



# Northwest Catholic High School

## STUDENT HANDBOOK 2009 - 2010

29 Wampanoag Drive  
West Hartford, CT 06117-1220

Telephone: (860) 236-4221  
Fax: (860) 586-0911  
Website: [www.northwestcatholic.org](http://www.northwestcatholic.org)

*This agenda belongs to:*

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/STATE \_\_\_\_\_

ZIP CODE \_\_\_\_\_ PHONE \_\_\_\_\_

HOMEROOM \_\_\_\_\_ STUDENT NO. \_\_\_\_\_

**TABLE OF CONTENTS**

Mission of Northwest Catholic High School	4
Message from the Principal	5
Academic Information	6
Student Activities	8
General Information	13
Rules and Regulations	18
Discipline	27
Schedules for Classes	33-34
Diagram of School	35
History of Northwest Catholic High School	36

**2009 - 2010**

## **STUDENT HANDBOOK**

### **NORTHWEST CATHOLIC HIGH SCHOOL**

29 Wampanoag Drive

West Hartford, Connecticut 06117

(860) 236-4221

Fax (860) 586-0911

*www.northwestcatholic.org*

**Mrs. Margaret R. Williamson**  
*Principal/Chief Administrator*

**Mr. Richard L. Callahan**  
*Vice Principal and Dean of Students*

**Mr. John A. Cusson**  
*Academic Dean*

**Mr. Anthony R. Puskarz, Jr.**  
*Director of Business and Finance*

**Mrs. Joyce O'Rourke**  
*Director of Guidance*

**Mr. Joshua Reese**  
*Director of Athletics*

**Mrs. Nancy Bannon**  
*Director of Admissions*

**Mrs. Kristina Gillespie**  
*Director of Campus Ministry*

**NORTHWEST CATHOLIC HIGH SCHOOL**  
**MISSION STATEMENT**

Northwest Catholic High School is a coeducational, college preparatory school whose mission is to foster in young people a faith that gives meaning and direction to life, to challenge and guide them in the pursuit of academic excellence, and to instill within them a spirit of service to God and others.

**Statement of Values**

- ~ Catholic Education - We cherish quality education rooted in the tradition of the Catholic Church and focused on providing a variety of spiritual, intellectual, social, technological, cultural and athletic activities which encourage students to develop fully their gifts of mind and body.
- ~ Leadership and Service - We call students to accept the challenges of responsible citizenship, to have compassion for others and to exercise leadership qualities centered in Gospel values.
- ~ Teaching by Example - We want to attract and retain outstanding faculty and administrators who will foster a love of learning among our students and also serve as role models in their lives.
- ~ Student Diversity - We promote diversity in our student body as a real strength which plays a significant role in the overall educational process.
- ~ Respect - We are dedicated to providing a caring, disciplined and safe school environment that fosters respect for oneself and for others.
- ~ Personal Identity - We will strive to maintain our school at a size that enables all students to be recognized and appreciated, and to know that they belong.
- ~ Community - We are committed to maintaining a strong sense of community, centered in faith and embracing students, parents, administrators, faculty, staff, alumni/ae and friends of Northwest Catholic.

## PRINCIPAL'S MESSAGE

Dear Students,

Welcome to the 2009-2010 school year! The year ahead promises to be one of special opportunity and challenge. We especially welcome the new members of our community, both in the freshman class and those transferring into the upper grades. Northwest has always had a strong sense of community. This year will undoubtedly be one in which to build new and strong relationships among yourselves and your teachers.

A successful community can only be built upon high standards of cooperative and respectful relationships. Each member is called upon to demonstrate self-discipline, respect for others, and a spirit of cooperation with the expectations and values of Northwest Catholic.

Many of the rules and procedures that define Northwest's expectations of students are outlined in the pages of this Student Handbook. Please read them carefully and reflect upon what is being asked of you. The challenge for each of you will be not only to rise to these expectations, but to surpass them, and to use your God-given talents and abilities to their fullest potential.

Best wishes for every success toward the achievement of this goal and in all your endeavors throughout the year ahead.

Sincerely,

Margaret R. Williamson  
Principal/Chief Administrator

## ACADEMIC INFORMATION

**COURSE SELECTION.** Course selection for the following year is made by students at the beginning of the second semester with the help of teachers, counselors and with parental approval. Once course selections are made, these decisions should remain final except for serious reasons.

