

# New Britain High School

## PART I – SCHOOL ORGANIZATION

**NBHS Address: 110 Mill St., New Britain, CT 06051**

**NBHS Telephone: 860-225-6300**

**NBHS Fax: 860-225-6350**

**NBHS Web Site: [www.csdnb.org](http://www.csdnb.org)**

### ADMINISTRATION

Principal	Mr. Damon Pearce
Associate Principal (Beehive A)	Mrs. Kerri-Lynn Major
Associate Principal (Beehive B)	Ms. Margaret Shea
Associate Principal (Beehive C)	Mr. James F. Brasile
Associate Principal (Beehive D)	Mr. Antoine Billy
Supervisor of Special Education	Mr. William Bannish

### REGISTRATION OFFICE

860-225-6300 x 610 or 665

Guidance Director:	Mr. Stan Glowiak
Registration Secretary:	Mrs. Virginia Brown

### COHORTS

Students at NBHS are grouped into cohorts based on their expected graduation date. Your cohort never changes regardless of your grade. Most questions about school procedures and paperwork can be addressed at the beehive office assigned to each cohort:

- Beehive A – 2022
- Beehive B – 2021
- Beehive C – 2019
- Beehive D – 2020

### GUIDANCE SERVICES AND CAREER CENTER

The NBHS guidance department consists of 8 counselors and a guidance director. The guidance department provides a comprehensive guidance program that involves both an individual and group approach to guidance services.

### TELEPHONE SYSTEM

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

### NON-DISCRIMINATION POLICY

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

## **PART II – ACADEMIC INFORMATION**

### **Program of Studies**

Please refer to the New Britain High School Program of Studies for a complete description of course levels, district performance standards, the course selection process, schedule changes, summer school, credit recovery, and credit requirements for grade advancement and graduation.

### **Expectations for Learning**

Your academic success is the result of a partnership among you, your family, and your teachers. As a faculty, we want you to succeed and will work hard to help you do so. In order to clarify what you have a right to expect from us and what you have a responsibility to do for yourself, we have formulated the expectations that follow.

As a New Britain High School student, you can expect:

- a curriculum that challenges your abilities and makes you think.
- to receive a full period of meaningful instruction in every class.
- to receive a syllabus that explains clearly what is expected of you.
- to receive written feedback on all graded work to help you learn from your mistakes.
- to have teachers available at least once a week after school for extra help
- to be treated with civility and respect.

As a New Britain High School student, you have a responsibility:

- to take courses at the level that challenges your abilities.
- to come to school every day that you are well enough to do so.
- to attend all of your classes on time every day.
- to be prepared for and participate in every class every day.
- to study for all of your tests and quizzes.
- to turn in all of your written work on time.
- to do your homework every day.
- to stay after school for extra help when you need it.
- to make up any missed work promptly.
- to follow all school and classroom rules.
- to treat your teachers and classmates with civility and respect.

### **NOTES ABOUT HEALTH CLASSES**

Although you must earn ½ credit in Health and Wellness, your parents have the right to request that you be excluded from the teaching of the human sexuality portion of the Health course. Requests should be made in writing to the principal.

### **NOTE ABOUT JUNIOR ROTC**

Junior Reserve Officer Training Corps (JROTC) is a high school course given during regular school hours but includes many out-of-classroom activities. JROTC covers the basics in history, government, technology awareness, and current events.

### **AUDITING A CLASS**

You may audit a class for enrichment purposes with no credit value. You must attend regularly, adhere to all rules, participate in class activities, and complete all assignments and assessments. AUD will appear on your transcript with 0.00 credits. All audits must be approved by the associate principal. See your guidance counselor for an audit form.

### **AFTER-SCHOOL HELP**

You are urged to seek after-school assistance if you are having difficulty in an academic subject. Your teachers' after-school schedules and locations will be posted in each room. Your teacher will provide you with a pass to stay after school

### **GRADING SYSTEM**

The grading system in each course will be consistent with the goal of encouraging all students to master the standards of the course. The calculation of grades must be clearly defined in each course syllabus and must be consistent in all sections of the same course and level.

Students' grades will be recorded on report cards and transcripts in letter form as A, A-, B+, B, B-, C+, C, C-, D+, D, D- and F.

Note: We do not use the A+ because it creates a 4.33 GPA system. This causes your GPA to be adjusted downward by many college admissions offices in order to make comparisons with students whose schools use the standard 4.0 system.

### **REPORT CARDS and PROGRESS REPORTS**

The school year is divided into four marking periods. You will receive a progress report midway through each quarter and a report card at the conclusion of each quarter.

Quarter 1+ Quarter 2+ midyear exam = Semester 1 grade

Quarter 3 + Quarter 4 + final exam = Semester 2 grade

Semester 1 grade + Semester 2 grade = Year Grade (1 credit)

### **POWER SCHOOL**

Power School is our computer-based information system that allows you to monitor your child's grades and class attendance. This program enables you to access a detailed progress report on how your child is doing from any device with web access. Contact the Media Center for password and logon information. You can also find all staff e-mail addresses on our NBHS web-site so you can easily communicate with teachers if you have questions.

### **SEMESTER EXAMS**

Semester exams are given in January and June in all subjects. Exams make up 20 per cent of your grade for the semester.

### **SENIOR EXAM EXEMPTION**

These guidelines are to be used to determine the eligibility of seniors to be considered exempt from taking a final examination in any course in January or June.

