If a student has extenuating circumstances and wishes to be considered for a waiver on this practice, they should set up an appeal appointment with their administrator.

### EXCESSIVE ABSENCES

Students who are not in the building for **at least half of the day (4 hours on a full day/ 2 hours on a half day)** will be marked absent for the day per the CT State Department of Education

1. Students absent five (5) or more consecutive days due to illness or any communicable disease must have a doctor's statement (could be by phone) of good health to the school nurse prior to re-admission to school.
2. If a student continues to be a chronic absentee\*, the principal (or designee) may contact the New Milford Juvenile Review Board (JRB) or the Department of Children and Families (DCF).
3. Given reasonable cause to believe a student is truant from school, the school administration may ask the school social worker to visit the student's home to verify the cause of the absence. Such home visits may be scheduled outside of regular school hours.
4. The administration reserves the right not to excuse students who are chronically absent and to require written verification of reason.  
\*(Connecticut State Statute Sec. 10-198a – Truant: Any child between the ages of seven and sixteen who has had four (4) unexcused absences from school in any one month or ten (10) unexcused absences in any school year. Sec. 10-Habitual Truant: Any child having twenty (20) unexcused absences within a school year).

### **ATTENDANCE: REPORTING ABSENCES/TARDIES/EARLY DISMISSALS**

Any student who is absent, tardy, or being dismissed early from school, must have a parent/guardian note submitted in one of the following ways:

1. Complete the [NMHS Attendance submission ParentSquare](#)
2. If unable to complete the attendance form, please call the main office or email Ms. Rego at [regor@newmilfordps.org](mailto:regor@newmilfordps.org)
3. Submit a written note to the main office within ten days of absence.

### **ATTENDANCE: (AS IT RELATES TO ACTIVITIES AND EVENTS)**

In circumstances that require late arrival or early dismissal, students must participate in at least 50% of the school day in order to be considered present for the day. A student who is absent from school or has not completed at least 50% of the school day may not attend/participate in any school activities on the day of the absence. Students serving in-school suspension (ISS) are not eligible to attend/participate in any school activities, practices or contests until the following day unless at the discretion of school administration.

### **ATTENDANCE: EARLY DISMISSAL**

Students should remain in school for the entire day (7:35 a.m. to 2:15 p.m.). The only exception will be appointments and other matters that cannot be taken care of after school.

1. In general, early dismissals should be avoided, particularly if they require a student to miss any instructional time; however, should an early dismissal be required, the reasons must be consistent with the school's absence policy. Verification of the early dismissal may be required. Students can pick up their early dismissal pass at the end of period 2, in the Main Office. At the time of the

dismissal, students must sign out in the main office.

2. All requests for early dismissal must be in written permission (note or email) or by phone, provided by the parent/guardian or age of majority student and submitted to the attendance clerk in the main office before 9:00 a.m. on the day for which early dismissal is requested. Notes submitted after 9:00 a.m. may require parent verification. If an emergency occurs during the day and an early departure is necessary, an exception may be granted by the school administration.
3. Students who have an excused early dismissal are eligible to make up work and are eligible thereafter to receive full credit. Each student is responsible for getting missed assignments and submitting them on the next class day. Students who have an unexcused early dismissal will receive "0" for all work missed and do not have the right to make up any missed work.
4. Students who abuse the regulations concerning early dismissal may be denied permission to leave school early for the remainder of the term. Excessive early dismissals could result in a student not being allowed to make up missed work.
5. All students who have an authorized early dismissal must leave the campus promptly.
6. Students who are not in the building for at least 50% of the school day will be marked absent for the day.

## **ATTENDANCE: TARDINESS**

1. The school day begins at 7:35 a.m. with first period class. If a student arrives after 7:35 a.m., they must enter through the main entrance and students MUST scan and self report tardiness using the [attendance QR process/Google Form](#). Failure to do this may result in disciplinary consequences.
2. Tardiness to all classes will be dealt with by the teacher in charge in accordance with the NMHS progressive discipline model. Chronic problems in tardiness will be referred to the school administration (please see below for regulations to tardiness to school/class).
3. If a student has an unexcused tardy, they will receive a "0" for any missed work. For example, if a student arrives "tardy unexcused" at 10:00 a.m. and misses a quiz in a class the student had earlier that day, the student will receive a "0" for that quiz. Any class missed prior to arriving late to school will be considered a class cut unless the tardiness is excused. This policy will be enforced at teacher discretion.
4. Missing the bus due to student error and car troubles are unexcused tardies. If a bus arrives late or does not come at all, this is not considered tardy. A bus arrives late or does not come at all, this is not considered tardy.
5. If a tardy arrival causes the student to miss more than 4 hours (2 hours on a half day) they will be marked absent for the day.
6. Student athletes need to be in the building 4 hours (2 hours on a half day) to participate in athletic events that day.
7. Parents may excuse up to 3 tardies per semester for any reason.
  - a. A parent who is excusing a tardy to school should do one of the following:
    - i. Send in an electronic note through ParentSquare.
    - ii. Send in an electronic note through ParentSquare.
    - iii. Send in a note to the main office.
    - iv. Call in to the main office.

### **The following regulations apply in cases of tardiness to school/class:**

- One (1) unexcused tardy will result in a verbal warning.
- Two (2) unexcused tardies will result in a 25 minute detention issued by the teacher (served with the teacher).
- Three (3) unexcused tardies will result in a one (1) hour detention issued by the teacher (served in the library).  
Students will receive a "0" for all work missed and have no right to make up any work they missed as a result of the unexcused tardiness.
- Four (4) unexcused tardies to class will result in a two (2) hour detention issued by the teacher (served in the library)
- Subsequent tardies will result in discipline administered by the student's administrator. Four (4) unexcused tardies to class will result in a two (2) hour detention issued by the teacher (served in the library)
- Subsequent tardies will result in discipline administered by the student's administrator.

## **ATTENDANCE: LATE ARRIVAL/EARLY DISMISSAL PRIVILEGE**

**Late arrival and early dismissal are a privilege. This privilege may be revoked if a student is not in good academic standing.**

1. Late arrival and early dismissal privileges cannot be combined on the same day since it results in the student being in school less

- than 50% of the school day.
2. Students who have early dismissal privileges must leave school grounds, and are not permitted back on school grounds to ride the bus home.
  3. Students who have late arrival privileges MUST enter the school through the front door for the start of second period.
  4. If for any reason, a student has a transportation issue on a day that they are assigned late arrival or early dismissal, they must report to the main office to receive a pass that will allow them to directly report to the LLC.
  5. It is the student's responsibility to be aware of any schedule changes which might alter the start time of classes.

### **ATTENDANCE: WITHDRAWAL**

Rules regarding students withdrawing from school: ([BOE Policy 5111, Page 9](#))

For students 17 years of age and younger:

- A 17-year-old can be withdrawn from school to be enrolled in an adult education program. The parent or guardian must go to the school district office to sign a specific "adult education withdrawal and enrollment form." By signing, the parent is attesting that the student will be enrolled in an adult education program after withdrawing from the regular school system.
- A 17-year-old can withdraw from school, but parental consent is required. The parent or guardian must go to the school/district office in person to sign a withdrawal form. The school will provide information on other educational options available in the community.

For students 18 years of age or older:

- These students are considered adults and can withdraw from school on their own without parent consent. The student must personally go to the school and complete a meeting with the school counselor and complete a withdrawal form. This meeting will provide students with information about other educational options.

### **ASSEMBLIES**

Throughout the year, several assemblies will be presented to various grade levels and groups. Some of these assemblies are mandatory, others are optional. During assemblies, students are expected to give courteous attention to the program, thus allowing other students their right to enjoy the presentation. Inappropriate behavior may lead to disciplinary consequences and the suspension of assembly privileges throughout the year.

### **ASSESSMENTS (STATE AND LOCAL)**

A New Milford High School graduate\* must complete required state testing in three areas:

1. Reading & Writing (SAT)
2. Mathematics (SAT)
3. Science & Information Literacy (NGSS)
4. Physical Fitness (Connecticut Physical Fitness Assessment)

Connecticut law, PA 01-166 (b), requires each school district to specify basic skills necessary for graduation and develop a process to assess a student's level of competency in these skills. All students in grade 11 will be required to take the state mandated assessments which include the school-based Scholastic Aptitude Test (SAT) and the [Next Generation Science Standards test \(NGSS\)](#). These results will be recorded on the permanent record of each student. Graduation requirements for all classes are outlined in the [Program of Studies](#).

### **ATHLETICS**

New Milford High School offers an extensive interscholastic athletic program. P.E. lockers are available from the physical education instructors for after-school athletic participation and should be kept locked at all times. Students are personally responsible for securing their valuables.

**Out of respect for personal privacy, any type of recording device (audio and/or visual) is strictly prohibited in bathrooms and physical education locker rooms.**

**SEASONAL ATHLETIC SELECTIONS**

| <u>Fall</u>  | <u>Winter</u>  | <u>Spring</u>  |
|--|--|--|
| Cross Country      Unified Soccer<br>Field Hockey<br>Football<br>Soccer<br>Girls Swimming<br>Girls Volleyball<br>Cheerleading<br>Dance<br>Golf | Basketball<br>Ice Hockey<br>Wrestling<br>Indoor Track<br>Boys Swimming<br>Gymnastics<br>Cheerleading<br>Dance<br>Unified Bowling | Baseball<br>Softball<br>Tennis<br>Outdoor Track & Field<br>Lacrosse<br>Boys Volleyball<br>Dance<br>Unified Track and Field |

### APPROXIMATE STARTING DATES FOR ATHLETIC

**Fall:** August 18th for all sports except: Golf August 11th

**Winter:** December 5th for all sports except: Ice Hockey, Girls' Basketball and Wrestling (December 2nd).

**Spring:** March 22nd for all sports except: Baseball and Softball (only pitchers & catchers March 15th).

\*\*\*The [Athletic Handbook](#) for students and parents/guardians is available on the school athletics website\*\*\*

### SPECTATOR CODE OF BEHAVIOR:

- Respect decisions made by contest and school officials;
- Refrain from taunting, booing, heckling, and the use of inappropriate language;
- Attendance at this contest is not a license to verbally assault others or to be generally offensive;
- No noisemakers, including but not limited to: air horns or other horns, cowbells, megaphones, portable speakers, whistles, etc.
- Respect athletes, coaches, officials, and fans;
- Obey all local and school regulations;
- Be a fan, not a fanatic.

**Violations of these rules may result in removal from the event and exclusion from any further athletic events. Violations of these rules may also result in school disciplinary consequences.**

### BEHAVIOR

Your parents/guardians, our community, and the school district have worked together to provide you with a staff, building, and equipment to help prepare you for a future of success. We are committed to giving you the best education we can and know you will take special pride in taking care of our school!

Through the year you will be expected to assume the responsibilities listed below:

1. Attend all classes
2. Don't be tardy for class and have all necessary materials when the bell rings
3. Give every assignment your best effort
4. Treat every student and all staff with courtesy
5. Follow the specific rules in each class
6. Help maintain the building and all school equipment and material
7. Refrain from using inappropriate behavior and language on school grounds
8. Refrain from activities that might prove injurious to you or others

9. Comply with Board expectations regarding student conduct, which are set forth in the 5000 Series of the Board Policies, available on the [New Milford Public Schools' website](#)

If the usual interventions between a teacher and a student fail to resolve a concern, the parent can expect to be contacted by the classroom teacher. The following are a series of procedures that may be taken to resolve a classroom situation.

1. Conference with teacher
2. Request for school counselor intervention
3. Assign/reassign detention
4. Referral to administration

**NMHS WILL ADHERE TO THE FOLLOWING FOR CLASSROOM INCIDENTS**

| <b>Progressive Discipline System: NMHS</b> |   |                                |
|--|---|--------------------------------|
| <b>Offense</b>                             | <b>Consequence</b>  | <b>Stakeholder Responsible</b> |
| 1  | <ul style="list-style-type: none"> <li>● Verbal Warning</li> </ul>  | Teacher                        |
| 2  | <ul style="list-style-type: none"> <li>● Written Warning</li> <li>● Parent Contact</li> <li>● Referral Form Completed</li> </ul>      | Teacher                        |
| 3  | <ul style="list-style-type: none"> <li>● Referral Form Completed</li> <li>● Parent Contact</li> <li>● 25-minute Detention</li> </ul>  | Teacher                        |
| 3  | <ul style="list-style-type: none"> <li>● Referral Form Completed</li> <li>● Parent Contact</li> <li>● 1 Hour Detention</li> </ul>     | Teacher                        |
| 4  | <ul style="list-style-type: none"> <li>● Referral Form Completed</li> <li>● Parent Contact</li> <li>● 2 Hour Detention</li> </ul>     | Teacher                        |
| 5  | <ul style="list-style-type: none"> <li>● Referral Form Completed</li> <li>● Parent Contact</li> <li>● In School Suspension</li> </ul> | Administrator                  |
| 6th and subsequent                         | <ul style="list-style-type: none"> <li>● Progressive Suspensions</li> </ul>   | Administrator                  |

**BUILDING HOURS**

New Milford High School is open for students from 6:45 am to 2:40 pm unless under the direct supervision of a teacher, coach or parent. Students may not “hang out” after school in any unsupervised area within the school building. Refer to ‘Library Learning Commons’ for afterschool LLC expectations.