Students may not drop or change a course unless an exceptional situation exists. This status will be determined by the Academic Dean, after consultation with the student's guidance counselor and teacher. A written note from a parent is also required.

Students may not drop or change a course unless an exceptional situation exists. This decision will be made by the Academic Dean, after consultation with the student's guidance counselor, the department chair, and the teacher. A written note from a parent is also required.

A student who withdraws from a class after 10 days into the semester will receive a grade of "W". If a student withdraws from a course after completing more than half the course, the student will receive a final grade of "F". Both W's and F's result in no credit given.

**CREDITS.** A minimum of 22 credits is required for graduation. Included in these credits must be: 4 in English, 4 in Religious Studies, 3 in Math, 3 in Social Studies (one of which must be U.S. History), 3 in Science, (one of which must be Biology), 1 credit in Physical Education, .50 in Fine Arts and .20 credit in Health Education. 24 credits will be required beginning with the class of 2014.

**GRADING SYSTEM.** The marking system will be based on letter grades: A, B, C, D, and F. The minimum passing grade is "D." The meaning of these letter grades is as follows:

- A = consistently superior performance in all aspects of course requirements.
- B = comprehension and achievement of course requirements beyond the minimum.
- C = satisfactory fulfillment of minimum requirements.
- D = minimum fulfillment of minimum requirements.
- F = Failure to meet minimum requirements.

Teachers may use both letters and numbers in the grading process. The student is graded on his or her performance in relationship to the course requirements, to his own abilities, and to other students in the class. Each teacher's course requirements and criteria for each grading level are given to students early in the year. Quarterly grades, examination grades, semester averages and final grades will be shown on the report card. Semester averages will include 40% of each of the quarter grades and 20% of the exam grade. Final averages in year long courses will be comprised of 20% of each quarter's grade and

**ACADEMIC PROBATION.** A student who fails more than one subject for the first and third marking periods is placed on Academic Probation. The student is expected to demonstrate substantial improvement and is ineligible to participate in athletics until satisfactory grades for the next marking period have been posted. A student who fails more than one subject for the first semester is also placed on Academic Probation and is ineligible to participate in athletics for the remainder of the year. Semester grades are noted on the mid-year report card as “semester average” or as “final” in semester courses. Students who are on Academic Probation will have their records reviewed at the end of each semester to determine if they are eligible to remain at Northwest Catholic. Students who fail courses at the end of the year are required to attend an approved summer school to earn credit. This may also restore their athletic eligibility.

**CIAC ATHLETIC PROBATION.** A student who fails more than one subject in the second marking period (regardless of the semester average or exam grade) also loses athletic eligibility according to CIAC rules, until satisfactory grades for the third marking period have been posted. (A student who is on CIAC Athletic Probation after the second marking period may try out for a spring sport assuming improved academic status.)

**ACADEMIC WARNING LETTERS.** Academic warning letters will be issued each marking period for students who receive more than two D's or a combination of D's and F's.

**FAILURES.** A student who fails any subject must make up the credit by passing the subject at an accredited summer school (private tutor not acceptable) or by repeating it the following year if he/she has accumulated enough credits to allow the postponement. Students who fail the second semester of a full year course may be required to attend summer school in order to advance in that subject area. A student must have five credits at the end of grade 9, eleven credits at the end of grade 10 and sixteen at the end of grade 11.

If, after summer school, the student fails to meet the required units of credit for his/her grade, he/she may request a review of his/her credits by the Principal, who has the authority to make whatever decision is deemed advisable for the student's continuation at Northwest.

**SENIOR FAILURES.** Seniors who do not have the required number of credits for graduation from Northwest Catholic High School in June, do not receive a diploma. In such cases, diplomas are given upon successful completion of credits at summer school.

**FAILURES IN RELIGION.** Students who fail a religion course are required to make up the credit in the summer. Students will be notified accordingly.

**MAKE-UP WORK.** When a student has been absent from classes, he/she is expected to see teachers about the work missed. All work should be made up within the week after the return to school or as soon as possible for extended illnesses. No credit is given for the quarter unless work is completed. Teachers are available after school every day, and it is the responsibility of the student to approach the teacher to arrange for make-up work. This responsibility rests primarily with the student, not with the teacher. Teachers are not obliged to give assistance to students whose absence is unexcused. If a student is absent ten consecutive days or more, arrangements should be made with the local Public School System for home-bound instruction.