- If you are a senior you will have the option to take a semester exam in any course in an effort to improve a final-average grade. Once an exam is taken, it will become a part of your final average, even if the exam grade has a negative impact on that average.
- You must meet the definition of a senior, i.e. 15 credits at the beginning of the year.
- You must have a B+ average or better based on the average of the two marking periods of the semester.
- The B+ average will be based on assignments and tests completed no later than five school days prior to the beginning of exams.
- If you are exempt from taking an exam, your semester grade will be the average of the two marking periods.
- Your teacher will inform you of your exemption eligibility by the last day of regular classes.

**Note:** *There are no mid-year exemptions in full year courses. Review this section for special circumstances.*

### CLASS RANK

Many colleges and employers request the student's standing or class rank. Some scholarships are awarded according to rank in class. The rank is based upon your performance during the first three years. Your final high school rank is determined in your senior year. The status of both valedictorian and salutatorian will be determined at the end of the first semester of the senior year. A new registrant must be in attendance at New Britain High School at least four grading periods in order to qualify for valedictorian or salutatorian. In order to establish rank, the total value of your grades is calculated. Each course and letter grade has a value - the values are determined by the level of the course. See the weighted course value chart below. When compiled, the rank-in-class list will give you a numerical standing among all members of your class.

### WEIGHTED COURSE VALUES

1 credit in:	AP/Co-op	Honors	Accelerated	Standard
A	23	18	14	11
A-	22	17	13	10
B+	21	16	12	9
B	20	15	11	8
B-	19	14	10	7
C+	18	13	9	6
C	17	12	8	5
C-	16	11	7	4
D+	15	10	6	3
D	14	9	5	2
D-	13	8	4	1
F	0	0	0	0

### HONOR ROLL

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

Student achievement will be calculated at the end of each quarter. Based on the scale below, if you earn an average of 4.0 or better in all subjects, you will receive High Honors. If you earn an average of 3.0 or better in all subjects, you will receive Honors. A grade lower than C+ will automatically disqualify you from the honor roll. Also, if you receive two or more C+'s in any quarter, you are disqualified. The Honor Roll point system is:

	<b>AP/Co-op</b>	<b>Honors</b>	<b>Accelerated</b>	<b>Standard</b>
A	5	4.5	4	4
B	4	3.5	3	3
C+	3	2.5	2	2

### **ACADEMIC AWARDS AND RECOGNITION**

Upon graduation, honors are awarded to graduates who have honor grades for all New Britain High School courses completed in grades 9 through 12 except for physical education.

Additional opportunities for academic recognition can be gained through:

- National Honor Society in grades 11 and 12.
- Honor societies in math, science, world languages, and music.
- Top Ten Percent Senior Class Dinner based on class rank.
- High Scoring Student Breakfast for SAT and AP tests.
- Society for Young Scholars in Grades 9 and 10.

### **NATIONAL HONOR SOCIETY**

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

They are:

1. **Quality Point Average**

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

3. **Citizenship/Character**

4. **Promptness/Attendance** For consideration, a student may have no more than 13 unexcused tardies total by the spring of junior year and 15 by the fall of senior year.

**Procedure:** Eligible juniors are invited to fill out a candidate form at the beginning of the second semester; eligible seniors are invited to fill out a candidate form after the first marking period of their senior year. Once a student has been given an invitation letter and candidate form, the student will have approximately two weeks to complete and submit. The candidate forms will be reviewed by the NHS Faculty Council for completeness, service hours, recommendations, and character reference checks from all staff the student has had. The NHS Faculty Council will meet to determine final selection that is based on evidence gleaned from all the submitted information. Letters of selection and non-selection will be sent to each candidate who submitted a candidate form. If non-selected, a reason will be given. While a non-selected candidate does not have the right to appeal a decision, one certainly will have the option to fully discuss the situation, if desired. These guidelines

are based on the national standards of the NHS. Feel free to search the NHS website. Students who are resubmitting their candidate form senior year will be reevaluated based on improvement and reconciliation of non-selection.

## **PART III – ATTENDANCE, DAILY SCHEDULE, PROCEDURES & TRANSITIONS**

### **ATTENDANCE**

We need students to be present in order to learn. You can help by making school a top priority. Attendance at school is mandatory. Students are expected to be on time for school and attend classes every day, unless they are sick or have a serious reason to be out.

### **TARDINESS**

Being on time to school or to class maximizes your opportunity to learn and reduces the disruptions allowing others to learn. Punctuality is also a life skill that is invaluable in being able to obtain and keep a job. For these reasons, it is essential that you make every effort to arrive on time.

**Late to School** – Students who arrive at school after the first class has begun **must swipe in** at the designated sign in area. Any tardy will be considered unexcused unless you provide a note to your designated Beehive. Your absence from the classes you miss will be considered unexcused unless you have a note as explained in the excused absence section above.

### **MAKING UP MISSED WORK**

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

### **EXCUSED ABSENCES**

The first 9 absences are considered excused when the parent/guardian approves of the absence and submits written documentation for the reason of the absence within ten days of the student's return to school. The tenth and all absences thereafter will be considered excused when the school receives appropriate and timely documentation of one of the following reasons:

- Student illness
  - Student observance of a religious holiday
  - A death in the student's family
  - Mandated court appearance
  - A lack of transportation that is normally provided by the district
  - Extraordinary educational opportunities pre-approved by district administrators
- All other absences are considered unexcused, including work, vacations, baby-sitting, and interviews. Upon return from an absence, you must bring appropriate documentation to

your beehive office explaining the reason for the absence. All absences that are not explained will be recorded as unexcused.