**BULLYING PREVENTION & INTERVENTION**

The New Milford Board of Education (the “Board”) is committed to creating and maintaining an educational environment that is physically, emotionally and intellectually safe and thus free from bullying, teen dating violence, harassment and discrimination. In accordance with state law and the Board’s Safe School Climate Plan, the Board expressly prohibits any form of bullying behavior on school grounds; at a school-sponsored or school-related activity, function or program, whether on or off school grounds; at a school bus stop; on a school bus or other vehicle owned, leased or used by a local or regional board of education; or through the use of an electronic device or an electronic mobile device owned, leased or used by the Board..

Please refer to the NMPS policy on [Bullying Prevention and Intervention](#) for more information. If needed complete the NMPS [Fillable Bullying Report Form](#). Completed forms must be submitted to the building principal.

NMHS staff will review and investigate reported situations, maintain a school-based log, and report according to [Connecticut State Department of Education](#) expectations.

If you have issues, tell your family, a trusted NMHS adult, or report the issue through [Anonymous Alert](#).

## **BULLETIN BOARDS**

The various bulletin boards located throughout the school are intended only for approved school-related information. Materials publicizing events and activities unrelated to the high school **may not** be posted. Committee members in charge must submit to the principal posters and/or fliers publicizing school-sponsored events for approval before they may be posted. Groups are responsible for the removal of posters in a timely manner once events are over and only approved tape may be used to affix signs.

## **CAFETERIA**

Students may choose the full hot lunch, salad bar, or a variety of individual items available. Students may eat by sitting at one of the tables provided in the cafeteria or at one of the outdoor tables outside of the cafeteria area (weather permitting) but cafeteria sales may not be consumed in a teacher's classroom. Any student leaving the cafeteria during their lunch period must have an eHallPass. Students with arranged alternate lunch circumstances (i.e. counseling) must have these exceptions approved by their associated administrator and recorded in eHallPass.

All cafeteria purchases are made on a cash basis or by accessing a student account. The Food Service Department utilizes a computerized cash register system. Students will be issued a Personal Identification Number (PIN) which will be used to access their account by entering their PIN on a keypad near the Cashier Station. The students' account and picture will be verified by the cashier and their account will be charged the appropriate amount. It is the students' responsibility to make sure an adequate balance remains in their account at all times. Credits will not be extended and students may not use another student's account. Students are not allowed to eat cafeteria food until they have completed their purchase past the cash registers. For more information on applications for free or reduced lunch, please refer to the district's [Free and Reduced Lunch Program](#). The application for free or reduced lunch must be resubmitted each year.

At the conclusion of each lunch period, students are responsible for depositing their refuse in the receptacles provided. Any departure from mature, adult behavior in the cafeteria infringes upon the rights of others and will not be tolerated. Students who abuse the cafeteria privilege may be given disciplinary consequences. Students are only allowed in the cafe during their scheduled lunch block. Otherwise, they should be in their assigned classroom.

## **CALCULATORS**

Calculators may be used with the approval of the classroom teacher. In some mathematics and science courses, a teacher may recommend students obtain a calculator. If you need assistance, please check in with the respective department chair for clarification..

## **CELL PHONES**

NMHS has a student cell phone policy, [found here](#). Office telephones are available for student use in emergencies.

## **CHANGE OF ADDRESS**

A student whose home address changes within the Town of New Milford and/or Sherman or whose phone number has changed should notify the main office immediately.

## **CHANNELS OF COMMUNICATION**

If there is a question about a student's classes or work in school, it is best to first contact the person who is 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) academic department chair or lead teacher, (3) school counselor, (4) assistant principal, (5) principal, (6) assistant superintendent, (7) superintendent, (8) board of education.

### **CHILD ABUSE, NEGLECT, SEXUAL ASSAULT**

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

Reporting of child abuse, neglect and sexual assault by a school employee is a responsibility which is taken seriously. If there is any doubt about reporting suspected abuse, neglect or a 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 are also considered child abuse.

### **CLASS RANKING (\*\*IMPORTANT NOTE\*\* STARTING WITH THE CLASS OF 2028 THERE WILL NO LONGER BE CLASS RANKING.)**

#### **BOARD POLICY #151: WEIGHTED GRADING AND CALCULATION OF GRADE POINT AVERAGES**

##### **A. Grade Point Average & Weighting**

New Milford High School uses a letter grading system and a course "weighting system" for all courses offered in the curriculum. The basis of the system is developed on a 4.0 scale, where each letter grade has a corresponding numeric value. All courses are used to determine a student's grade point average (GPA). In addition to the GPA, all students have a Weighted GPA (WGPA). Each course carries a different weight, depending on its difficulty and rigor. Courses with an Honors distinction carry a +0.83 weight and courses with an Advanced Placement/Early College Experience (ECE) distinction carry a weight of +1.33 from the 4.0 base weight.

##### **B. Class Ranking**

Since courses differ in their levels of academic challenge, the weighted grade point average provides a more accurate representation of students' academic achievement. The weighted system of grading does NOT affect honor roll calculations. It is used only for the purpose of calculating class rank.

Rank in class is computed at the end of the junior year.

A. Class rank will not be released until the beginning of the senior year. Counselors will inform students of their "individual" rank during September of the senior year, solely for the purpose of applications to college. Grade point average (GPA) and Weighted Grade Point Average (WGPA) will be calculated each semester.

Students will be identified/clustered according to these percentiles: Top 5%, 10%, 20%, 30%, 40%, 50%, and Bottom 60% beginning in the junior year.

B. Students' class rank for members of the graduating class and the determination of the Valedictorian and the Salutatorian will be based on courses taken through the seventh semester. Traditionally, the Valedictorian and Salutatorian speak at graduation. In addition seniors may be invited to submit and be considered to deliver a speech at graduation.

##### **Rank in Class – Transfer Students**

Only course work completed at New Milford High School is utilized for ranking purposes. However, the work completed in another secondary school will be included on the New Milford High School transcript as part of the permanent record of the student.

A student must have completed a minimum of three semesters at New Milford High School, including all of the junior year, to receive an exact place in final class rank, unless approved by the Principal.

##### **Rank in Class- Students Studying Abroad**

A New Milford High School student, spending a year abroad on an approved foreign exchange program, may be ranked with his/her class. To be ranked with their class, participating students would enter into an agreement with the subject department chairman. This agreement would include instructional objectives, activities and means of assessment. This agreement should be in the form of a contract signed by both parties prior to the student's departure for all exchange programs.

### **COMMON CONCERNS**

### **Where to go for help**

|                              |  |
|------------------------------|--|
| Bus Passes                   | Main Office Receptionist                     |
| Locker Problems              | Main Office Receptionist                     |
| Lost/Found                   | Cafeteria or Main Office                     |
| Parking Permit               | Main Office- Assistant Principal's Secretary |
| Permission to Leave Building | Main Office then cooperating Administrator   |
| Working Papers               | School Counseling or Main Office             |

### **COMPUTER USE RULES & RESOURCES**

The District utilizes computer technology to broaden instruction and to prepare students for a computerized, digital society. All students will be provided with a Chromebook or similar personal learning device. Parents are financially responsible for damages, loss or theft of the device. Students leaving the District must return their devices, with accessories, on the day of departure. Use of these resources is 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 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 e-mail 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 the posting is approved by a teacher. The District will not be liable for information posted by students on social media websites, such as Facebook, Snapchat, Instagram, 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 and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. 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 his/her designee.

Any NMPS computer/chromebook is to be used for school-related activities only. Students are to use only NMPS issued chromebooks in the school building and are not permitted to use personal technological devices unless given special permission by the teacher or administrator.

**Misuse will result in loss of privileges and other disciplinary measures.** All users are expected to use the computers responsibly in accordance with the Network and Internet Access Policy. The following rules also apply to all users:

#### **Computer Users May:**

- Complete classwork and homework assignments;
- Go on-line to access Google, as well as websites, apps and programs as directed by their teacher.

#### **Users May Not:**

- Change any computer settings or render the system inoperable
- Use another person's username or password
- Download software, music, or other copyrighted material
- Stream movies or videos
- Install software
- Access personal email, chat rooms, or instant messaging
- Access or transmit obscene or inappropriate material
- Access other students' computer files
- Harass any individual
- Use any computer games
- Violate any local, state, or federal statute

Privately owned technological devices may not be used during instructional time, except as specifically permitted by instructional staff. On school property, at a school-sponsored activity, while in use for a remote learning activity if remote learning has been authorized in accordance with applicable law, or while being used to access or utilize Board technology resources, the use of any such device for an improper purpose is prohibited. Improper purposes include, but are not limited to:

- Sending any form of a harassing, threatening, or intimidating message, at any time, to any person (such communications may also be a crime);
- Gaining or seeking to gain unauthorized access to Board technology resources;
- Damaging Board technology resources;
- Accessing or attempting to access any material that is obscene, obscene as to minors, or contains pornography;
- Cyberbullying;
- Using such device to violate any school rule, including the unauthorized recording (photographic, video, or audio) of another individual without the permission of the individual or a school staff member; or
- Taking any action prohibited by any Federal or State law.

**Search of Privately Owned Technological Devices:** A student's privately owned technological device may be searched if the device is on Board property or in a student's possession at a school-sponsored activity and if there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school. Any such search shall be reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

**Responsibility for Privately Owned Technological Devices** Students are responsible for the safety and use of their privately owned technological devices. If a privately owned technological device is stolen, lost, or damaged while the device is on school property or during a school-sponsored activity, a report should be made to the building principal, who will investigate the loss in a manner consistent with procedures for stolen or damaged personal property. Students and parents should be aware that the Board is not liable for any privately owned technological device that is stolen, lost, or damaged while at school or during a school-sponsored activity. For that reason, students are advised not to share or loan their privately owned technological devices with other students.

Students needing technology help can put in a Help Desk Ticket :

[Help Desk Ticket Link](#)

NMPS uses Google to access the internet and to create and store student work. All uses are filtered and inappropriate passwords, searches, text, and documents are flagged. Students who violate the NMPS acceptable use policy will receive appropriate disciplinary consequences and potentially be assigned to the "penalty box" which reduces student internet privileges.

Students are not to share their student login information with any other students. Students are personally responsible for all activity coming from their online account such as email, Google Classroom, internet searches, etc.

Administration may be notified of any references including but not limited to drugs, sex, racial comments, or swears, along with searches to bypass the filter. Students may face disciplinary consequences including possible loss of privilege, suspension or arrest. Police or other authorities may also be contacted. DO NOT USE SWEARS or make reference to drugs, sex or racial comments.

[Refer to Board Policy #6141.321](#)

## **CONDUCT**

A. Students are responsible for conducting themselves properly in a responsible manner appropriate to their age and level of maturity. 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 while going to and from school on district transportation. This jurisdiction includes any school-related activity, regardless of time or location, and any off campus school-related misconduct, regardless of time or location.

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

1. Attending all classes, regularly and on time.

2. Being prepared for each class with appropriate materials and assignments
3. Being dressed appropriately.
4. Showing respect toward others, engaging in civil discourse.
5. Behaving in a responsible manner.
6. Paying required fees and fines.
7. Following all school rules, including safety rules, and rules pertaining to Internet safety.
8. Seeking change in school policies and regulations in an orderly and responsible manner, through appropriate channels.
9. 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:

1. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination and wrongfully obtaining test copies or scores.
2. Throwing objects that can cause bodily injury or damage property.
3. Leaving school grounds or school-sponsored events without permission.
4. Directing profanity, vulgar language, or obscene gestures toward other students or staff.
5. Disobeying directives from school personnel or school policies, rules, and regulations.
6. Being disrespectful or directing profanity, vulgar language, or obscene gestures toward teachers or other school employees.
7. Playing with matches, fire, or committing arson.
8. Committing robbery or theft.
9. Damaging or vandalizing property owned by the school, other students, or school employees.
10. Disobeying school rules on school buses.
11. Fighting, committing physical abuse, or threatening physical abuse.
12. Committing extortion, coercion, or blackmail; that is, forcing an individual to act through the use of force or threat of force.
13. Name-calling, making ethnic or racial slurs or derogatory statements that may substantially disrupt the school program or incite violence.
14. Engaging in inappropriate physical or sexual contact disruptive to the school environment or disturbing to other students.
15. Assaulting a teacher, staff member or other individual.
16. Selling, giving, delivering, possessing, using, or being under the influence of drugs such as: marijuana; a controlled substance or drug; or an alcoholic beverage.
17. Possessing a deadly weapon, dangerous instrument, firearm, martial arts weapon, or weapon facsimile.
18. Possessing prescription drugs which are given to a person other than to whom the drug is prescribed.
19. Smoking or using tobacco products, including electronic nicotine delivery systems (e-cigarettes) and vapor products.
20. Hazing, bullying
21. Behaving in any way that disrupts the school environment or educational process.
22. Using electronic devices during the school day in school buildings, without prior approval of the principal.
23. Violating the district's Internet Safety policy and/or Online Social Networking Policy.
24. Cheating, plagiarizing, including by electronic means.
25. Threatening in any manner, including orally, in writing, or via electronic communication, a member of the school including any teacher, a member of the school administration or another employee, or a fellow student.
26. Taking, storing, disseminating, transferring, viewing or sharing of obscene, pornographic, lewd or otherwise illegal images or photographs, whether by electronic data transfer or other means, including but not limited to texting and emailing.
27. Violating any state or federal law which would indicate that the student presents a danger to any person in the school or to school property.
28. Damaging in a willful manner school electronic equipment and/or software.