**ABSENTEEISM.** Absenteeism will negatively affect student performance and therefore grades. Students who have been absent 20 days in a full year course or ten days in a semester course will be subject to a review of credit determined by administrators in consultation with the teacher. Loss of credit may result. Absences become a part of the student's permanent record.

**PARENT TEACHER CONFERENCE.** Teachers welcome consultation with parents about the progress or difficulties of students. Parents may make an appointment by calling the school at (860) 236-4221. The teacher will return the call to make a definite appointment.

**REPORT CARDS.** Report cards are mailed quarterly and transcripts are posted on Edline. Parents are asked to examine the entire report, including marks, teacher's comments, and record of absence and tardiness and discuss it with their son/daughter.

**ACADEMIC REPORTS** indicating a student's progress are posted on Edline two (2) times per quarter. Parents are asked to sign the second report of each quarter and return that report to the teacher. Parents are encouraged to contact teachers in regard to these reports.

## **STUDENT ACTIVITIES**

**ATHLETIC TEAMS.** Varsity and Junior Varsity athletic teams are formed and conducted according to the rules of the Connecticut Interscholastic Athletic Conference. Northwest Catholic is a member of the Northwest Conference. Activities for boys include baseball, basketball, cross-country, football, golf, hockey, indoor track, outdoor track, swimming, soccer, tennis and lacrosse. Activities for girls include cross-country, indoor track, outdoor track, soccer, tennis, basketball, volley-

ball, swimming, field hockey, softball and lacrosse. Any student who is interested in playing sports at the collegiate level should speak to their coach, guidance counselor or the athletic director regarding academic requirements and procedures of the NCAA Clearinghouse. – *Director of Athletics*: Mr. Joshua Reese

**ATHLETIC AWARDS.** Earning a varsity letter is a noteworthy accomplishment and a goal of Northwest athletes. Varsity letters are awarded to all seniors and underclassmen who have made a significant contribution to their respective teams at the varsity level of competition, as determined by their head coach.

Athletes may receive one varsity letter in each sport. Each time an athlete additionally qualifies for a letter he/she will be awarded a varsity certificate and sports pin. Senior varsity athletes also receive plaques noting their varsity participation for the span of their career.

All junior varsity or freshman team participants receive JV letters and freshman class numerals respectively. A JV letter will be awarded for each sport participated in at that level, regardless of the number earned.

An award is also presented to the Most Valuable Player in each scholastic sport. The Most Valuable Player may be chosen by the coach or by the team vote conducted by the coach. All Most Valuable Players and their parents are honored at a banquet held at Northwest each June.

A Coaches' Award is given to an individual athlete chosen by the head coach or coaching staff as deserving of special recognition for that particular team. This can be awarded to any varsity athlete.

Awards are presented to athletes at three evening ceremonies, one each following the close of the fall, winter, and spring seasons.

**ART CLUB.** This club enables students to take the study of Art, Photography and Art History beyond the classroom. – *Moderator*: Mr. David Woodford

**BAND.** The band provides an opportunity for students to continue their appreciation of music. It meets during the day for academic credit. The band performs at musicals, concerts, and athletic contests. – *Director*: Mr. Raymond Sinclair

**CHEERLEADERS.** Cheerleaders help to build and maintain enthusiasm and school spirit at all athletic events. Cheerleaders are chosen for football and/or basketball. Activities include attendance at games, pep rallies, and weekly practices. – *Moderator*: Ms Christine Michaud

**CHORAL MUSIC.** Concert Choir, Women's Choir and Chamber Choir meet during the school day for academic credit. Two concerts are presented each year. The Spring Musical is an extracurricular activity open to all students by audition. – *Choral Director:* Mr. Daniel Avery

**CHRISTIAN LEADERSHIP.** This group meets during the day for academic credit. Students lead retreats and organize spiritual activities for the school. – *Moderator:* Mrs. Kristina Gillespie

**COMPUTER CLUB.** Designed for exploration of the many facets of computer application. – *Moderator:* Mr. Scott Fletcher