### **ATTENDANCE FOR EXTRACURRICULAR PARTICIPATION**

You must be present in school for at least four full periods in order to be eligible to participate in extracurricular activities that day. In general, attendance on Friday determines eligibility to participate in weekend activities. If you are dismissed for illness, you are not eligible for participation regardless of the number of periods attended. A student who has 5 or more unexcused absence per quarter will not be eligible to participate in extracurricular activities for the remainder of that marking period. For the purposes of calculating extracurricular participation, any student who is tardy to school three times will have one unexcused absence added to their attendance record.

### **TRANSITIONS**

Throughout the day, all members of the NBHS community need to make **transitions**. We move from classroom to classroom, to the cafeteria, to guidance and social work offices, we enter and exit the school, and more. When we move between periods we have up to 2000 students making transitions. All of us hold a responsibility to walk and talk with care, attention, and purpose and to be on time for classes and appointments. We also hold a responsibility when walking in the hallways between periods to have a pass in hand for safety. To support your transitions, we are putting in place four procedures:

- 1) School entry procedure;
- 2) In-between class period transitions procedure when the first bell rings;
- 3) School passes procedure
- 4) School exit procedure.

### **DISMISSALS**

We cannot dismiss you from school without a written request from a parent/guardian and telephone verification of the note (even if you are 18 years of age). You must go to your beehive office for dismissals and out-of-bounds passes before first period. The secretary will sign you out and submit the entry into PowerSchool. When that time arrives, go to the beehive office and sign out.

If you become ill during the school day, you may ask for a pass from your classroom teacher to see the nurse. If the nurse dismisses you from school, she will report the dismissal to the office, where it will be recorded.

### **REPORTING ABSENCES TO PARENTS/GUARDIANS**

We will make every effort to keep your parents/guardians informed of your attendance and assist whenever possible. To this end and to comply with state law, we will do the following:

1. Our automated phone calling system will call home each day that you do not swipe in at the school entry at the start of the day. In addition, your teachers will make periodic calls home.
2. On the 10<sup>th</sup> day of absence, your guidance counselor will send a letter requesting a meeting with a parent and will include a list of community resources available to your family.
3. On the 18<sup>th</sup> day of absence, your guidance counselor will send another letter, informing your family that you are now considered chronically absent for the year. Your parent will be asked to meet with your associate principal. If your parent fails to contact the school, the attendance officer will visit your home.
4. At any time during your absences, you may be referred to NBHS's Family Engagement Team (FET). Your parent will be notified of the referral, and the FET will make every effort to provide the supports your family may need to assist you in attending school regularly.

### **SCHOOL BEGINS AT 7:30 A.M.**

The warning bell rings at 7:25 a.m. every day. You may not loiter once this bell rings and should proceed to your first period class to arrive by 7:25 a.m. No students should be standing in the halls after 7:25 a.m. The final late bell rings at 7:30 a.m. only to accommodate those students whose busses have just arrived. To be considered on time to school, you must be in your first period class by 7:30 a.m., not simply in the building.

### **HALL SCANS**

A hall scan is a consistent procedure carried out by a group of administrators, teachers, and safety staff. The *hall scan team* engages in walkthroughs of the entire building every day, throughout the day, between periods. Hall scans are implemented at two different times: 1) after the bell has rung and classes have started, and 2) throughout a class period. The *hall scan team* wants to make sure that you are in class learning.

If you are found in the hallway, during a class period, the following will happen:

- You will swipe your lanyard and a member of the hall scan team will walk you back to class. Your name will be logged in to record the class cut.
- If you accumulate more than six cuts, you will meet with the dean, have a conference to sort out the reasons you are not going to class or classes, your parent/guardian will be notified, and your cumulative record will be updated with this information.

### **BELL SCHEDULES**

There are several bell schedules that we use, depending on the length of the school day. Your schedule after period 3 is based on your assigned lunch period. Please see the document titled, "NBHS Bell Schedules" for a complete list of the bell times.

## REGULAR BELL SCHEDULE

<b>All Students/ Teachers</b>		
Period	Start Time	End Time
1	7:30	8:23
2	8:27	9:16
3	9:20	10:09

<b>Lunch 4</b>		
<b>Lunch 4</b>	10:13	10:43
5/6	10:47	11:36
7/8	11:40	12:29
9/10	12:33	1:22

<b>Lunch 8</b>		
4/5	10:13	11:02
6/7	11:06	11:55
<b>Lunch 8</b>	11:59	12:29
9/10	12:33	1:22

<b>Lunch 6</b>		
4/5	10:13	11:02
<b>Lunch 6</b>	11:06	11:36
7/8	11:40	12:29
9/10	12:33	1:22

<b>Lunch 10</b>		
4/5	10:13	11:02
6/7	11:06	11:55
8/9	11:59	12:48
<b>Lunch 10</b>	12:52	1:22

<b>All Students/Teachers</b>		
11	1:26	2:15
<b>Dismissal 2:15</b>		

### SCHOOL CANCELLATIONS/DELAYED OPENINGS

In the event of school cancellations or delayed openings due to severe weather or an emergency, an automated call through the PowerSchool messaging system will be made to your home. It is important that the school has an updated phone number in the system at all times.