#### B. Dangerous Weapons and Instruments

No guns, knives or any other objects, including martial arts weapons and facsimiles of weapons, capable of threatening or causing injury or death may 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 be recommended for expulsion from school. An expelled student may apply for early readmission to school. Such readmission is at the discretion of the Board of Education. The Board or Superintendent, as appropriate, may condition such readmission on specified criteria.

### **COURSE CHANGES**

As a matter of practice, no changes will be made to a student's schedule except for the following reasons:

- clear cut computer entry error

- completion of an approved online and/or credit recovery course
- level changes
- planning and Placement Team meeting recommendation

Changes to a student’s schedule will not be made for the following reasons:

- teacher change request
- to accommodate early dismissal or late arrival
- student changed their mind about taking the course

Minimum credit requirements must be maintained at all times. Underclassmen must carry 6.5 credits and Seniors must carry a minimum of 5.5 credits. Students with extenuating circumstances must schedule a meeting with their Administrator

## **COURSE DROPS**

### **Full Year Course Drop Deadlines**

The deadline for dropping a course without penalty is by the end of the first marking period. Students dropping a course after the drop deadline, will receive a grade of “WF” (Withdraw Fail). A grade of F will figure into the students’ GPA. Students may not drop classes if it will put them below the minimum requirement.

### **Semester Course Drop Deadlines**

The deadline for dropping a course without penalty is within the first 20 school days of the semester. Students dropping a course after the drop deadline, will receive a grade of “WF” (Withdraw Fail). A grade of F will figure into the student’s GPA. Students may not drop classes if it will put them below the minimum requirement.

### **Level Change Procedure**

1. Any level changes should occur before the beginning of the third quarter. In extenuating circumstances, changes may occur after this deadline with administrator approval.
2. Discuss the concern with the teacher of the course, counselor and parents.
3. Initiate formal level change request with the counselor.
4. Continue to attend class until all transfer paperwork is complete and the counselor and student have met for a new schedule.
5. A ten-point differential can be **added to a student’s** grade when dropping a level, at the teacher’s discretion, based on student performance in the new class.

## **COURSE LEVELS**

### **College Prep, Honors, and Advanced Placement**

Courses are offered by levels in order to challenge students academically. The following are the various levels of courses offered at New Milford High School:

| <b><u>Level</u></b> | <b><u>Focus</u></b>   |
|---------------------|---|
| <b>College Prep</b> | College Prep courses present an in depth study of subject matter and content. Students in this level are expected to demonstrate strong basic skills in the individual subject matter. College Prep courses meet the academic requirements for applying to college. |
| <b>Honors</b>       | Honors courses are for students who display extremely strong academic skills, high motivation, and an ability to work with abstract concepts independently. Honors courses prepare students for highly selective colleges.  |

|                                       |  |
|---------------------------------------|--|
| <b>(AP) Advanced Placement</b>        | Advanced Placement classes are designed for the highly motivated and capable student. The demands and expectations in these advanced level courses are high and only students with either a high level of past achievement or who are highly motivated individuals who demonstrate outstanding academic skills should take such courses.   |
| <b>(ECE) Early College Experience</b> | ECE courses are college courses offered as a dual enrollment opportunity, with a local institution of higher education (i.e. WCSU, UConn, NVCC etc...). Students completing ECE courses will receive credits from the cooperating university (a transcript) and also receive the corresponding graduation credit to satisfy NMPS and CT State Department of Connecticut high school graduation requirements. |

### **COURSE RECOMMENDATIONS**

Teachers provide course recommendations for level placement based on the student's performance in current courses. They may also consider reading comprehension and writing ability or mathematical competency of students who are considering honors, advanced placement, or ECE courses. After reviewing the students' achievement in each course, a teacher will submit recommendations through PowerSchool. This is visible for students and parents to review and discuss course placements for the following academic year. The entire scheduling process is a cooperative effort between parent, student, teacher, and counselor. Parents are encouraged to work closely with the student and the counselor to ensure placement in the most appropriate level of instruction.

### **COURTYARDS**

The courtyards will be accessible to students through a specific process and plan set forth by administrators, faculty, and staff. The use of courtyards is a privilege and must be supervised by an adult. If students' abuse this privilege and become disruptive to the learning environment of other classes, the privilege to utilize these spaces will be revoked. Your teacher may sign up to use the LLC courtyard (signup available in the LLC for staff) and while you are outside, you are in class! Enjoy the greenspace accordingly and remember that students are in classes in neighboring classrooms so appropriate and respectful behavior is expected at all times.

### **CREDIT REQUIREMENTS**

Students are required in the freshman, sophomore, and junior years to take at least the equivalent of 6.5 credits. Seniors, remember that the requirements for senior English are to be fulfilled by selecting two (2) half-credit electives from the section listing English electives. Any student pursuing a college pathway will need to successfully complete four years of English.

Advanced courses taken in grade 8, such as world language, algebra, etc, will be counted toward the next sequential course. As students select their courses, they will notice that many have prerequisites. However, this means that certain courses must have been taken and passed in order to be eligible to take a course.

**NMHS Credit Requirements**

| <b>To be a sophomore<br/>(10th grade)</b> | <b>To be a Junior<br/>(11th grade)</b> | <b>To be a Senior<br/>(12th grade)</b> | <b>To Graduate</b>                              |
|---|--|--|---|
| <b>6 or more</b>                          | <b>12 or more</b>                      | <b>18 or more</b>                      | <b>25 with one<br/>mastery<br/>based credit</b> |

### **DANCES**

Social events in the form of dances and concerts are sponsored by various school groups and clubs throughout the year.

1. Dances are for currently enrolled New Milford High School students only. No guests are allowed. Students on suspension (ISS or OSS) on the day of the dance may not attend unless given permission by administration.
2. The dances are generally held on Saturday evening from 7:00 p.m.–10:00 p.m.
3. Students are not to be on school grounds more than 15 minutes before and following the dance. No one is to loiter on school grounds at any time.
4. Students must arrive before 8:00 p.m. Students arriving after that time will NOT be admitted into the dance and must leave school grounds.

5. Students who leave prior to the normal ending time of the dance will NOT be readmitted. They must leave the premises entirely.
6. Book bags and other packages or containers are not allowed at the dance, and if brought, must be turned over to the chaperones at the door.
7. Directives of staff members and chaperones are to be politely complied with.
8. No physically violent or sexually suggestive dancing is allowed.
9. All school rules are in effect, and anyone violating school or dance rules is subject to other disciplinary action, such as detention, suspension, etc.
10. Smoking is NOT allowed in the building or on school grounds.
11. The only dances held are those sponsored by a NMHS organization and approved by the administration.

Exceptions to the above policies may be made for the school prom and will be published separately

Communication for dances and collection of required forms will be through Parent Square and FinalForms. Example: ([Dance Permission Slip](#)).

### **DISCIPLINARY CONSEQUENCES**

Refer to Section 3 of this Handbook.

### **DUE PROCESS AND OTHER CONSTITUTIONAL RIGHTS**

The right to “due process” simply means that, especially in disciplinary matters, the student is entitled both to know what misconduct he/she is accused of having engaged in and to tell his/her side of the story to the school administrator in charge.

This right is primarily intended for serious disciplinary situations where suspension from school is a possibility,

Equally significant is the fact that students in public schools do not automatically possess all the constitutional rights of adults or of a citizen on the street. School officials have the duty to create and maintain an atmosphere in which learning can take place. In this effort, it is necessary for them to, at times, interrogate, monitor, and control students in a manner more burdensome than can be expected by a citizen on the street.

The courts have ruled that this is acceptable as long as school officials act in a reasonable and prudent manner.

### **EARLY GRADUATION**

Students may finish in seven semesters provided all graduation requirements have been satisfied. Any student interested in being considered for early graduation must notify his/her counselor of his/her intentions by May 1 of the junior year. Students applying for early graduation must obtain the **Early Graduation Policy** statement and related application form from the School Counseling Office.

### **ENGLISH LANGUAGE LEARNERS (ELL) OR MULTIPLE LANGUAGE LEARNERS (MLL)**

Parents of English 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, and the parent’s rights to remove their child from the English Learners program. In addition, the notification will explain how the program will help the child to develop academically, learn English and achieve the standards necessary for promotion.

### **EXAMS & EXAM WEIGHTING**

Exams are important stages in the educational process. During the last week of each semester exams will be administered in each course. At this point, students should plan their time carefully to allow ample opportunity to study and prepare for exams. No midterm or final exam will be sent home nor will copies be made. If a student/parent wishes to review the exam with the teacher, arrangements should be made with the teacher or Counselor to come to school to review the exam.

#### **Exam Days:**

A midterm and final exam schedule will be shared with all staff and students. All students must report to their assigned exam room or facilitated area and remain there until the end of the examination. During the exam period, the student is not allowed to leave the building once the exam has started. If a student is late to the exam period, it is up to the teacher discretion if the student will be allowed to take it, unless approved by an administrator. Exams may only be moved or rearranged if there is an extenuating circumstance. This must be approved by the administration.

If a student will miss an exam due to illness, the student must follow absence reporting guidelines. Students should first make up any exams that were missed due to an excused absence on the designated make-up day. If a student is also absent, excused for the exam make-up day, it is the **student’s responsibility to arrange with their administrator** for the make-up of any exam missed for a verified, legitimate reason, (i.e.,

illness).

### Midterm & Final Exam Exemption

All 12th grade students with an average of 89.5 or above for the semester (S1/S2) qualify for an exemption to the midterm and/or final.

- This includes all courses except for AP and ECE/Dual Enrollment courses. Students in these courses must take the respective assessments associated with each institute of higher education.

### Grade Weighting:

The following formulas will be used to calculate year-long and semester courses respectively:

#### Year-Long Course:

Formula:

$$\frac{2Q1+2Q2+E1+2Q3+2Q4+E2}{10} \quad \text{or} \quad Q1(.2)+Q2(.2)+E1(.1)+Q3(.2)+Q4(.2)+ E2(.1)$$

#### Semester courses:

Formula:

$$0.45Q1 + 0.45Q2 + .1E1 \quad \text{or} \quad 0.45Q3 + 0.45Q4 + 0.1E2$$

### 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 his/her 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.

### FIELD TRIPS

Field trips are a privilege. If a student wishes to participate in a field trip, he/she must present written parental permission, dress and behave as directed by the teacher in charge, and travel with the group at all times, unless arrangements have been made with Administration PRIOR to the trip. The medication policy is the same for field trips as it is during the school day.

Students on the field trip are subject to the same school policy for behavior and discipline as are students in attendance for regular school. Students may receive consequences for smoking, drinking, leaving the site of the field trip, inappropriate behavior, etc. as set forth by the teacher in charge, prior to the field trip. In deciding to attend a field trip, the student accepts full responsibility for his/her actions while on the trip. In addition, the student assumes all responsibility for making up missed work and seeking extra help.

*If a teacher has academic, attendance, or behavioral concerns with a student attending a field trip, a conversation with the student's cooperating assistant principal should occur to determine if a student will be allowed to attend the field trip.*

### FIRE DRILLS/EVACUATIONS

Law requires monthly fire drills. All students, faculty, and staff are expected to vacate the building at the sound of the fire alarm. Directions for proper exit are posted in each room. Valuables should not be left behind when the classroom is vacated. In addition to monthly fire drills, drills for emergency response codes will also be conducted. Consult your classroom teacher for a more detailed explanation of these codes.

In the event of an emergency situation in the school environment, all students, faculty, and staff are expected to follow instructions given by the police department and/or fire department.

### **FOOD AND DRINK**

Students may not have food or beverages, other than water, in classrooms or corridors. All food and beverages, other than water, are to be consumed in the cafeteria unless there is an extenuating circumstance with approval from administration.

The New Milford School District's Wellness Policy strives to promote good nutrition as one of the key components to help students achieve and maintain good health. For more information, please visit the district's [Food and Nutrition page](#).

### **FOOD DELIVERIES**

Students are not permitted to order food from any app or restaurant and have these items delivered during school hours (i.e. UberEats, Grubhub, etc...). This includes during lunches. These food service deliveries will be stopped at the gate and not permitted on school grounds. Students may not leave the school building to meet food service delivery vehicles. Additionally, **NMHS students may not leave school grounds at any time between 7:35 - 2:15 to access Cumberland Farms.**

### **FREEDOM OF SPEECH/EXPRESSION**

It is the policy of the New Milford Board of Education to recognize the right of students enrolled in the public school to express their views on school property during school hours and to encourage such expression provided that it will not result in a serious disruption of the educational process, will not unreasonably interfere with school operations, and/or will not interfere with the rights of other students and/or school personnel. Students should also be aware that the constitutional guarantees of Freedom of Speech and Expression do not protect libel and slander which could give rise to a course of action for the injured party.

Students who wish to exercise opinions and dissent and/or to distribute printed matter should consult with the principal at least seventy-two (72) hours in advance to ensure that such expressions and/or distributions do not interfere with the operation of the school and/or violate the rights of others. The principal's judgment is a key factor in determining the potential for disruption and/or violation in this regard. The primary purpose of school is to educate students and any disruption of that effort should have no place in the school's operation. Further, those responsible for such disruptions can be subject to disciplinary action.

### **FUNDRAISING**

Fundraising for school-sponsored activities should not interfere with the operation of the school. Students who handle money as part of fundraising projects MUST promptly submit all money to the activity advisor. The school should not be used as a vehicle for solicitation by outside organizations. If you, your club, or club advisor have questions about the fundraising process, or NMPS policy, please email Mr. Best ([bestk@newmilfordps.org](mailto:bestk@newmilfordps.org)) for further assistance.