**GLOBAL AWARENESS CLUB.** This club is sensitive to the issues which affect our world. – *Moderator:* Ms Claudia Hart

**INTRAMURALS.** This program is offered in spring and fall and provides for students who do not participate in varsity or junior varsity sports an opportunity to participate in athletic competition. Activities include basketball, soccer, volleyball, chess, and floor hockey. – *Moderator:* Mr. John Mirabello & Mr. Chris Gallagher

**LANGUAGE CLUB.** French and Spanish Clubs provide an opportunity for students to enrich their regular studies in a particular language. Activities include European tours, lectures, or visits to places and events related to a particular culture. The club usually meets on the third Wednesday of each month. All members must be taking a foreign language and have the desire to use the language outside of the classroom. – *Moderator:* Mrs. Ana Barrett

**MOCK TRIAL TEAM.** The Mock Trial Team offers the challenging and exciting opportunity to all students to present an actual trial in a competitive forum. Students assume roles as witnesses and attorneys involved in both civil and criminal case facts. Coaches of the team are actual attorneys who have experience in litigation practice. – *Moderator:* Ms Joan Keating-McKeon

**NATIONAL HONOR SOCIETY.** The National Honor Society honors students for scholarship, good character, leadership and service. The qualifications for consideration in the NHS at Northwest Catholic High School are a cumulative grade point average of 3.33 after a minimum of nine marking periods, strength of character, demonstration of leadership and service in school, church and/or civic activities. Some examples are as follows:

- Leadership – The student who exercises leadership:
  - ~ demonstrates leadership in promoting school activities
  - ~ exemplifies positive attitudes
  - ~ successfully holds school offices or positions of responsibility

Service – The student who cares:

- ~ participates in some outside activity – Red Cross, CCD teacher, etc.
- ~ cheerfully and enthusiastically renders any requested service to the school
- ~ is willing to represent the class or school in inter-class and inter-scholastic competition.

Character – The student of character:

- ~ takes criticism willingly and accepts recommendations graciously
- ~ upholds principles of morality and ethics
- ~ demonstrates the highest standards of honesty and reliability
- ~ manifests truthfulness in acknowledging obedience to rules, avoiding cheating in written work, and showing unwillingness to profit by the mistakes of others.

Juniors and Seniors will be considered in the fall after the first marking period. Selection of members will be made by the Faculty Committee after gathering the necessary data.

A student who qualifies scholastically but is deficient in other areas will be notified by the National Honor Society advisor who will explain why refusal occurred and suggest possible areas of improvement.

Warnings will be sent to members whose grade point average falls below 3.0. They will be given one semester to meet the necessary scholastic requirement before dismissal procedures are initiated. Dismissal for other reasons will occur only in extreme cases and the Faculty Committee will carry out procedures of due process as outlined in the National Honor Society Handbook. Serious violation of school rules may result in additional requirements to maintain a student's membership in the National Honor Society. – *Advisor:* Mrs. Patricia Juda

**NORTHWEST PASSAGES.** Students produce the official school newspaper. Students are given an opportunity to develop their talents in fields of journalism and photography. – *Moderator:* Mrs. Jennifer Montoney

**NOWECA.** The Northwest Catholic yearbook provides an accurate history of the academic year reflecting all students and all school activities. The standards of journalistic excellence are stressed. Staff selection is made by the moderator on the basis of student's application, interview, academic standing, and teacher recommendation. Meetings are held on Thursdays throughout the school year. – *Mod-*

erators: Ms Jennifer Puskarz and Ms Nita Beeman

**PEP CLUB.** Pep Club promotes interest in sports activities and stimulates school spirit. Club membership includes publicizing and attending athletic and other special school activities. – *Moderator:* Mrs. Elizabeth Oates

**SOCIAL ACTION COMMITTEE.** The Social Action Committee, unique in being the only committee of faculty and students, is involved in making the Gospel message of service a lived reality. Such specific activities as fast days, food drives, and tutoring programs make up this committee's work in our school. Open to all students with a desire to serve those in need. *Moderator:* Mrs. Kristina Gillespie

**STUDENT ASSISTANCE COMMITTEE.** The Student Assistance Committee is comprised of a group of seniors, who help transfer students adjust to the new school environment and provide tutoring services for those who request help. Each member is requested to attend two training sessions and volunteer two periods per week for tutoring. Meetings are held weekly during a homeroom period. – *Moderator:* Mrs. Joyce O'Rourke