### PART IV: EXTRACURRICULAR ACTIVITIES

Participation in extracurricular activities is a great way to build connections between you and your school. They give you opportunities outside the classroom to explore other interests and meet new people.

### **ATHLETICS**

Eligibility is determined by the school's C- rule and the CIAC rule that a student must be passing four subjects that meet five times a week. You must maintain a C- average or you are ineligible for participation for the marking period. When you raise your grades to the C- average as shown on your next report card, you will regain your eligibility.

Each coach makes an eligibility check every ten weeks in accordance with conference regulations. Coaches make weekly progress checks for students at risk. You may participate in athletics or practice sessions only when parent consent cards have been completed and signed, and the school doctor has given medical approval. You may participate in interscholastic athletics only during your first four years in high school, grades 9-12.

### **NBHS SPORTS TEAMS**

<b>Fall</b>	<b>Winter</b>	<b>Spring</b>
Cross-country B, G	Basketball B, G	Baseball B
Football B	Track B, G	Golf B, G
Soccer B, G	Wrestling B, G	Softball G
Volleyball G	Cheerleading C	Tennis B, G
Cheerleading C		Track B, G
		Volleyball B
		Cheerleading C

C: Co-ed team    B: Boys' team    G: Girls' team.

### **CLUBS & ORGANIZATIONS**

African-American Club	Latin Hurricanes
Asian-American Club	Madrigals/Show Choir
Band/Color Guard	Math Team
Book Club	Math Honor Society
Canettes	Music Honor Society
Choralaires/Treble Choir	National Art Honor Society
Creative Writing Club	National Honor Society
Debate Club	Orchestra
Educator's Rising	Polish Club
Freshman Class	Science Club
FBLA	Science National Honor Society
FCCLA	Senior Class
Gay-Straight Alliance	Society of Young Scholars
Guitar Ensemble	Sophomore Class
Health Occupations Students	Student Government
Interact Club	Yearbook
Junior Class	Youth & Government

## **PART V –SOCIAL EMOTIONAL LEARNING**

The primary objective of the Consolidated School District of New Britain (CSDNB) is to enhance each student’s potential for learning and to foster positive interpersonal relationships. The CSDNB supports the concept that students who possess personal, academic, civic, and occupational competencies will become effective and productive citizens. The District promotes the following beliefs:

- All students are valuable and can make worthy contributions to society.
- All students are responsible and accountable for their choices and decisions.
- In order to grow and thrive, individuals need caring relationships and a nurturing environment.
- Supportive family relationships are the foundations of the community.
- High expectations lead to higher performance that empowers individuals and strengthens society.
- Continuous learning is a life-long process that is essential to a productive and enriched life.

### **NEW BRITAIN HIGH SCHOOLWIDE ASPIRATIONS**

As a New Britain High School student, you have the right to a quality engaging education in a welcoming, supportive, and orderly setting. Along with this right comes the responsibility to conduct yourself in a way that does not deprive your fellow students of that same right. In order to support each other we have created the following aspirations:

Aspiration: a hope or ambition of achieving something; the object of one’s hope or ambition; a goal.

- **We do our best to be our best.**
- **We learn from our mistakes.**
- **We are kind, respectful, and take care of each other.**
- **We embrace our diversity and uniqueness.**

### **NEW BRITAIN HIGH SCHOOLWIDE RULES**

New Britain High School has four school rules. These school rules govern how we act and behave with one another in public spaces and in the classroom. They will help you know what you can do and can’t do at NBHS. These rules are here to support you to be your best self and will help you feel productive and safe at school. These rules also support a positive school “culture” – environment. Following these school rules will help our classrooms, hallways, and outdoor spaces feel orderly, safe, and welcoming.

When a school rule is violated a certain number of times, you will receive a consequence and an intervention.

- **Consequence:** Actions the school takes to investigate the incident, inform you and your family that you have violated school rules, and assign school sanctions.

**Intervention:** A specific action/strategy you will take to repair the harm you have done to yourself and/or others in the school. These actions will help you become more self-managed, self-aware, and socially and academically successful.

**Rule #1:** Transition respectfully and be aware of people's physical space.

**Positively Stated-**Walk calmly in public spaces, talk in quiet voices, keep your hands to yourself, and keep moving as you travel from one place to the next.

**Interest:** To create an environment where personal space is respected. To promote non-violent responses to conflict and to keep you safe.

**The rule Violation:** Engaging in horseplay, yelling, throwing, loitering, hanging out anywhere inside or outside the building.

**Egregious Rule Violation:** Engaging in physical fighting.

**Rule #2:** Arrive on time, or have a pass.

**Positively Stated-**Enter the classroom before the bell rings. Get a pass from an adult to travel in public spaces during class time or lunch.

**Interest:** To keep you safe and responsible so adults know how to support your transition and to maximize your learning in class.

**The rule violation:** Arriving late or leaving class without a pass and/or not attending a class.

**Rule #3:** Use appropriate and respectful language with peers and adults.

**Positively Stated:** I use school appropriate language.

**Interest:** To support a school community where all students feel included, welcome, accepted, and safe. I respect the dignity of each person.

**The rule violation:** Engaging in teasing, taunting, put-downs, profanity (directed at a person), or name calling.

**Egregious rule violation:** Threats directed at any student or adult.

**Rule #4:** Listen, acknowledge and respond.

**Positively Stated:** I accept help, feedback, correction, and direction with good will.

**Interest:** To ensure safe, effective, and healthy communication within the school community.

**The rule violation:** Arguing backtalk and saying no.

**Egregious Rule Violation:** Refusal using loud, hostile language after an adult has stated what is expected. Running away from an adult.