Clubs and Activities who would like to purchase and distribute custom designed T-shirts or other merchandise must follow the following process:

1. Designs, artwork, slogans, etc, must be approved by Mr. Kevin Best, Assistant Principal. Artwork must be submitted by the club/activity advisor.
2. A returned email with a signed recognition form and approval stamp will be submitted that will serve as confirmation that the merchandise has been approved.
3. If applicable, the necessary fundraising forms should also be submitted, signed by the club advisor.

### **GRADING: FAILURE AND LOSS OF CREDIT**

#### ***"50% Rule" for Grading:***

It is the belief of NMHS that all students should be given the opportunity to receive credit for a course even if they have struggled one marking period. With this in mind, students will receive no failing grade lower than a 50%. However, if a teacher is concerned about the amount of work completed for the quarter, the teacher may request a meeting with the student's assistant principal to determine if a 50% will be warranted for that student.

### **LOSS OF CREDIT DUE TO EXCESSIVE ABSENCES:**

While NMHS will provide as much support for all students throughout the year who may struggle, consistent attendance for each course is essential for the student to receive credit for that course. The 2025-26 Loss of Credit Practice will be released in the Fall of 2025 with revisions. Please reference that document for specific practices.

Credit will be withheld, resulting in that student receiving a Withdrawal Failure, when a student has been absent from school or class more than the limit:

- For full year courses or 1.00 credit courses: Credit will automatically be withheld at the 20th unexcused absence
- For half year courses or 0.50 credit courses: Credit will automatically be withheld at the 10th unexcused absence

The following absences *do not* count toward loss of credit:

1. Field Trips
2. Office Appointments (pass is needed)
3. Administrative Approval of Absence
4. School Counseling Appointments (pass is needed)
5. Nurses' Office (pass is needed)
6. Special meetings, assemblies, sports, school activities and related travel
7. In-School and Out of School Suspensions

The following absences *do* count toward possible loss of credit:

1. Absences for any reason other than those listed above
2. Early dismissal (if more than half the class period is missed)
3. Class Cut

Students/families will receive communication from the school once they pass the threshold of permissible absences and will lose credit. The student and parent/guardians will have the option to appeal this and present any extenuating circumstances. This appeal will be heard and a verdict will be presented back to the family. The committee will meet to discuss the appeal and a verdict will be returned to the student/family within 5 days of the meeting.

## **GRADUATION CEREMONY**

Students must meet **all** credit requirements outlined below **prior** to Graduation to participate in the ceremony. In order to receive tickets to the ceremony a student must be cleared of all financial obligations. All students are expected to abide by the Graduation dress code along with the cap and gown determined by the Senior class. Only National Honor Society sashes may be worn. Cords representing national organizations that NMHS is affiliated with (Math Honor Society, World Language Honor Societies, DECA, FBLA, etc) or cords approved by administration outside of these national organizations may be worn. Caps may not be decorated and students may not add embellishments or accessories beyond those outlined above. Balloons, beachballs, bubbles, and the like are not allowed. Failure to follow these rules could result in removal from the Graduation ceremony.

## **GRADUATION REQUIREMENTS**

### **Pathways for the NMHS Graduate**

**Two Year College/Career Ready Pathway:** Minimum requirement is a high school diploma and attainment of the distribution of credits as prescribed. It is recommended that the student take the most personally challenging course load during their high school tenure and integrate work in the field whenever possible (internships, job shadowing, work, etc.)

**Four Year College Pathway:** Minimum requirement is a high school diploma and attainment of the distribution of credits as prescribed. Most four-year colleges require that the graduate take four credits in English and math, three credits in science and social studies, and at least two credits in a world language.

**Highly Competitive Colleges Pathway:** Minimum requirement is a high school diploma and attainment of the distribution of credits as prescribed. Most highly competitive colleges require that the graduate take four credits in English, math, science and social studies, and at least three credits in a world language. It is also highly encouraged that the level of these courses be at the Advanced Placement level and at the very least honors level when available.

To graduate from the New Milford Public Schools, a student must earn a minimum number of credits, fulfill credit distribution requirements and meet district performance standards.

### **I. Academic credit distribution requirements**

- A. Students must complete the following credits:

|  |
|--|
| <p><b>Humanities Cluster: 9 Credits</b></p> <ul style="list-style-type: none"> <li>● No less than 3 credits in English</li> <li>● No less than 3 credits in Social Studies <ul style="list-style-type: none"> <li>○ Must include 1.0 credit in US History and 0.5 credit in Civics)</li> <li>○ 1.5 additional credits in Social Studies (See Program of Studies)</li> </ul> </li> </ul> <p>3 additional credits of student choice (additional English, Social Studies, Level 4 or above in World Language, Art History, History of Jazz, History of American Musical Theater etc.)</p>   |
| <p><b>STEM Cluster: 9 Credits</b></p> <ul style="list-style-type: none"> <li>● No less than 3 credits in Science</li> <li>● No less than 3 credits in Math (See Program of Studies) <ul style="list-style-type: none"> <li>○ Maximum of 1 credit awarded for successful completion (B-/80) of Geometry taken at the middle school</li> </ul> </li> </ul> <p>3 additional credits of student choice (additional Science, Math, Tech. Ed., Intro to Business, Computer Literacy, Business Computer Applications, Website Design I&amp;II, Intro to Computer Programming, AP Computer Science A, AP Computer Science Principles etc.)</p> |
| <p><b>Health &amp; Wellness Cluster: 2 Credits</b></p> <ul style="list-style-type: none"> <li>● 1 credit in Physical Education</li> <li>● 1 credit in Health &amp; Safety Education <ul style="list-style-type: none"> <li>○ Must include 0.5 credit in Health 1</li> </ul> </li> </ul> <p>Additional 0.5 credit of student choice (*Health 2, Allied Health, Medical Technology, Emergency Medical Technician, Sports Medicine, Early Childhood ,Child Development etc.)</p>  |
| <p><b>World Language Cluster: 1 Credit</b></p> <ul style="list-style-type: none"> <li>● 1 credit of any World Language course at New Milford High School</li> </ul> <p>1 credit awarded for successful completion (B-/80) of Part A &amp; Part B of the same World Language course from grades 7 &amp; 8 (Not including Conversational World Language Courses)</p>   |
| <p><b>Electives Cluster: 3 Credits</b></p> <ul style="list-style-type: none"> <li>● 1 credit in Practical or Fine Arts (See Program of Studies)</li> <li>● 0.5 credit in Personal Finance - Required by state law</li> </ul> <p>1.5 additional credits of student choice</p>   |
| <p><b>Mastery Based: 1 Credit</b></p> <ul style="list-style-type: none"> <li>● 0.5 Credit in Assured Skills Experiences</li> <li>● 0.5 Credit in Assured Content Experiences</li> </ul>  |
| <p><b>25.0 TOTAL CREDITS</b></p>   |

**II. Exemptions, modifications, and accommodations**

- A. If a physician or advanced practice registered nurse certified in writing that the physical education requirement is medically contraindicated because of the physical condition of the student, this requirement may be fulfilled by an elective.
- B. Exemptions; modifications and accommodations of graduation requirements will be made for any student with a disability as determined by the Planning and Placement Team or 504 team.
- C. A maximum of two credits (1 credit in Geometry and 1 credit in World Language) may be granted for successful completion of courses taken at the middle school level that align with the high school curriculum.
- D. The Board may permit a student to graduate during a period of expulsion pursuant to Connecticut General Statutes 10-233d if the Board determines that the student has satisfactorily completed the necessary credits for graduation.
- E. In accordance with state law, the Board of Education may award a high school diploma to a veteran of World War II, the Korean hostilities, or the Vietnam Era who left high school to serve in the armed forces and did not receive a diploma as a consequence of such service as well as any person who withdrew from high school prior to graduation to work in a job that assisted the war effort during World War II, did not receive a diploma as a consequence of such work and has resided in the state for at least fifty consecutive years.

The Program of Studies is available in the School Counseling Office and on our school's website that defines the program of study available to students. Students are encouraged to read that document.

**Please note:**

1. A "credit" is defined as a passing grade earned in a course that meets five times in two weeks.
2. Each grade 9, 10, 11 student is required to take a minimum of 6.5 credits per year. Seniors are required to take a minimum of 5.5 credits. No course changes will be allowed which diminish this number.
3. Any student who receives a medical excuse in physical education longer than two weeks in a marking period will be given an alternate assignment to do during class time. A student is expected to meet all physical education requirements for graduation.

## **HEALTH SERVICES**

- A. The school health office is designed to provide care to students who become ill or are injured while in school. 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. Vision and hearing tests are administered to students in grades K, 1, 3, 4 and 5. Postural screening will be done in grades 5 and 7 for female students and grade 8 or 9 for male students. The results are provided to the parents. An annual written notification of when these screenings, at no cost to parents, will be provided. Parents wishing to have these screenings conducted by their private physician are required to report the screening results to the school nurse.
- B. Administration of Medication in Schools: Please include this link to [Policy 5142](#).
- C. 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 6 (or 7) and in grade 9 (or 10). All students in grades K and grades 1, 3, 4, 5 will undergo vision screening by the school nurse or school health aide. Hearing screening will be conducted for all students in grades K, 1, 3, 4, and 5. Postural screening will be conducted for all female students in grades 5 and 7 and for male students in grade 8 or 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.

## **HOMEBOUND TUTORING**

Students who are absent for an extended period of time because of illness may request home instruction upon completion and acceptance of the medical questionnaire. All parent requests for home instruction will be directed to the student's Administrator and will be provided for medical reasons that meet the State and Federal mandates for such services. Once instruction has been approved, a teacher will report for a period of two hours per subject each week. Homebound Tutoring may take place at the public library or a mutually agreed upon location. Homebound tutoring instruction may also be provided remotely or virtually, which will be at the discretion of the school administration. If it is determined that instruction needs to take place in the home an adult person must be present in the home during the instruction period. Any questions or problems should be directed to administration.

## **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. At New Milford High School, out-of-class preparation is an integral part of the educational program. As a form of independent study, directly related to classroom work, homework provides students with the opportunity to develop and reinforce skills and attitudes that encourage self-directed learning.

To provide each student with the opportunity to gain benefits from his/her course, it is necessary that the time spent in class be complemented by an approximately equal amount of time spent in independent, academic preparation. This, however, does not imply that assignments are or should be the same for all students in all classes. The time requirements pertain to the short term, everyday type of homework assignment, as well as to the long-term, project-type assignments in certain subject areas.

Students who do not complete homework assignments may be requested to stay after school with the teacher (2:15-2:40) to complete the work. It is our hope that the individual attention given will support and motivate the student to succeed in the future.

Students are required to do much in the way of out-of-class preparation because the ability to work successfully without supervision is one of the most important attributes a student can offer in his candidacy for college acceptance.

## **HONOR ROLL**

### **Eligibility for Honor Rolls:**

To recognize outstanding scholastic achievement, motivate students to do well in their studies, and teach students the importance of meeting

all their responsibilities, the Board of Education hereby establishes the following categories of honors and the criteria for eligibility for said honors.

### **High School (9-12)**

Highest Honors: All grades 90 or better in all subjects.

High Honors: An average of 90 or better in all subjects. No grade below 70.

Honors: An average of 85 or better in all subjects. No grade below 70.

In order to be eligible for the honor roll, a student must be taking four classes.

### **HONOR SOCIETIES**

[NATIONAL HONOR SOCIETY and Other National Honor Societies Organizations](#)

Please see the National Honors Society Overview and other Honors Society groups here.

### **INSURANCE**

Accident insurance is available at a small cost to all students. School insurance may be purchased during the first few weeks of the school year. If you have questions, or need assistance, please stop in the main office for help.

### **LAPTOPS/CHROMEBOOKS**

All students are provided a school issued Chromebook for their use while a student at NMHS along with a charging cord. It is the student's responsibility to keep these in good working order. If a problem arises the student should put in a Help Desk ticket [HERE](#). Upon leaving NMHS or Graduation, this Chromebook and charger are part of obligations that need to be returned.

**Students are required to read and sign an NMPS Acceptable Use policy outlining the guidelines and restrictions to be followed for appropriate use of the computers.**

### **LASER POINTERS**

In accordance with state law, possession of laser pointers by minors on school grounds or other public places is prohibited unless being used under the direction of a teacher. Shining, pointing, or focusing a laser pointer directly or indirectly at or on anyone for the purpose of harassing, annoying, or causing a person to fear injury is prohibited. Infractions are punishable by fines set by a judge of the Superior Court.

### **LAVATORY USE (VIOLATIONS OF)**

Violations of lavatory use that will lead to school penalties include:

1. Loitering in a lavatory and not actively using it for intended bathroom uses
2. Smoking, vaping, drinking or consumption of any illegal or prohibited substances is strictly prohibited
3. Acting as a "lookout" who warns other students of the arrival of a staff member into the lavatory
4. Occupancy of a lavatory stall by more than one student at a time
5. Failure to comply or verbally harassing staff members who monitor lavatories
6. Using a lavatory without an authorized pass or staff permission

The Administration reserves the right to restrict lavatory use privileges of students who abuse their lavatory privileges. In addition, students may be subject to search with reasonable suspicion for violation of appropriate use of lavatories.

### **LIBRARY LEARNING COMMONS (LLC)**

The Library Learning Commons (LLC) is open from 7:00 AM to 4:30 PM, every day school is in session. Students are welcome to use the LLC for research, studying, reading, and individual and group projects. There are also a variety of computer/technology devices for students to check out and use while in the LLC.