**STUDENT COUNCIL.** The Student Council serves to promote democratic principles. Students learn and practice procedures necessary for effective government, offering members opportunities to accept responsibility and to provide leadership. The Council represents the opinions of the student body while seeking to foster the gospel spirit, unity, cooperation and service to the school community. – *Moderator:* Mr. David Woodford

**FRESHMAN CONTACT.** This is a group of twenty to thirty seniors selected to work with the moderator and principal to assist in the acclimatization process for the freshman class. The contact members organize the freshman picnic and sponsor the freshman dance in September to promote spirit and class unity. Group members serve as homeroom advisors to help incoming students feel a part of the Northwest community. – *Moderator:* Mrs. Mary Jo Foran

**SCUBA DIVING CLUB.** This group is instructed in the basics of scuba diving and can earn Open Water Certification through P.A.D.I. – *Moderator:* Mr. Timothy Crowley

**SKI CLUB.** The Ski Club provides the opportunity for skiers and snowboarders to enjoy their favorite activity on Friday afternoons in January and February. – *Moderator:* Mrs. Yvonne Ellis Rousseau

**THE WRITER.** The Writer publishes quality literary art material written by students. Activities include writing contests, selection and editing of

student writing and art work, and the publication of the school's literary magazine. – *Moderator:* Mr. David Woodford

**THE MUSE.** The poetry club is an activity which welcomes into membership students who enjoy writing original poetry as a personal hobby. Its purpose is to affirm and encourage original talent. Club activities include: technique instruction, peer critiquing, poetry readings, guest lecturers, and the publication of one volume of illustrated poetry each year. – *Moderators:* Mrs. Elizabeth Oates and Mr. Jeffrey Przech

**DRAMATEURS.** This is a drama club which provides an opportunity for students with an interest in the dramatic arts to study and perform a variety of dramatic and musical works. – *Moderator:* Mrs. Sara Avery

A Fall play and a Spring musical are staged each year and casting is by open audition. – *Artistic Director:* Mrs. Sara Avery — *Music Director:* Mr. Dan Avery

**SYNCOPATE.** The NWC dance team is an elite group of dancers who perform at basketball games and compete throughout the winter and spring. Dancers should be trained in jazz, ballet, and hip hop; experience with acro and break dancing is a plus. Auditions are required. – *Moderator:* Ms Kerri Smith

## GENERAL INFORMATION

**ACCIDENTS.** Injuries occurring on the school grounds should be reported to the school nurse immediately. Students are asked to make known to gym instructors any injury sustained in physical education courses. Other accidents must be reported immediately to the office.

**INSURANCE.** Special student insurance policies are sold in school. Claim forms for this insurance are available in the office.

**BUS TRANSPORTATION** for 2009-2010. Students who reside in West Hartford must notify the West Hartford Transportation Department in July prior to the start of school and will be provided with transportation, at no cost to them, by the town if they live within the specified distance from school. Bus transportation for Area 1 (includes Avon, Bloomfield, Farmington, Hartford, New Britain, Newington, Rocky Hill and Wethersfield) is \$1,275 per student; Area 2 (serving communities not included in Area 1) is \$1,500 per student. A non-refundable deposit must be submitted with the contract by July 1. Additional budgeted payments are due by September 1, 2009 and December 1, 2009. Bus contracts are made for the entire year. A LATE BUS is provided for West Hartford students by the town of West Hartford at no charge. Northwest Catholic also provides a LATE BUS for students

residing outside of West Hartford. Passes for this bus can be purchased for the year at \$750 (\$425 if already paying for a bus) or per season at \$465 (\$260 if already paying for a bus). Daily late bus passes can be purchased in the office for \$6 and can be used only on the day of purchase. Students receive reduced rates with student I.D.s from CT Transit for Hartford buses.

**CAFETERIA.** The cafeteria is the only place in the building where eating and drinking is permitted. At all times it is the responsibility of the students to keep the cafeteria clean. Students should remain seated during the cafeteria period except to purchase food and to clean up. Ten minutes before the end of each period the kitchen will close. This signals the start of the cleanup period (tables, seats, and floor). All cleanup should be completed before proctors circulate to inspect tables and floor. Students who have not cleaned up or who are not seated will receive an office detention from the cafeteria proctor. Violations of cafeteria regulations can result in student losing his/her cafeteria privileges and can bring about reassignment to a supervised area other than the cafeteria.