## **CONSEQUENCES & INTERVENTIONS FOR BREAKING A RULE**

### **Teacher Detention:**

You may be kept after school for infractions of school rules as determined by a teacher. You must stay after school on the date determined by the teacher. If you don't, your teacher will refer you to your dean.

### **Administrative Detention:**

You may be assigned a half-hour detention through your beehive office for a variety of minor infractions. House detentions are held daily from **2:20 to 2:40 p.m.** You will be released in time to catch the 2:45 late bus. You will not be excused from detention because of early dismissal, work, or extracurricular activities.

### **Two-hour Detention:**

More serious or repeated infractions can lead to a two-hour detention. Two-hour detentions are held on Tuesdays and Thursdays from **2:25 to 4:00 pm.** You won't be admitted for detention after 2:25 p.m., so be on time. You will be released in time to catch the 4:15 a.m. late bus. You will not be excused because of early dismissal, work, or extracurricular activities.

### **Saturday Detention:**

Saturday detention will be held from **8:15 a.m. to 11:15 am.** You will not be admitted after 8:15 a.m., so be on time. You must provide your own transportation. You will not be excused because of work or extracurricular activities. You must have three hours of school work to complete during this detention.

### **In-school Suspension (ISS):**

If you are assigned to ISS, you will spend the school day in the ISS room. If you arrive to school late on the day that you have ISS, you will complete your assigned day and then serve an additional day for being late to ISS. You will be expected to complete the assigned tasks by the end of the school day.

### **Out-of-school Suspension (OSS):**

OSS is reserved for serious violations of the Code of Conduct. As the name implies, you may not come to school while on OSS. However, you can keep up with your work by asking your guidance counselor to request work from your teachers. You may make up any work you miss without penalty. While on OSS, you may not come on school grounds or attend or participate in any school events. This restriction begins when your

associate principal sends you home and remains in place until the first *school* day on which you are eligible to return to NBHS.

**Expulsion:**

Expulsion is the most serious consequence that you can receive for violating the Code of Conduct. Expulsions may range from one to 180 school days and involve your complete removal from the school and all its activities. The principal may request your expulsion in a case where he has cause to believe that your conduct constitutes a danger to persons or property, or is seriously disruptive to the educational process, or violates a publicized policy of the New Britain Board of Education. The decision to expel is made by the Board of Education and you are entitled to a formal hearing with legal counsel before the board makes its decision.

**Arrest:**

Police involvement is not a direct consequence of violating the Code of Conduct; it is the consequence of breaking the law. If you commit an illegal act, you might be arrested, just as you might be outside of school. Please keep in mind that the law doesn't stop at the school door. All of us are obligated to obey the law wherever we are.

**EGREGIOUS RULE VIOLATIONS**

**Weapons:** Students found to be in possession of weapons which is any material, instrument or item that can be used or attempted to be used to cause bodily harm, will be suspended, may be expelled and may be referred to the police. Possession of a "toy gun" or other fake weapons in school will lead to out-of-school suspension. Students found to be in possession of a firearm or other dangerous instruments shall be put up for expulsion from school and the police will be notified.

**Drugs:** Students found to be in possession of an illegal substance and/or alcohol will be suspended, may be referred to the police, and shall be put up for expulsion. Students found to offer sale and/or distribution of a controlled substance shall be expelled from school and the police will be notified.

**Fighting:** Getting into a fight has the potential to cause an unsafe situation on a large scale. Don't settle your differences with others by resorting to violence. We have guidance counselors, social workers, deans and administrators who are willing to get involved. Engaging in a fight will result in significant disciplinary action including suspension and possible arrest.

**Smoking:** Smoking is not permitted by any student on school property, at school-sponsored activities, on transportation provided by the Board of Education.

**Gang Displays:** Gang displays will result in suspension or possible expulsion.

### **CONDUCT ON SCHOOL TRANSPORTATION**

Your safety is our primary concern in providing you with transportation to and from school. For that reason, the Code of Conduct applies on school buses and at bus stops. Here are additional guidelines for riding the bus:

- Wait for the bus at your designated stop.
- Respect private property by keeping off lawns, fences, etc.
- Stay out of the road while waiting for the bus and approach the bus only after it has stopped.
- Be courteous by not pushing or crowding.
- Stay in your seat until the bus reaches its destination and comes to a stop.
- When listening to music, use your headphones.
- Don't throw anything out of the window.
- Keep your arms and head inside the bus.
- Use only the front door of the bus except in an emergency.
- If you need to cross the street, cross only in front of the bus.
- Carry your bus pass with you and show it to the driver when requested. If you don't have your pass, you won't be able to ride the bus.

*Note: Misbehavior on the bus can lead to a loss of your riding privileges.*

### **NOTES REGARDING BULLYING**

New Britain High School is committed to creating and maintaining an educational environment free from bullying. All students have a fundamental right to attend school in a safe and orderly environment in which they can learn and be free from fear. 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 of Education is strictly prohibited.