Students who wish to come to the LLC during a study hall period must make a request online in advance. Specific directions for obtaining these passes can be found on the [LLC website](#). Students do not need a pass to come to the LLC before or after school.

Students will be held responsible for all LLC materials and equipment they check out and/or use. There is no charge for overdue materials; however, checkout privileges may be restricted if a student has outstanding materials. Students must pay the replacement cost of any damaged or missing materials.

A clear set of student expectations is posted in the LLC. Students who choose not to follow these expectations will lose their privilege to use

the LLC and its resources.

## **LOCKERS**

New Milford High School will issue you a lock and locker for your entire stay at the high school. If you lose your school issued lock you must pay a fee of \$8.00 for a replacement. Students should be aware that lockers are the property of the New Milford Board of Education and are subject to search by the Administration when there is reasonable cause to suspect that the contents of a locker are jeopardizing the smooth operation of the school. For reasons of maintenance and/or safety, school personnel carry out periodic inspection of lockers. Therefore, students cannot expect privacy in their lockers.

Past experience has shown that exchanging lock combinations with friends and sharing lockers increases the likelihood of theft and vandalism. Do not share your locker or lock combination with anyone. Only school locks properly issued by the main office are allowed on corridor lockers. Personal locks and P.E. locks are not to be substituted and are subject to removal.

**Do not** keep large sums of money or other valuables in your locker. You may check such items in the main office. During PE class electronic devices and valuables should be stored in the teacher's locked office. The school is not responsible for items stolen or damaged while stored in lockers. Do not exchange locks with friends.

Students are responsible for any damage to their lockers – including scratches, gouges, and graffiti. Students will be required to pay for any damage to their locker.

**\*Starting with the class of 2029, only students who have made requests for lockers will be given them.**

## **LOST AND FOUND**

Any student who finds an article in the building or anywhere in the vicinity that apparently has been lost should take it to Lost and Found in the cafeteria. Items of value such as phones, jewelry, and glasses should be brought to the Main Office.

If family or personal errands necessitate having a large sum of money, students should leave it in the main office and reacquire it at dismissal.

## **MAKE-UP /MISSING WORK**

### Make-Up Work

Upon returning to class, students have two school days (1 class period) for each day of absence to complete make up work. If the work is not made up at the end of the marking period, the existing grade will be registered on the report card. **If the student is being allowed a grace period to get caught up, the grade on the report card will be accompanied by this comment, "This grade reflects incomplete work that must be completed within ten (10) school days after the close of the marking period."** If the work is made up, the teacher will alter the grade. If not, the grade remains as published on the report card.

### **Make-up Work Missed Due to Approved Absence/Tardy**

1. Students may make up work for excused absences and for unexcused absences with Administrative approval through the appeal process. **Students will have two school days (1 class period) for each day absent in which to complete make-up work**, unless determined otherwise by mutual agreement of the teacher and the student. Work not completed within this time frame will be considered Missing Work. (See below)
2. **It is the responsibility of the student to obtain assignments from their teacher.**
3. If any absence is due to an in-school suspension, all make-up work is due on the day of return, and any quizzes or tests owed will be taken on the day of return.
4. If any absence is due to an out of school suspension, all work must be made up in the number of days of the suspension.
5. If there are questions regarding the implementation of this practice, please reach out to your cooperating administrator.

### **Make-up Work Missed Due Out of School Suspension:**

Students will be permitted one school day per day missed to make up work due to an out of school suspension. For example, if a student was suspended for 5 days, the student would have 5 school days (not A/B days) to make up the work.

### **Missing Work**

All missing work for a unit must be handed in before the final unit assessment. After that it will not be accepted and the student will receive a zero unless there were extenuating circumstances, approved by the teacher's and/or administrator's discretion.

## **MEDICATION**

The New Milford Board of Education Policy on administration of medication by school nurses during school hours is as follows:

1. The school must receive the **written** consent of the parent to administer the medication and a **written** order of the prescribing doctor;
2. Medication for students must be brought to the school by a parent/guardian or responsible adult;
3. The medication must be in the original container and labeled with the name of the student, name of the doctor, name of the medication, the date it was ordered, and the directions;
4. Acetaminophen may be given to students without the preceding restrictions; however, parental consent is still required.

A telephone call from a parent or your doctor will not suffice to authorize the school nurse to administer medication to your child at school. Forms are available from the school nurse.

Your cooperation in this program will be a great help in ensuring that your child receives the medical assistance he or she needs during school hours. Students requiring medication on field trips must follow school medical policy.

## **NURSE'S OFFICE**

The nurse is on duty during school hours. Except for extreme emergencies, when you need to see the nurse, report to class or study hall first and request a pass from your teacher. Consult the "Policy on Administration of Medication," for procedures regarding the dispensing of medicine by the school nurse.

## **ONLINE COURSES/POST-SECONDARY COURSES**

The Board of Education recognizes students may benefit from on-line courses or post-secondary courses to assist students in obtaining credits necessary to earn a New Milford High School diploma, to maintain academic standing, or to provide enrichment for those who might require special courses. For more information, contact the student's school counselor.

## **PARENT PORTAL**

All grades and student progress are now available through the PowerSchool Parent Portal on the school website or through the app. Families are encouraged to sign up as soon as they are able and contact your child's guidance counselor for assistance. Teachers will update assignments and grades on a regular basis. No formal Progress Report or Report Card will be sent home (Upon request, report cards can be provided for families who do not have access to the Parent Portal). The Parent Portal does not replace one-on-one communication and any questions should be directed to the individual teacher. If you need assistance, please submit a tech ticket [HERE](#).

## **PARKING**

Students possessing a valid driver's license and having no outstanding financial obligations may apply for a Parking Permit Tag by filling out an application found on Parent Square which can be found [here](#). Student parking will be issued on a first come basis. No parking spaces will be saved or reserved. Once parking permit tags are sold out, an announcement will be made to the students.

Parking fees are prorated on the first day of the new marking period:

- 1<sup>st</sup> Marking Period: 100% of the fee
- 2<sup>nd</sup> Marking Period: 75% of the fee
- 3<sup>rd</sup> Marking Period: 50% of the fee
- 4<sup>th</sup> Marking Period: 25% of the fee

Parking Permit Tag must be mounted on the vehicle at all times while parked on the high school premises. Due to practice space needs for marching band, students who park in spots 1-117 will need to move their cars by 3:00 pm each day.

### **Parking Privilege (Loss of)**

Students may forfeit parking permit tags, **WITHOUT REFUND OF THE FEE**, for any of the following reasons:

1. Out-of-school suspension from school
2. Unsafe conduct of a motor vehicle on school grounds
3. Unauthorized transfer of parking permit tag
4. Leaving school grounds without administrative permission
5. Transporting students off school grounds without permission
6. Failure to maintain good academic standing
7. Pattern of excessive tardiness to school or truancy
8. Loss or suspension of a valid driver's license

9. Failure to abide by permit and parking procedures of NMHS.
10. Failure to comply with Board expectations regarding student conduct, which are set forth in the 5000 Series of the Board Policies, available on the New Milford Public Schools' website.

Students must park in their assigned spot only. Failure to do so may result in disciplinary action, which may include towing from the premises. Parking is at the risk of the owner/operator. The school is not responsible for damages/loss to the vehicle.

### **PASS SYSTEM**

All students need passes at all times when they leave their assigned areas during class. NMHS staff will issue electronic passes, or an "e-pass" using a student issued device, student personal device, or the teacher's kiosk or desktop computer if needed. If a student needs to see another teacher or adult in the building, they should report to their assigned teacher first and get an e-pass if it is an appropriate time as determined by their assigned teacher. **All students entering/exiting the cafeteria MUST have an eHallPass.**

### **PHYSICAL EDUCATION LOCKS**

Each Physical Education student is provided a school issued combination lock to secure their valuables. Never leave any valuables unlocked in the locker room. Students are personally responsible for securing their valuables. During PE class electronic devices and valuables should be stored in the teacher's locked office. The school is not responsible for items stolen or damaged while stored in lockers.

### **PERSONAL PRIVACY**

Any type of recording device (audio and/or visual) is strictly prohibited in bathrooms and physical education locker rooms. Title IX protects any person from sex-based discrimination, regardless of their real or perceived sex, gender identity, and/or gender expression. Female, male, and gender non-conforming students, faculty, and staff are protected from any sex-based discrimination, harassment or violence. If you are experiencing issues, or need further clarification, contact your school administrator.

### **PERSONAL PROPERTY**

All personal property is brought to school at your own risk. The school does not take responsibility if personal property is lost or stolen.

### **PESTICIDE APPLICATION**

Only certified pesticide applicators shall be used in schools for any 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 application 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 and such notice will be provided as required by law

### **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 for 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.

### **PROM**

Tickets are non-refundable. Prom is for current NMHS students; all other students are considered guests.

Students wishing to bring an outside guest to prom must obtain administrative approval by the published deadline. It is the student's responsibility to know and adhere to all deadlines relative to outside guest forms. Elementary, intermediate, and middle school students are not permitted as guests. **All guests are subject to administrative approval and must comply with school regulations and policies.**

- Prom guests must be under the age of 21 on the date of the event.
- No refunds will be given for any prom tickets purchased.

All school regulations regarding appearance and behavior apply to school sponsored social events and are strictly enforced. Specifically, disruptive behavior, possession and/or consumption of intoxicants or any evidence of their influence will exclude those involved from participating in the event and may result in suspension from school.

Once admitted to a social event, students will not be re-admitted if they leave the building.

## **PROMOTION/RETENTION/ACCELERATION:**

For information on promotion, retention, and acceleration, please review the NMPS Board of Education [Policy 5123](#).

## **PSYCHOTROPIC DRUGS**

School personnel are prohibited from recommending the use of 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 a student be evaluated by an appropriate medical practitioner. Further, the District is prohibited from requiring a child to get a prescription before he/she may attend school, be evaluated to determine eligibility for special education or receive special education.

## **RECORD KEEPING PROCEDURES**

### **Parent Notification:**

1. Communications with academic and performance requirements are available through your PowerSchool Parent/Student Portal. If you have questions, or need assistance, contact your school counselor.
2. NGSS State Assessment scores will be reported to students and parents/guardians through the mail through NMPS and SAT scores are reported through student College Board accounts and/or through accessing your Naviance account. If you have questions, or need assistance, contact your school counselor.
3. Junior meetings will occur with all junior students and their parents/guardians prior to course selection outlining credits achieved and requirements still needed for graduation.
4. Communication will be sent to all senior parents/guardians at the end of the 1st semester advising of status for graduation if a student is at risk of not obtaining requirements for graduation.
5. Progress will be updated and recorded at regular intervals in the Parent Portal. No formal notice of these updates will be provided.
6. Report cards are available in your PowerSchool portal and are emailed to parents/guardians.

## **RIDESHARING SERVICES**

The Board of Education does not condone students leaving the school campus in third-party ridesharing vehicles (e.g. Uber, Lyft) and will prohibit minors from using them unless accompanied by an adult.

## **RESIDENCE**

Children who reside outside of the school district but whose parent or parents live in New Milford may not attend New Milford Schools, except with special permission of the Board of Education; however, a student may reside with an adult resident of New Milford if this is a permanent arrangement and has the consent of the parent. Questions of residence are certified through the office of the Assistant Superintendent of Schools.

## **SCHOLARSHIPS**

Students seeking information on scholarships and similar types of financial aid to assist in furthering their education should consult with their school counselor and/or the College and Career Center, who have access to such information.

Many scholarships and awards are available through local organizations. The College and Career Center publishes a listing of the various offerings. Applications are available from the College and Career Center secretary. Interested students should note that these applications usually have specific deadline dates. Students must be in good standing to be considered for a scholarship.

## **SCHOOL COUNSELING**

The school counseling staff at the high school offers to all students a variety of resource and counseling services. Students may take advantage of these services voluntarily or may be referred by teachers, administrators, or parents. Areas of involvement for counselors include school curriculum, course and program selection, educational and vocational objectives, standardized test results, armed services opportunities, and personal problems. Students are urged to become familiar with the extensive materials available on college and career opportunities located both in the school counseling office and in the College and Career Center. It is the policy of the school counseling department to seek parental approval for all program and course selections and changes.

## **SCHOOL SAFETY**

School safety personnel are defined as our School Resource Officer (SRO), School Safety Officer (SSO), NMHS Security staff and if available NMHS hall monitors. Our school safety personnel are part of our team, our school family, and here to help support you and our community. The School safety personnel will be on school grounds and in the halls each school day to help supervise the students. According to state law, trespassing or loitering on school property by non-students during the school day is illegal and subject to arrest. Students are to comply with the instruction of school safety personnel.

## **SCHOOL STORE**

As part of their sales training, students in the Distributive Education Clubs of America (DECA) and Marketing II courses operate the Student Store. The store offers a variety of school merchandise.

## **SEARCH AND SEIZURE**

NMHS follows Board of Education [Policy 5145.2 and regulation](#) regarding search and seizure.

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

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

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

Under special circumstances, school officials may search students, particularly 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.

Student vehicles parked on school grounds may be searched if there is reasonable cause to search. The District may use trained dogs to alert school officials to the presence of prohibited or illegal items, including drugs and alcohol. At any time, trained dogs may be used on lockers and vehicles parked on school property. Searches of classrooms, common areas or student belongings may also be conducted by trained dogs when students are not present. Drug-sniffing dogs will not be used to sniff students. A locker, a vehicle, or an item in the classroom to which a trained dog alerts may be searched by school officials.