**FEES.** Certain fees will be billed during the course of the 2009-2010 school year for the following:

**LAB AND MATERIAL COURSE FEES**

*Half Credit Course Fees:* \$80.00, applies to the following courses:

Art I, Crafts, Oceanology, Mechanical Drawing, Intro to Dance, Dance Repertory, Jazz Band, String Ensemble and Chamber Choir

*Tier I Course Fees:* \$120.00, applies to the following courses:

Art II, Physical Science, Biology, Chemistry, Physics, Environmental Science, Concert Band, Advanced Jazz Band, Honors Wind Ensemble, Concert Choir, Women's Chorus, Jazz Choir and Acting 1

*Tier II Course Fees:* \$150.00, applies to the following courses:

Art III & IV and Photography

*Tier III Course Fees:*

A. P. Courses in Art and Science—Fee \$185

*A.P. Studio Art Slide Fee—* \$120

*Registration Fees* (non-refundable):

Incoming Students first year - \$400

Continuing Students - \$300

*A. P. Exam Fee* - T.B.D. (approximately \$90.00 - per exam)

*Graduation Fee* - \$425

**STUDENT ACTIVITY FEE** (required all students) - \$485.00

This fee entitles all students to free admission to all home sports events, plays, concerts and musicals. It also includes receiving copies of *N. W. Passages*, *The Writer*, and *The Muse* at no charge. Use of a locker and retreat costs are included. Separate fees may be charged for special student events (e.g. professional theatrical productions or admission fees to museums or other exhibits).

**BOOKS AND SUPPLIES.** Course books, materials and supplies may be purchased through the school's on-line bookstore *eCampus.com/nwc* which may be accessed through the school's Edline site or the school's website at [www.northwestcatholic.org](http://www.northwestcatholic.org). Orders may be placed anytime (24/7) and shipped directly to your home within 24-72 hours of ordering. All major credit cards are accepted. Used books may also be available through the on-line bookstore. Students having used books in good condition may submit them for sale to the *eCampus* representatives at the end of the school year at times to be announced. In addition to textbooks, *eCampus.com/nwc* offers general interest books, CDs, DVDs, supplies and other merchandise similar to other popular on-line retailers.

**PERSONAL BELONGINGS.** Students are responsible for their personal belongings. It is not advisable for a student to have items of value at school. Money should be carried on one's person. Insurance against loss, theft or damage of student's property, such as laptops, calculators, musical instruments, iPods, etc., is available from various insurance vendors. The coverage is optional.

**LOCKERS.** Each student is assigned one locker by his homeroom teacher. For the purpose of increased security built-in locks have been installed on each of the lockers. (The school is co-tenant of all lockers and desks and has the right to search them at any time). Students are responsible for the care of the lockers assigned them and should maintain them in a manner appropriate to the values of Northwest Catholic High School. All gym lockers must be locked at all times by a lock provided by the student. They are to be locked only for class; locks left on at the end of the day will be removed.

**ATHLETIC LOCKERS.** Student athletes will be assigned lockers by their coaches. THE STUDENT ATHLETE WILL BE RESPONSIBLE FOR PURCHASING A LOCK IN THE MAIN OFFICE. NO OTHER LOCKS WILL BE ACCEPTED. Student athletes are expected to secure their equipment and valuables in these lockers at all times. The lockers are to be emptied at the end of the season. Student athletes will be held responsible for any damage done to their locker.

**LOST AND FOUND.** Books and other articles found are to be turned in at the general office where they may be claimed. Articles not

claimed within two weeks will be discarded.

**SCHOOL POLICY.** Northwest Catholic High School does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, administration policies and other school administered programs. **All students are accepted on an annual basis, provided that they are living under acceptable adult supervision.** The acceptance of the registration fee in the spring for the following year does not necessarily constitute final acceptance for continuation at Northwest Catholic. **Re-acceptance for successive years will be based on the attitude, behavior and achievement of the student and is entirely the decision of the school, made in the best interest of the school and the student.**

**STORM DAYS.** In case of severe weather, students and their parents are asked not to call the school about attendance. Watch or listen to local radio and TV stations for school reports (e.g. WTIC (AM1080), WDRC (AM1360), WFSB TV-3, or WVIT TV-30). We follow the West Hartford school system with some exceptions. If a student living outside of West Hartford cannot, according to parental discretion, get to school, he/she is not required to attend. The parent should call the school and the student should bring in a note the following day.