Bullying behavior outside of the high school is also prohibited if such bullying (i) creates a hostile environment at school for the student against whom such bullying was directed, (ii) infringes on the rights of the student against whom such bullying was directed at school, or (iii) substantially

disrupts the education process or the orderly operation of a school. Discrimination and/or retaliation against an individual who reports or assists in the investigation of an act of bullying is likewise prohibited. For purposes of this policy, “Bullying” means repeated use by one or more students of a written, verbal or electronic communication, such as cyberbullying, or a physical act or gesture directed at another student attending school in the same school district that:

1. causes physical or emotional harm to such student or damage to such student’s property;
2. places such student in reasonable fear of harm to himself or herself, or of damage to his or her property;
3. creates a hostile environment at school for such student;
4. infringes on the rights of such students at school; or
5. substantially disrupts the education process or the orderly operation of a school.

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

For purposes of this policy, “**Cyberbullying**” means any act of bullying through the use of the internet, interactive and digital technologies, cellular mobile telephone or other mobile electronic devices or any electronic communications.

Students and families should report any acts of bullying. Any adult staff member can take such report from students and/or families and forward it to the appropriate safe school climate specialist for immediate investigation.

Students who engage in bullying behavior shall be subject to school discipline, up to and including expulsion, in accordance with the Board’s policies on student discipline, suspension and expulsion, and consistent with state and federal law. Public Act No. 11-232

## **PART VI – GENERAL INFORMATION**

### **CAFETERIA, FOOD & LUNCH PERIODS**

You must report to the cafeteria when assigned lunch and cannot leave during your lunch period unless you have a pass from a teacher. You may not leave the café with food. If you have to use the bathroom while you are in the cafeteria, you must use the designated bathroom pass that a teacher will provide to you.

You are responsible to clear your area after eating and to use the trash receptacles in accordance with our recycling program. You should remain seated until the bell rings. If you are on a special diet or under medical care, you should confer with the school nurse.

Facilities are duplicated so that snacks, salads, and menu items are identical in both cafeterias.

Every student at NBHS will receive free lunch. All a student needs to get their free lunch is their student I.D. card.

### **COMPUTER USE**

All students will be required to sign and comply with the District's Electronic Information Systems Use Agreement. Violation of this policy and administrative procedure will result in appropriate consequences, which may include disciplinary measures including loss of computer use and legal action.

Students will be issued school Google email accounts. Detailed guidelines for use will be issued in school. These guidelines are similar to those you will encounter in college or the workplace. Understanding these guidelines and mastering online skills will help you become college and workplace ready. Students should **ONLY** use student email accounts for tasks, activities and assignments that are class or school-related.

### **DEBTS**

You are financially responsible for your books and other school property lent to you, as well as for the cost to repair or replace anything you intentionally or negligently damage. The value of lost books and repairs is recorded on an indebtedness list in your guidance office. You are expected to pay your debts or you will lose certain privileges.

### **DRESS CODE**

Fashion can be a way to express ourselves. The clothes, jewelry, hair pieces and more can capture our attention. Clothing gives a first impression to those who see you. The clothes may say something about your mood, how you feel about yourself, your taste, and your readiness for the activity you are about to enter.

The dress code at NBHS is very straightforward.

- **You must be covered from shoulder to mid-thigh (no undergarments showing).**
- **Hats and hoodies can be worn until 7:20 a.m.**

These two dress code expectations support you to express yourself in color and style, and will support your learning while at school.

- You might ask, “So why can’t I wear anything I want to express myself?”
- Here’s why. School is a public place and we all need to meet a standard of appearance that is generally appropriate in public spaces. School also has a specific purpose: Learning. So, clothing and accessories that are distracting or considered by some to be offensive or disrespectful can take away from a good learning environment for everyone.

If you are out of dress code occasionally, someone will speak with you about the reasons for following the dress code norms. If you are out of dress code persistently, a beehive team member will discuss your situation with you and a parent/guardian and work out a solution that will help you meet the dress code norm. You will be given an opportunity to obtain a change of clothing or the possibility exists that you will not be able to be part of the normal school day.

**The school reserves the right to determine what is appropriate.**

## **ELECTRONIC DEVICES**

Cell phones are an important technology for us to stay connected to our families, friends, and other important adults in our lives. At NBHS we recognize the ways in which this technology will support our relationships, help us get important messages to others in a timely way, and connect us with the world, music, and more.

There is a time and place for appropriate use of cell phones while at school. Beginning this year, we will have places you can use your phones (**Green Zone**), and places where cell phones and other personal electronics need to be out of site (**Red Zone**).

**The school is not responsible for loss or theft of these devices; please handle them carefully and responsibly.**

## **FIRE DRILLS/LOCK DOWNS**

To comply with the fire laws and ensure safety of all students and staff, fire drills are held at regular intervals. You are to follow the directions posted in each classroom. During the exit from the building, you are to move into designated areas and away from the building (regardless of weather conditions) to allow free access for firefighting equipment. You must remain with your class and teacher.

In case of a Lock Down, all students are to remain in their classroom with their teacher. All staff are to check hallways and encourage students to go into their classroom, lock doors, and ensure their safety.

## **GRADUATION CEREMONY PARTICIPATION**

Graduation is a right. Participation in the ceremony is a privilege. In order to earn that privilege, you must do the following:

- Complete all 23 graduation requirements
- Have no financial obligations to the school
- Have attended all graduation rehearsals.

## **IDENTIFICATION CARDS**

You are required to have your I.D. at all times while you're in school. The I.D. must not be altered in any way. You are also required to show your I.D. card to any staff member who asks for it. Remember, the I.D. belongs to the school. You need your I.D. to get lunch. If your I.D. is lost or damaged, you will be charged a fee of \$5.00 for a new one.