## **SENIOR ACTIVITIES**

New Milford High School does not collect Class Dues. All Senior activities will be paid a la carte. In an effort to help with planning, monies for these activities will be due throughout Senior year. Possible expenses include yearbook, trip, and banquet. These are entirely optional activities and must be paid for by the designated due dates as they are announced. Students must have a senior status (18 credits) to be eligible for senior activities and they must be paid in full. Monies paid toward class activities are non-refundable except in some cases for NMHS related competitions. These circumstances should be brought to the attention of the administration. Students are responsible to know and adhere to deadlines relative to payment due dates for these activities. The senior activities payment deadline will be announced to all seniors.

## **SNOW DAYS**

Inclement weather will occasionally result in the closing of school or early dismissal or, in less severe situations, a delayed opening. Such information will be posted on the [district website](#), communicated using ParentSquare, and broadcast on local radio stations beginning around 6:00 a.m. It is strongly encouraged that all students and families check the district website and news channels when a weather event is forecasted. Please do not call the schools for information on delays, dismissals or closings.

## **SOCIAL AND EMOTIONAL LEARNING**

The District believes children's social and emotional development are essential underpinnings/foundations to school readiness and academic success. Therefore, the District's educational program has included social and emotional learning and development to support the learning of skills needed to prepare students for careers, college and life. SEL teaches the skills we all need to handle ourselves, our relationships, and our work, effectively and ethically. The key characteristics of the SEL program include self-awareness, self-management, social awareness, relationship skills, and responsible decision making.

## **STUDENT DRESS**

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. Administrators will use reasonableness and discretion when determining the appropriateness of attire. The school staff will enforce the dress code in a consistent manner 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 reasonable potential to upset and hurt others is prohibited. Students should take pride in their appearance and recognize the importance of dressing appropriately for school. District expectation is for student attire to focus on career readiness, particularly at the secondary level.

The New Milford Board of Education encourages students to dress in a manner that reflects pride in and respect for themselves, their school, and their community.

In general, attire and grooming of individual students in the New Milford Public Schools are the responsibility of the students and their parents/guardians. However, there are general principles of good taste and modesty which must and shall be observed. Restrictions on student appearance may be applied when it:

1. Is unsafe for the student or those around the student.
2. Is disruptive to school operations and the education process in general.
3. Is contrary to law.

No restriction on freedom of dress and adornment will be imposed which:

1. Reflect discrimination as to civil rights.
2. Enforce particular codes of morality or religious tenets.

The accompanying administrative regulation will serve as a guide to implement this policy and will be reviewed periodically through cooperative planning with staff, students, and parents/guardians. Policy adopted: January 26, 2023

Reference: [New Milford Board of Education Policy 5132](#)

## **ADMINISTRATIVE REGULATION ADDRESSING STUDENT DRESS**

The administration will take notice of clothing fads and styles as they pertain to student dress and periodically update this regulation.

The following guidelines support the District's student dress policy:

- a. It is expected that outer clothing will not be worn in the building unless there are extenuating circumstances.
- b. Head coverings worn as part of a student's religious practice or belief shall be permitted.
- c. Clothing is expected to cover the torso, the midriff, and the buttocks. All undergarments must be covered.
- d. Footwear which mars floors is not allowed and footwear should be appropriate for the educational activity.
- e. Acceptable attire does not contain vulgarity or offensive pictures or words, which are likely to disrupt the educational environment.
- f. Acceptable attire does not depict logos or emblems that encourage the use of weapons, drugs, tobacco products, or alcoholic beverages.

The school administration and faculty are responsible for the implementation of the New Milford High School dress code policy. Exceptions to

the below dress standards will be considered for medical reasons, special events and cultural beliefs or to promote school spirit as determined by the school principal or his/her designee. Students and/or sponsors wishing to request special exceptions must have permission from the school administration prior to the activity.

When the above stated standards have not been met, any or all of the following will occur:

- a. Individual counseling
- b. Sending the student home to change and return to school
- c. Parental conferences
- d. Progressive consequences (25 minute detention, 1-hour detention, 2-hour detention)
- e. Suspension for insubordination (refusal to change and/or follow the directions of the administration/designee).

Reference: [New Milford Board of Education 5132 Regulation](#)

## **STUDENT RECORDS/CONFIDENTIALITY**

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 the time 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 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 of a 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 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' personal notes on a student that are 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 requester 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 is not in compliance with the law regarding student records. The district's policy regarding student records is available from the principals or superintendent's office.

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; or (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 are unable to 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 and will be released to anyone who follows procedures for requesting it, unless the parent objects to the release of 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 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 own school activities or school business.

The District, when a student moves to a new school system or charter school, 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 sent to the new district.

Parents and eligible students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the Requirements of FERPA. Complaints may be addressed to: Family Policy Compliance Office, U.S. Department of Education, 5400 Maryland Avenue, S.W., Washington, DC 20202-4605.

The district's HIPPA Privacy Officer is Laura Olson.

## **STUDY HALLS**

Students may be assigned to a classroom study hall for any period throughout the day. Students must report to their study hall for attendance, and then be granted permission by the study hall teacher before going anywhere in the building with an e-hall pass.

After a student has had his/her attendance taken in his/her study hall, the study hall teacher has the option of allowing students with an e-Hallpass to report to one of the following areas:

- Career Center
- A student activity
- LLC
- School Support Staff
- Teacher's classroom for extra help

## **SUMMER SCHOOL/CREDIT RECOVERY**

NMHS students have the option to recover credit for a failed class through summer classes in approved programs at the expense of the student's family. This may help a student to stay on track for graduation. For more information, contact your school counselor.

NMPS is offering an after school Credit Recovery program for eligible students to sign up for it on a first come- first serve basis if their final grade is no lower than a 58%. School counselors and the Credit Recovery Coordinator will provide additional information.

## **TEACHER AND PARAPROFESSIONAL QUALIFICATIONS**

Parents have the right to request information about the professional qualifications of their child's teacher(s). The response will indicate whether the teacher is certified for the subject matter and grade taught; the teacher's undergraduate major and any graduate degrees or certifications a teacher may have. Parents will also be advised, if requested, as to whether the child is provided service by paraprofessionals and their qualifications.

## **TESTING**

All students in grades 3 through 8 inclusive and grade 11 shall annually take a statewide mastery examination in reading, language arts and mathematics. Students in grades 5, 8 and 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. In order 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 be used to determine if students have met the identified standards. Student scores on each component of the statewide grade 11 state assessment test may be included on transcripts and permanent records. All English learners are required to participate in all content areas of the state summative assessment.

## **TRANSFER STUDENTS**

All transfer students will have an appointment with their school counselor and/or administrator to review transcript, testing material, and other data. Transfer students must meet all New Milford High School graduation requirements. Students enrolling at NMHS from a non-accredited institution must meet with their counselor and administrator to review course work and determine what credit can be issued.

## **TOOLS**

Students may not bring to school or be in possession of mechanical, carpentry, or hand tools such as screwdrivers, hammers, wrenches, etc. All tools needed for NMHS wood lab related courses, curricula, and projects will be provided by NMPS.

## **TRANSCRIPTS**

A school transcript is a permanent record of a student's achievements while at New Milford High School.

When the school receives appropriate requests and has proper authority, transcripts can be sent to prospective employers, colleges, armed services, and other schools. In general, transcripts contain the following information:

- Name, address, and birth date
- Final grades in all courses
- Credits earned
- Attendance totals

## **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 suspension of transportation services or such other disciplinary action that is appropriate for misconduct.

Students will be notified of their bus stop and times for pick-up and drop-off via PowerSchool prior to the start of school. Students and parents are asked to wait safely at their bus stop.

Parents should park in the designated area at each school. Cars should not be parked in undesignated areas which include on the grass, in fire lanes, on the curb, etc. at any time. Parents who choose to drive their children to school and drop them off should drive into the designated drop off area with their vehicles, remain in the vehicle, and drop off their child.

The following rules shall apply to student conduct on school transportation:

1. Passengers shall follow the driver's directions at all times.
2. Passengers shall board and leave the bus in an orderly manner at the designated bus stop nearest their home.
3. Passengers shall not stand while the bus is in motion.
4. Passengers shall keep books, instrument cases, feet, and other objects out of the aisle of the bus.
5. Passengers shall not deface the bus and/or its equipment.
6. Passengers shall not extend head, hands, arms, or legs out of the window nor hold any object out of the window nor throw objects within or out of the bus.
7. Passengers shall not smoke or use any form of tobacco or vaping devices.
8. Passengers shall not eat on the bus.
9. Usual classroom conduct shall be observed. Unruly conduct, including the use of obscene language, will subject the passenger to disciplinary action.

10. Upon leaving the bus, the passenger will wait for the driver's signal before crossing in front of the bus.
11. 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:

1. A conference involving the principal, the student passenger, the driver, and the parent(s) may be required.
2. The principal may suspend the student's bus-riding privileges. If such a suspension occurs, the parents will be notified prior to the time the suspension takes effect.
3. 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 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 in accordance with the provisions of 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 such discipline which is appropriate for the circumstances.

### **TRESPASSING**

School buildings and grounds are under the jurisdiction of the New Milford Board of Education. The unauthorized presence of anyone is a matter for police action. In particular, students or others found in the building apart from normal school hours can expect to be referred to the police.

### **VAPING**

Vaping of any type is prohibited on school grounds. The possession of such products is illegal and will result in disciplinary consequences up to and including suspension and expulsion. Any vape product or paraphernalia (ie: battery or charger) will be confiscated and disposed of. Students found vaping, or in possession of vape materials/paraphernalia, will be subject to administrative consequences in accordance with NMHS protocols (\*\*UPDATED link coming soon).

### **CCTV SYSTEM AND VIDEO RECORDING ON SCHOOL BUS & CAMPUS**

There are two types of video security in the school district: on buses and in the public areas of the school building. This video recording is for the purposes of safety and security. The archives are erased periodically, unless a clip needs to be kept as evidence in an active case. Due to privacy laws, videos will not be shared with students or parents/guardians.

Additionally, The district has installed video recording equipment on school buses to monitor school transportation and discipline. Videotaping will be done randomly during the school year, students will not be notified when a recording device has been installed and in use on their bus. Recording will be viewed by the administration. 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).

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 campus. Video surveillance cameras are used in public areas and school buses for security and to assist in maintaining student safety. The principal or his/her 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.

### **VISITORS**

Parents and other visitors are welcome to visit (district) schools. All visitors must first report to the main office. Visits to individual classrooms during instructional time shall be permitted only if they are pre-scheduled with pre-approval, and such visits shall not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment.

All doors that open to the outside of any school must remain locked in order to preserve the safety and security of students and staff. Unauthorized persons shall not be permitted in school buildings or on school grounds. School principals are authorized to take appropriate action to prevent such persons from entering the building or from loitering on the grounds. Such persons will be prosecuted to the full extent of the law.

All visitors are expected to demonstrate the highest standards of courtesy and conduct. Disruptive behavior or uncivil discourse will not be permitted. Visits cannot interfere with the educational program of the school nor interrupt teaching activities.

### **WINGMAN**

Wingman is a school wide program with a focus on academics, leadership, empathy, and service. Wingman Activity Days will occur approximately once per month during the school year. Students are expected to attend their Wingman activity class and participate in the activity that day. Wingman activities will be an opportunity for students to work with peers to develop empathy, social acceptance and other skills that they can take with them from the classroom along with other great activities. Wingman is a student-led program where student leaders oversee the activities and foster an environment where all students are accepted and their voice is heard..

### **WITHDRAWAL FROM SCHOOL**

See your school counselor for assistance with the withdrawal process.

### **WORKING PAPERS**

Working papers are done in the Counseling Office from 7:15 a.m.-3:00 p.m. Monday through Friday. Teenagers ages 14-18 need working papers in order to work. They must appear in person with the original promise to employ form given to them by the employer. It must include specific duties, hourly rate of pay, and approximate hours per week, signed by the employer. The individual must also bring proof of age such as license, permit or passport.

*(handbook continues)*

## SECTION 2: DISTRICT POLICIES

The New Milford Board of Education has promulgated policies pertaining to the New Milford Public Schools. The complete set of these Board Policies are [available for review on the New Milford Public Schools' website](#). Board of Education policies are available on the district's website at [www.newmilfordps.org](http://www.newmilfordps.org). The policies are subject to modifications by the Board at any time. The 5000 Series of these Policies enumerate and discuss the Board's expectations regarding student conduct. It is the obligation of both students and their parents or guardians to be aware of these policies, particularly as they pertain to student matters. Many, if not most, of these policies are authorized by or reflect either federal or Connecticut laws that are applicable to school districts and students. Sometimes, the Board Policies will change during – or between – school years, depending upon changes in the law or upon circumstances, such as the COVID-19 pandemic, and it is therefore incumbent upon students and their parents or guardians to remain aware of any such changes.

What follows is a list of some Policies that are applicable to students. This is a *non-exclusive* list, and the fact that some Policies are not replicated or otherwise specifically referenced in this handbook does not mean that they do not exist, or that they can be ignored or that they will not be applied to students.

### **Americans with Disabilities Act and Section 504 of the 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.

It is the intent of the District 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 after enrollment, may also take a screening exam.

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, and a 504 accommodation plan is designed for each student according to individual needs.

Section 504 is not an aspect of special education, but is, rather, a responsibility of the comprehensive general public education system. Unlike an eligibility system based on clinic 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 which substantially limits one or more of such 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. Rather, 504 plans offer a means for focusing on students' strengths, for capitalizing on what students bring to the instruction process - not on what they lack.