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

Late arrival/early dismissal is a privilege to seniors only. If you don't have a scheduled class the first few or last few periods of the day, you may apply for late arrival or early dismissal instead of attending a study hall. The following requirements apply:

- You must meet the C- rule as recorded on your most recent report card. (If you fall below the C- standard on any report card, you automatically lose this privilege and will be assigned to a study hall until you meet the C- standard again.)
- You must have a parent or guardian sign a permission form that can be obtained from and must be returned to your guidance office.
- You are responsible for your own transportation to or from school, as applicable, and may not return to the school at 2:15 p.m. to ride a bus.
- You may not be on school grounds or in the building without permission during your late arrival or early dismissal periods.
- If you have late arrival privileges, you must sign in at your house office 5 to 10 minutes before your first scheduled class. This is for attendance purposes.

***Please note that if you don't leave school property at the time you are released, you will lose your early release privilege.***

## **LATE BUSES**

Late buses are provided to allow students to remain after school for extra help with teachers, to attend meetings, and to participate in school activities. Late buses are available Mondays through Thursdays at 3 p.m. and 4:15 p.m., and on Friday at 3 p.m. In order to board the bus, you must receive a bus pass from the teacher or supervisor with whom you stayed after school.

## **LIBRARY/MEDIA CENTER**

The library/media center is located on the second floor and contains many books, computers, and a wide variety of audio-visual materials for student and teacher use. It subscribes to a large number of periodicals and newspapers.

Passes to the library/media center are issued by a subject teacher. They may be issued to you only when you have a legitimate purpose for using the library/media center, e.g. research, reference, or recreational reading. You must remain in the media center the entire period unless specified on the pass.

You must arrive at the library/media center before the bell rings with your pass from a subject teacher. The media center will take attendance and report your presence to your study hall teacher.

You will need your I.D. card in order to check out books or other materials from the library/media center.

## **LOCKERS & LOCKS**

The Board of Education provides you with an unlocked locker in which to keep personal belongings and materials. **You must provide your own lock.** Since all lockers are school property, your use of a locker is a privilege. The school administration has the right to open and examine any locker. If you are not present, your lock may be cut off and will be replaced at school expense. You should not keep belongings in any locker other than your own and you may not share lockers. You are accountable for the contents of the locker assigned to you. You should lock your locker to prevent misuse of your locker by other students. You should keep your locker in an orderly and sanitary condition and free of contraband. We strongly advise that you not keep valuables in your locker, as the school is not responsible for stolen items. This advice is especially applicable to the lockers in the P.E. locker rooms.

## **LOITERING DURING AND AFTER SCHOOL**

School is your workplace and your job is to learn and have fun, but it's not a place for "hanging out." During transitions, it's your responsibility to go directly to your next class. Do not loiter in the cafeteria foyer, gym lobby, stairway landings, or any other area. Doing so causes unnecessary congestion and might make you (and others) late. If you stay after school, you should be with a teacher or coach.

## **PARKING**

Student parking is available on the side of the tennis court with overflow parking available at Beehive Stadium. The class president will collect the requests of drivers who would like to park in the upper lot near the auditorium. Those students selected will register with Ms. Ferrandino in security to receive a parking pass.

## **PLAGIARISM**

Academic dishonesty can take many forms, including plagiarism (intentional and unintentional), fabrication of sources, purposeful misrepresentation of others' ideas, purchasing and using work from a website or another source, or other fraudulent activities. Plagiarism is a serious academic offense which will result in a reduction of grade, requirement to redo the assignment, or parent-teacher-student conference. Many teachers, especially in AP classes, count this as a "0".

## **RELEASE OF STUDENT INFORMATION**

By an act of Congress, we are required to release your name, address, and telephone number to military recruiters and institutions of higher education. If your parents/guardians do not wish to have that information released, they should send a letter to the principal no later than October 1<sup>st</sup> stating their objection. If you are 18, you may do the same.

Also, you may be photographed for publicity about school programs. If your parents/guardians do not wish to have your picture published, they must submit a letter to the principal stating their objection by October 1<sup>st</sup>. If you are 18, you may do the same. The letter will be placed in the students' file.

## **SCHOOL ACTIVITIES & DANCES**

All regulations pertaining to student conduct in school are in effect at all school activities. If you are on suspension, you are not allowed to participate in any school activity. (An out-of-school suspension ends on the morning of the first school day on which you can return to school. An in-school suspension ends at 2:15 p.m. that day.) Anyone suspected of drinking/drugs will not be admitted and is subject to disciplinary action. If you choose to leave a dance, you will not be permitted to return. You won't be admitted to dances more than an hour after the dance begins. Only NBHS students can attend an NBHS dance. All exceptions are to be determined by administration.

## **SCHOOL BASED HEALTH CENTER**

The School Based Health Center (SBHC) is a part of Community Health Center, Inc. and provides quality health care for students at a convenient location inside NBHS. Parents must enroll students separately from their school registration, and enrollment is available online through the school website. If you have any questions, please call 860-347-6971, ext. 3796

## **SCHOLARSHIP OPPORTUNITIES**

Seniors should continuously check with their Guidance Office for the most recent scholarship opportunities that are offered to throughout the school year.

## **SCHOOL EMBLEMS**

Colors: Red and Gold

Team Name: Golden Hurricanes

## **SCHOOL SALES**

The school principal must approve selling of miscellaneous items through class and extracurricular activities. Such sales must not disrupt educational activities or detract from the appearance of buildings and grounds. Students are responsible for merchandise and/or funds.

## **SCHOOL STORE**

Canes' Corner, located on the west side of the first floor, is our school store. It offers school supplies, clothing with the school insignia, water, locks, ID lanyards, and other materials. You may visit the school store at posted times with a pass from a teacher.

## **STUDENT RECORDS**

The Family Educational Rights and Privacy Act of 1974 (FERPA) gives your parents several rights regarding your school records. These rights are outlined in the NBHS Parents' Handbook. Once you turn 18, the rights belong to you. If you would like more details, a FERPA fact sheet is available in your beehive office.

## **TRANSCRIPTS**

A transcript is a summary of your high school academic record. At your request, we will send copies to other schools and to colleges or give you a copy only if you have no financial obligations to the school.

## **VISITORS**

Your parents/guardians and residents of New Britain are encouraged to visit New Britain High School. Arrangements may be made through your associate principal. However, students from other schools, non-students, and younger brothers and sisters are *not* permitted to visit New Britain High School when school is in session unless they are participating in a

recognized student exchange program and have received prior approval from the school administration. With the exception of presently enrolled students and staff members, everyone entering New Britain High School must first stop at the main office to receive a visitor's badge.

## **PART VII – DISCRIMINATION AND HARRASSMENT**

### **DISCRIMINATION GRIEVANCE PROCEDURE**

If you or your parents believe you have been discriminated against, denied a benefit, or excluded from participation in any district education program or activity on the basis of race, color, age, religious creed, sex, marital status, national origin, sexual orientation, ancestry, disability, in violation of our non-discrimination policy, you may file a complaint with the compliance officer, who is the assistant superintendent for business and operations. The specifics of the procedure are outlined on a handout that is available to you in your beehive office as well as the main office.

### **HARRASSMENT COMPLAINT PROCESS**

#### **Notice of Non-Discrimination**

The Consolidated School District of New Britain does not discriminate on the basis of race, color, national origin, sex, disability, age, religion or sexual orientation in any of its programs, activities and employment practices.

Any student who feels he/she has been denied an equal opportunity to participate in or benefit from the activities, programs or courses of study offered by the school district in violation of this policy should immediately bring his or her complaint to the attention of a Guidance Counselor, Assistant Principal, Building Principal or the Director of Pupil Services.

#### **Prohibition of Unlawful Harassment**

Harassment is a form of discrimination. Is the policy of the Board of Education to maintain a working and learning environment that is free from all forms of unlawful harassment based upon a student's race, color, national origin, sex, disability, religion, sexual orientation, or any other basis prohibited by law.

Students are also prohibited from harassing teachers, administrators or other school personnel on the basis of race, color, national origin, sex, age, disability, religion, sexual orientation, marital status, ancestry, genetic information or any other basis prohibited by law.

#### **Definition of Unlawful Harassment**

Unlawful harassment means unwelcome and offensive conduct that has the purpose or effect of unreasonably interfering with a student's performance and/or learning opportunities or that is sufficiently severe,

pervasive or persistent so as to create an intimidating, hostile or offensive educational environment. All forms of harassment are prohibited whether verbal, written, visual or physical and regardless of the medium through which it occurs.

### **Definition of Sexual Harassment**

Unwelcome sexual advances, requests for sexual favors and other inappropriate verbal, non-verbal or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of a student's education;
- Submission to or rejection of such conduct by a student is used as a basis for educational decisions affecting that student's education;
- Such conduct has the purpose or effect of substantially interfering with a student's educational performance, and/or is sufficiently severe, pervasive or persistent that it creates an intimidating, hostile or offensive educational environment.

A harasser may be a student, school employee, or any other person involved in or present for school-sponsored events or programs. All members of the school community are responsible for helping to assure that sexual, racial and other unlawful harassment is avoided. Any student who feels that he/she has been harassed should immediately report it to any of the following: Guidance Counselor, Assistant Principal, Building Principal, or Director of Pupil Services. Any person who has observed or otherwise become aware of conduct prohibited by this policy should bring the matter to the immediate attention of the building principal and Director of Pupil Services.

### **Complaints of Discrimination and/or Unlawful Harassment**

The following individuals have been designated to handle inquiries and receive complaints regarding discrimination and unlawful harassment:

Mark Spalding  
Director of Pupil Services (Title IX Coordinator)  
272 Main Street, P.O. Box 1960, New Britain, CT 06050

All complaints will be promptly investigated in as confidential a manner as practical and appropriate corrective action will be taken when warranted. Any employee, student, volunteer or other individual under the control of the school system who is determined after an investigation to have engaged in harassment in violation of this policy will be subject to discipline, including possible dismissal or expulsion.

This is a summary of Board Policies and Administrative Procedures 3-25A, 3-25B and 11-6. Copies of these policies and procedures are available on the district's website and Board of Education offices.



**Please return THIS SHEET ONLY.**

**Signature Page**

*Parent/Guardian: I have read and understood the New Britain High Hurricane Handbook 2018-1019.*

Parent/Guardian Name  
(printed):

\_\_\_\_\_

Parent/Guardian

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Student: I have read and understood the New Britain High Hurricane Handbook 2018-1019.*

Student Name  
(printed):

\_\_\_\_\_

Cohort: \_\_\_\_\_ ID \_\_\_\_\_

Student

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Teachers: Please collect these completed forms and bring to the appropriate beehive office.