Students with disabilities, pursuant 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 call either your child's school principal or the Civil Rights Coordinator, Laura Olson for the New Milford School District at (860) 355-8406.

Any eligible person, including any student, parent/guardian, staff member or other employee who feels that he/she has been discriminated against on the basis of disability may submit a written complaint to the district's designated Section 504 Coordinator Holly Hollander within 30 days of the alleged occurrence.

### **BREATHALYZERS AND PASSIVE ALCOHOL SCREENING DEVICE**

On April 8, 2008, the New Milford Board of Education unanimously voted to adopt the use of breathalyzers and passive alcohol screening devices all in an effort to promote a safe environment for our students at school and on school buses and for students and their guests at school-sponsored and/or Board-authorized activities and events both on school and off school grounds. This policy is aligned with our current practice and philosophy of acting on the concept of reasonable suspicion. If a school official has reasonable suspicion that a student or a guest is under the influence of alcohol, then the trained administrator or law enforcement officer may employ the use of an alcohol detection device. What is reasonable suspicion? Reasonable suspicion shall include, but not be limited to, any of the following:

- Observed use or possession of alcohol; or
- Odor of an alcoholic beverage or the presence of an alcohol container; or
- Slurred speech, unsteady gait, lack of coordination, bloodshot or glazed eyes or otherwise impaired motor functions; or
- Marked change in personal behavior not attributable to other factors; or
- Behavior that is risky, aggressive or disruptive; or
- Involvement in or contribution to, an accident where the use of alcohol is reasonably suspected or student involvement in a pattern of repetitive accidents, whether or not they involve actual or potential injury.

Once reasonable suspicion is determined, a passive alcohol sensor (PAS) device will be used to determine the presence of alcohol. This is a non-invasive test using a highly sensitive piece of equipment. If this device reads positive, then an active breathalyzer test is administered. When either the PAS system or an active breathalyzer test is administered, the parent/guardian will be notified regardless of our findings. Unfortunately, should the testing be positive, students will be subject to disciplinary action consistent with Board policies and regulations and parents/guardians will be called to pick the student up from school or from the school-sponsored event.

Should you have any questions concerning this policy or would like to see the policy in its entirety, please reference BOE policy # 5131.6.

#### **Searches of School Property, Student Property or Persons:**

Students will be informed through student handbooks and announcements that school facilities, including student lockers and desks, are the property of the New Milford Public Schools and are therefore subject by authorized school personnel in order to maintain discipline and protect the welfare of students and staff members. Inspections for the location of illicit drugs or alcohol are matters relating to health and safety and are reasonable purposes for such searches. Any such search will be conducted in accordance with Board of Education Policy #5145.12 a&b; 5145.122 a&b; 5145.123.

A school official will search a desk, locker, or other school property assigned to a student or a student's person or personal property only when said official has reasonable cause to believe that a violation of law, Board policy, or school rules is occurring or has occurred. Whenever such a search is conducted, the school official will inform the student's parent or guardian of the reason for and the nature of the search and any findings resulting therefrom as soon as possible.

### **RESPONSIBLE USE OF TECHNOLOGY, SOCIAL MEDIA, AND DISTRICT NETWORK SYSTEMS ([LINK](#))**

The New Milford Public Schools Board of Education provides students, staff and community members with access to a large variety of technology and network resources which provide multiple opportunities to enhance learning within the school district network and on the Internet. Communication within the school district, the community and global entities are encouraged as part of 21st century skills. All learners need and deserve 21st century learning opportunities to thrive as tomorrow's leaders, workers, and citizens. However, all users must exercise appropriate and responsible use of District technology and information systems. Users include anyone authorized by the administration to use the network. This policy is intended to promote the most effective, safe, productive, and instructionally sound uses of network information and communication tools.

The District technology infrastructure is defined as all technology related resources, including but not limited to; software, hardware, cabling

and connections that provide access to resources, including the internet. District-owned technology devices must be used in accordance with this policy and its accompanying administrative regulations at all times. Personal devices must be used in accordance with this policy and its accompanying administrative regulations whenever the user is accessing the District's network or representing the District in communications. The District maintains content filtering devices and software programs that control access to internal network or internet resources and meet the federal standards established in the Children's Internet Protection Act. (CIPA) Such technology protection measures shall be in operation during any use of computers or other electronic devices with internet access. However, it is recognized that these measures alone are no guarantee that users will not be able to find internet resources which are profane, offensive, obscene, or otherwise objectionable. The ultimate responsibility for appropriate use of internet resources lies with the user.

### **Guidelines for the Use of Personal Technology on Campus**

Technology has changed the way we approach education as we prepare our students for future opportunities. We understand the many positive educational benefits of using technology in the classroom and the importance of the integration of technology in our curriculum. In an effort to encourage our students and continue to develop their technology skills, students in the New Milford Public Schools may use their own technology at school for educational purposes.

#### **Definition of Personal Technology**

For purposes of this policy "personal technology means a privately owned, wireless, and portable electronic hand-held equipment that includes, but is not limited to, existing and emerging mobile communication systems and smart technologies, portable internet devices, Personal Digital Assistants (PDAs), hand held entertainment systems or portable information technology systems that can be used for word processing, wireless Internet access, image capture/recording, sound recording and information transmitting/receiving/storing, etc.

#### **Use of Technology for Instructional Purposes**

NMHS students will be issued, and use regularly, NMPS chromebooks during class time. Use of technology in school is a privilege which comes with great responsibility. Students will only be allowed to bring their laptops, tablets, cell phones or other electronic devices for educational purposes at school. Checking personal email, socializing via texts or social media or instant messages, or otherwise engaging in personal pursuits is prohibited during the instructional day.

#### **Internet Access on School Grounds**

Only the internet gateway provided by the school may be accessed while on campus. Personal technology, including cell phones and cell network adapters are not permitted to be used to access outside internet sources at any time.

#### **Compliance with other Board Policies**

When participating in B.Y.O.D., students must adhere to the Student Code of Conduct, as well as all Board Policies, particularly the New Milford School District's Acceptable Use Policy. This means that students who use their personal technology at school must abide by the established policies regarding acceptable use of the Internet, bullying, harassment, cheating, threats, student confidentiality and other misconduct that violates school rules or causes a disruption of educational activities.

#### **Additional Guidelines**

- Teachers have the discretion to determine when students may use personal technology in the classroom. Students must immediately comply with their teachers' request to shut down or put away personal technology.
- All personal technology must be in silent mode.
- Students may not use personal technology during any assessments or tests unless otherwise directed by school personnel.
- Students shall not transmit, post, or otherwise publicly share photographs or videos that they have taken of any person on school grounds, or in a school vehicle.

#### **Security and Damage**

Responsibility to keep a student's personal technology secure rests with the individual owner. New Milford School District, including its staff or employees, is not liable for any device stolen or damaged on campus. If a device is stolen or damaged, it will be handled through the administrative office in a manner similar to other personal property. It is recommended that students personalize their devices for easy identification and utilize protective cases.

The New Milford District Technology Department will not service any non-district owned technology, which includes troubleshooting, software or hardware issues. Students are responsible for securing their devices and making sure that they have up-to-date anti-virus software installed, if applicable.

#### **Failure to Follow B.Y.O.D. Guidelines**

Misuse of personal technology in violation of these guidelines may result in the loss of access privileges, a prohibition on the use or possession

of personal technology on school grounds, or other disciplinary consequences up to and including suspension and expulsion.

NMPS uses Google to access the internet and to create and store student work. All uses are filtered and inappropriate passwords, searches, text, and documents are flagged.

Administration will be notified by the Central Office of any references including but not limited to drugs, sex, racial comments, or swears, along with searches to bypass the filter. Students may face disciplinary consequences including possible loss of privilege, suspension or arrest. Police or other authorities may also be contacted.

DO NOT USE PROFANITY or make reference to drugs, sex or racial comments in any school related document or password.

*For complete Responsible Use Policy see New Milford Board of Education Policy # 6141.321(a)*

## **DRUGS, ALCOHOL AND TOBACCO POLICY ([LINK](#))**

The Board of Education is committed to maintaining a drug and alcohol free environment for the students in the school district. It is the policy of the Board of Education to take positive action through instruction, counseling, parental involvement, medical referral and law enforcement referral, as appropriate, in handling incidents involving the possession, distribution, sale or use of drugs, alcohol and other substances that affect behavior.

In keeping with this policy, the use, possession, sale, or distribution of drugs, controlled substances, drug paraphernalia or alcoholic beverages is prohibited on school premises or at any school sponsored activity. Students who violate this policy are subject to disciplinary measures including suspension and expulsion. In addition, the student's parents will be contacted and referrals will be made to the appropriate treatment agency and/or law enforcement agency. Students should also be aware that they are subject to mandatory expulsion proceedings if they engage in the sale or distribution of a controlled substance regardless of whether such conduct occurred on or off school grounds.

The personal privacy rights of students shall be protected as provided by law. Students are on notice that school properties, including lockers and desks, may be searched when there is reasonable grounds to suspect that the search will produce evidence that the students have violated school rules.

Students will be notified annually of the requirements of this policy and potential disciplinary sanctions through the student handbook or other appropriate means of notification.

## **HARASSMENT IN THE SCHOOLS ([LINK](#))**

### **PURPOSE:**

The New Milford Board of Education will safeguard the rights of all students to learn in an environment that is free from discriminatory acts of harassment.

### **STATEMENT OF POLICY:**

It is the policy of the Board to prohibit conduct and behavior by any employee, agent, volunteer, student, or third party in the New Milford school system that may be deemed to be unlawful harassment. Students will exhibit conduct that is respectful and courteous to employees, to fellow students, and to the public. Any person found in violation of this policy will be subject to disciplinary action up to and including suspension or expulsion from school for students or dismissal for school personnel.

### **SCOPE:**

#### **SEXUAL HARASSMENT**

Sexual harassment is prohibited by both federal and Connecticut law, as well as by Board Policy. Sexual harassment does not only depend upon the offender's intention, but also upon how the recipient of it perceives the behavior or is affected by it. Sexual harassment can originate from a person of either sex against a person of the opposite or same sex and from peers as well as adults. Sexual harassment is defined as unwelcome sexual advances, request for sexual favors, or any other verbal or physical conduct of a sexual nature including, but not limited to:

- insulting or degrading sexual remarks or conduct;
- threats or suggestions that a student's submission to, or rejection of, unwelcome conduct will in any way influence a decision regarding the student;
- conduct of a sexual nature that substantially interferes with the student's learning or creates an intimidating, hostile, or offensive

learning environment.

Examples of specific behaviors that could constitute sexual harassment include, but are not limited to:

- attempted rape/rape, sexual name calling, display of unwanted affections, cornering/blocking, inappropriate gestures, sexually explicit jokes/cartoons/pictures, inappropriate touching, sexual rumors, overly personal conversations, harassing telephone calls, leers, sexually explicit comments.

ALL FORMS OF DISCRIMINATORY HARASSMENT, including but not limited to insults, offensive verbal and physical conduct, stalking, intimidation and interference with a student's performance, or learning environment are in violation of this policy.

THIS POLICY STRICTLY PROHIBITS ANY HARASSMENT OR CONDUCT OF A SEXUAL NATURE BETWEEN EMPLOYEES AND STUDENTS.

#### **STANDARDS:**

An alleged infraction of this policy will be reported to the Superintendent or school administrator. **TO THE EXTENT PERMITTED UNDER LAW, CONFIDENTIALITY WILL BE MAINTAINED. NO REPRISALS OR RETALIATION WILL BE ALLOWED TO OCCUR AS A RESULT OF THE GOOD FAITH REPORTING OF AN ALLEGED INFRACTION.** In the absence of a victim's complaint, the Board, upon learning of, or having reason to suspect the occurrence of any sexual misconduct will ensure that an investigation is promptly commenced by appropriate individuals.

#### **Enforcement**

Violation of this policy will not be permitted and may result in disciplinary action up to and including suspension or expulsion from school for students or discharge for staff members.

#### **Other Harassment**

Federal and/or state law also prohibits harassment that is based upon or motivated by a student's race, color, religion, natural origin, age, sexual orientation, gender identity or expression, ancestry, disability or mental status. See Board Policy #5145.5 (Statement in Relation to Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of Rehabilitation Act of 1973) and 5145.6 (Grievance Procedure).

Verbal and physical harassment is against the law and the policies of the school district. There are very strict guidelines to which organizations must adhere in order to maintain compliance with these laws.

Guidelines for harassment are very simple. No person may do or say anything that causes another person to feel uncomfortable or threatened in a place where he or she must go: school, work, church, the corner store. People have a right to go to these places without fear of being in an uncomfortable, or worse, a threatening situation.

The following are some examples of harassment:

- sexually laden names;
- denigrating names or terms related to a student's race, color, religion, natural origin, age, sexual orientation, gender identity or expression, ancestry, disability or mental status
- threats or demands of the other person;
- verbal put downs;
- sometimes seemingly innocent teasing;
- unwanted physical touching or poking;
- graffiti;
- sexual rumors;
- insults or heckling;
- pulling clothes or holding a person from leaving;
- staring;
- dirty jokes or stereotypical jokes;
- threats – either direct or indirect.
- posts in Social Media
- text messages

If this happens to a student:

- first, request that the other person stop;

- next, if the other person does not comply with the request and cease the unwanted actions, then student should request assistance from a supervising adult in the immediate area;
- Lastly, if it continues, then the student should immediately request help from his/her school counselor and administrator.

Students who continue to harass will be either warned or assigned an immediate disciplinary consequence. Consequences can range from a suspension to a hearing before the school district's harassment officers, Assistant Superintendent and Human Resources Director which could ultimately lead to an expulsion hearing with the Board of Education.

Harassment cannot be explained away. It is not what someone means. It is how someone views actions or how it affects him/her. If what someone is doing is objectionable to the other person and he/she is asked to stop, then that person needs to comply.

Reporting Harassment – Complaint Procedure

Board Policies 5145.5 and 5145.5 reg set forth the Board's procedures for reporting, investigating, and resolving claims of unlawful harassment. Students should contact the Assistant Superintendent with any complaints, or, in the alternative, the Human Resources Director.

#### **Notice to Students**

A copy of these policies set forth here will be furnished to all present students and their parents/guardians, and will be incorporated into the Student-Parent Handbook at each school as an appendix. (Policy #5145.5, 5145.5 reg,).

**Legal Reference** 20 U.S.C. §§1681-1688 ("Title IX")

## **NO SMOKING POLICY**

### **RATIONALE:**

1. Decades of studies have documented the adverse effects of smoking, including the detrimental effects of secondhand smoke. Now the most recent studies have focused on the fact that smoking during the teenage years causes permanent genetic changes in the lungs and **forever** increases the risk of lung cancer---even if the smoker quits.
2. In 1994 the Connecticut State Legislature established that smoking in public schools was against the law and reinforced the statute by allowing for police referrals and fines to be imposed. Increasingly, Connecticut schools have begun to support enforcement of the law.

The Board of Education is convinced, on the basis of substantial scientific and medical evidence, that smoking poses a serious hazard to the health of smokers and non-smokers alike. In addition, the Board believes that a school system, as an institution committed to the positive growth and development of young people, should serve as a model of healthy and responsible behavior for the young people that it serves.

It is therefore the policy of the Board of Education, consistent with Section 1-21b of the Connecticut General Statutes, to prohibit smoking within school buildings at all times and to prohibit smoking on school grounds at all times. This policy applies to all individuals, including students, staff members, and visitors. In addition, this policy prohibits smoking during school-sponsored events.

### **EVIDENCE OF SMOKING VIOLATIONS:**

To clarify the debates that have occurred in the past, a combined effort of the Student Council, National Honor Society, Faculty Senate, and Administration developed the following list that New Milford High School considers to be justifiable evidence that a student has violated our no smoking rules. A student has violated our no smoking policies if he or she is:

1. holding a cigarette, e-cigarette, cigar, pipe, etc;
2. in possession of smoking paraphernalia (cigarettes, e-cigarettes, lighters, etc.)
3. in a lavatory stall with smoke rising above it;
4. near a cigarette/e-cigarette anywhere/anytime on school grounds;
5. in the presence of smoke when detected by a staff member.

Students are not to use or be in possession of tobacco or electronic smoking products anywhere/anytime on school grounds. Smoking paraphernalia will be confiscated and disciplinary consequences will result.

## **PHYSICAL EXAMINATIONS (LINK)**

In response to legislative changes (PA 07-58), New Milford Public Schools has changed Board policy regarding state mandated health assessments at the high school level. Commencing the 2010-2011 school years, state mandated health assessments at the high school level will only be required for students entering grade 9. Please call the school nurse with any questions, 350-6647, ext. 1164 or 1165. Physicals must include hemoglobin or hematocrit, height, weight, blood pressure, gross dental, postural and vision screening, TB risk assessment, and

chronic disease assessment.

Physical examination forms to be completed by your physician are available in the nurse's office. Cooperation from students and parents will enable the school to comply with this law and policy.

### **TITLE IX POLICY AND DISCRIMINATION ([LINK](#))**

It is the policy of the New Milford Board of Education not to discriminate on the basis of race, color, national origin (in accordance with Title VI of the Civil Rights Act of 1964), sex (in accordance with Title IX of the Education Amendments of 1972), or handicap (in accordance with Section 504 of the Rehabilitation Act of 1973). Illegal discrimination includes, but is not limited to, harassment such as that which was previously discussed in the Handbook.

Inquiries regarding compliance with the above may be directed to the NMHS Athletic Director, Assistant Superintendent, or Superintendent of Schools at 25 Sunny Valley Road, New Milford, CT 06776.

*The New Milford Public Schools are committed to a policy of equal opportunity/affirmative action for all qualified persons and does not discriminate in any employment practice, education program, or educational activity on the basis of race, color, national origin, sex, disability, age, religion, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. Inquiries regarding the school district's nondiscrimination policies should be directed to the Office of the Assistant Superintendent, 50 East Street, New Milford, CT 06776, 860 354-3235*

Title IX protects students from gender-based discrimination, including harassment. Similarly, Title VI protects students from discrimination, including harassment, based upon race, color, or national origin. Section 504 protects students from discrimination, including harassment, that is based upon the student's actual or perceived disability.

(HANDBOOK CONTINUES)

# SECTION 3 DISCIPLINE

## PROGRESSIVE DISCIPLINE MODEL

To allow teaching and learning to take place, as well as providing a safe and orderly environment for students and staff, New Milford High School operates under the Progressive Discipline model which includes:

- Understanding discipline as a "teachable moment" is fundamental to a positive approach to discipline.
- Incremental interventions, whenever possible, to address inappropriate behavior with the ultimate goal of teaching prosocial behavior.
- Responses coupled, when appropriate, with counseling interventions

Essentially, the responsibility for conduct is in the hands of each student. When an action by a student is not in line with an accepted standard, consequences will be applied.

**The administration of this policy will not solely focus on punishment but on changing and controlling inappropriate behavior. This includes utilizing restorative practices to help students better understand acceptable behavior and school expectations as well as to repair relationships.**

Therefore, the Progressive Discipline Model will:

1. Provide a disciplinary structure for those who need it
2. Insure a fair, firm, and consistent enforcement of school regulations
3. Identify the range of consequences for inappropriate behavior.
4. Support progressive consequences for multiple occurrences of the same behavior

Incremental interventions may not be appropriate in cases in which the misconduct is sufficiently serious as to constitute a basis for suspension or expulsion under Board Policy 5114. In such cases -- and except for conduct for which Connecticut law and Board Policy 5114 mandates expulsion -- the administration will determine the appropriate disciplinary consequence.

### 25 Minute/1-Hour/2-Hour Detention

Individual teachers or administrators may issue detentions to students whose conduct warrants such a consequence of 25-minute, 1-hour, or 2-hour detention. These detentions are issued utilizing a progressive discipline process. Teachers will have a student serve the 25-minute detention with them and will assign the student to detention after school in the LLC for any detention longer than 25-minute detention. After-school detention which takes place from 2:20 p.m. – 4:20 p.m. Monday, Wednesday, Thursday, and Friday. Students and parents are expected to deal directly with the staff member who assigned the detention regarding the scheduling of a detention period. The parent or guardian of a student receiving a two-hour detention will be notified by telephone, email, or by letter. Generally, students are allowed one day's advanced notice for the serving of detention. Any student failing or neglecting to serve a detention is subject to further disciplinary action, including suspension for insubordination.

| <b>Progressive Discipline System: NMHS</b> |  |                                |
|--|--|--------------------------------|
| <b>Offense</b>                             | <b>Consequence</b>   | <b>Stakeholder Responsible</b> |
| 1  | <ul style="list-style-type: none"> <li>● Verbal Warning</li> </ul>   | Teacher                        |
| 2  | <ul style="list-style-type: none"> <li>● Written Warning</li> <li>● Parent Contact</li> <li>● Referral Form Completed</li> </ul>     | Teacher                        |
| 3  | <ul style="list-style-type: none"> <li>● Referral Form Completed</li> <li>● Parent Contact</li> <li>● 25-minute Detention</li> </ul> | Teacher                        |
| 3  | <ul style="list-style-type: none"> <li>● Referral Form Completed</li> <li>● Parent Contact</li> <li>● 1 Hour Detention</li> </ul>    | Teacher                        |
| 4  | <ul style="list-style-type: none"> <li>● Referral Form Completed</li> </ul>  | Teacher                        |

|                    |   |               |
|--------------------|---|---------------|
|                    | <ul style="list-style-type: none"> <li>● Parent Contact</li> <li>● 2 Hour Detention</li> </ul>  |               |
| 5                  | <ul style="list-style-type: none"> <li>● Referral Form Completed</li> <li>● Parent Contact</li> <li>● In School Suspension</li> </ul> | Administrator |
| 6th and subsequent | <ul style="list-style-type: none"> <li>● Progressive Suspensions</li> </ul>   | Administrator |

### **Loss of Privileges**

It is possible for students to be denied school privileges as a result of misbehavior. Examples of privileges which can be denied include, but are not limited to:

1. Restriction of pass privileges
2. Extra-curricular participation
3. Use of facilities (i.e., Library, School Store, Cafeteria, etc.)
4. Participation in social events and class activities
5. Senior class end-of-the-year events
6. Parking privilege
7. Restriction of late arrival or early dismissal privilege

### **Suspension**

Students may be suspended for any of the following actions, which occur not only during the regular day but also on school buses and during school-sponsored activities including dances, sporting events, and field trips. This listing is not intended to be all-inclusive, but rather to familiarize the student with typical suspension situations. A full listing of suspendable offenses is set forth in Board Policy 5114.

1. Insubordination (unwillingness to follow directives of school staff, unwillingness to give his/her name)
2. Cutting / "Skipping" classes
3. Violation of bathroom policy
4. Threatening or physical abuse of staff or students
5. Use of offensive language or gestures
6. Damage and/or theft of property
7. Drug, alcohol, tobacco policy
8. Leaving school building and/or grounds without permission during the school day
9. Disruptive behavior
10. Possession of dangerous weapons or explosives of any type
11. Possession and/or use of unauthorized drugs or other intoxicants
12. Title IX violation

A suspended student is normally given one day's notice prior to serving a suspension. Unless the suspended student presents an extreme and immediate danger to the school and its students, that student will be allowed to complete the school day on which this suspension is issued.

The parents/guardians of a suspended student will be notified by telephone, email, or letter after the suspension is issued. No student will be suspended until that student has had an informal hearing with an administrator during which time the student will be informed of the charges and be given the opportunity to respond.

Recent Connecticut legal statutes have specified certain rights for student suspension from school for disciplinary reasons. Among these rights are: access to schoolwork missed and no reduction in grade if such work is completed to the satisfaction of the teacher, and a reasonable limit to the length and number of suspensions a student may receive before the school is obligated to seek other methods of dealing with the student. Complete explanation of these laws is available on request from the school administration.

### **In-School Suspension**

"In-school" suspension may be assigned for disciplinary consequences. Absences from class by an "in-school" suspension will not result in academic penalty if all academic work is made up. The responsibility for the completion of the make-up work rests with the student. At the time of suspension, the student will be given the opportunity to obtain his/her class assignments or they will be obtained for him/her. Any student who refuses to serve an "in-school" suspension or comply with the procedures may be subject to an "out-of-school" suspension. Students who

serve in-school suspension are ineligible to participate in sports or extracurricular activities until the following day.

**Out-Of-School Suspension**

“Out-of-school” suspension is assigned for disciplinary offenses of a more serious nature. The period of “out-of-school” suspension can be from one to ten consecutive school days. During the period of “out-of-school” suspension, the student may not participate in or attend any NMHS school activities either on school campus or away and is **not allowed on school grounds AT ANY TIME (before, during, or after school hours) on the day(s) that the suspension is in effect.** A STUDENT VIOLATING THIS RULE WILL BE CONSIDERED TRESPASSING AND SUBJECT TO ARREST.

**Expulsion**

“Expulsion” is defined as exclusion from school privileges for more than 10 consecutive days due to serious offenses. Except in emergencies, a student cannot be expelled without first being offered the opportunity to have an expulsion hearing before the Board of Education, a panel of the Board, or a hearing officer appointed by, and acting on behalf of, the Board. Connecticut law empowers the Board to expel a student for up to one calendar year.

Board Policy Section 5114 sets forth conduct for which the student can be expelled. Although such expulsions are generally within the discretion of the Board of Education, Section 10-233d of the Connecticut General Statutes and Board Policy 5114 enumerate conduct for which an expulsion is mandated. This conduct includes: 1) possession on school grounds or at a school-sponsored activity of a firearm, deadly weapon, dangerous instrument, or martial arts weapon; 2) possession off school grounds of such a firearm in violation of Section 29-35 of the Connecticut General Statutes; 3) possession and use such a firearm, instrument or weapon in the commission of a crime; or 4) on or off school grounds, offered for sale or distribution a controlled substance.

NOTE: It is against school policy for any student to be in possession of an implement that can be used as a weapon. The following is a partial list of items that are not permitted on school property: Chains, Knives, Razor Blades, Pipes, Pepper Spray, Batons, Bats, etc.

*IF YOU ARE UNSURE WHETHER OR NOT A PARTICULAR ITEM MAY BE CLASSIFIED AS A WEAPON, PLEASE CHECK WITH YOUR SCHOOL ADMINISTRATOR.*

**Conduct off school grounds that violates Board of Education policy could be cause for school-based discipline.**

**ALL NMPS BOE POLICIES ARE AVAILABLE [HERE](#)**

**SCHOOL BOARD POLICIES REGARDING STUDENTS WILL BE DISCUSSED AND REVIEWED WITH EACH STUDENT DURING THE FIRST DAYS OF SCHOOL.**