**TELEPHONE.** Students will not be called to the phone during class time, and only in an emergency will messages be delivered to a student. Students are prohibited from using the phone during the school day.

**TUITION.** Tuition for 2009-2010 is \$11,975.00. Where more than one child from the same family attends the school simultaneously, the following schedule will prevail:

*First Child: \$11,975; Second Child: \$11,675;  
Third Child: \$11,375; Fourth Child: \$11,075.*

The school offers several payment plans: full pay, four-pay, 10-, 11-, or 12-pay. Payment on all plans begin July 1. The tuition is due on the following dates in the 4-payment plan:

**July 1, 2009                      December 1, 2009**  
**September 1, 2009          March 1, 2010**

FACTS Management Systems will provide the tuition billing and processing service during the 2009-2010 school year. Existing payment plan options will be offered through FACTS.

All payments made at the exam dates in January and June must be in cash, money order or bank check.

Those who are able to pay the total tuition at the beginning of the year are urged to do so. Full payment of all outstanding bills is a requirement for the completion of any course.

A student, therefore, with any outstanding bills (e.g., tuition, bus, other fees) will not be able to take semester exams, or receive credit for courses, or be readmitted in September until all such bills are paid in full. Once tuition is paid, exams must be made up within two weeks. A student whose account is in arrears may not be allowed to participate in school-sponsored trips.

Parishes of Catholic students pay \$250.00 per student parishioner attending NWCBS. Parishes which maintain their own parish school pay an assessment of \$150.00. This is a parish assessment and is completely separate from tuition. Parents of non-Catholic students, Catholics not affiliated with a parish, or non-supporting Catholics (as determined by the parish) will be expected to pay the \$250.00 in addition to the stated tuition. A non-refundable Registration Fee of \$300 for returning upper-class students is due and payable in March 2010 to hold a place for the student in the 2010-11 school year. A \$25 Late Payment Fee is assessed if payment is not made by the 9<sup>th</sup> of the month.

**PAYMENT SCHEDULE  
2009-2010 SCHOOL YEAR**

	July 1	Sept. 1	Dec. 1	Mar. 1	Total Annual Charge
1 <sup>st</sup> Child Catholic	\$2,993.75	\$2,93.75	\$2,993.75	\$2,993.75	\$11,975
2 <sup>nd</sup> Child Catholic	\$2,918.75	\$2,918.75	\$2,918.75	\$2,918.75	\$11,675
3 <sup>rd</sup> Child Catholic	\$2,843.75	\$2,843.75	\$2,843.75	\$2,843.75	\$11,375
4 <sup>th</sup> Child Catholic	\$2,768.75	\$2,768.75	\$2,768.75	\$2,768.75	\$11,075

**BUS PAYMENT SCHEDULE  
2009 - 2010**

	Deposit	1 <sup>st</sup> Payment	2 <sup>nd</sup> Payment	Total
Area 1	\$575.00	\$350.00	\$350.00	\$1,275.00
Area 2	\$500.00	\$500.00	\$500.00	\$1,500.00
Late Bus Only	\$750.00	-	-	\$750.00
Late Bus Regular Users	\$425.00	-	-	\$425.00
Late Bus Only Seasonal	\$465.00 per season			
Late Bus Regular Users Seasonal Selection	\$260.00 per season			

**TUITION ASSISTANCE.** There is a limited amount of tuition assistance available each year for Northwest students. Awards are based on financial need and academic performance. A limited number of renewable academic scholarships are awarded to incoming freshmen based on academic records and entrance exam results. Applications for financial assistance are submitted in February of each year.

**WITHDRAWALS.** If a student withdraws from school for any reason during the year, the parent or responsible party will be obligated to pay for all fees as well as tuition for those months of school partially or fully attended.

## **RULES AND REGULATIONS**

**ANNOUNCEMENTS.** During the announcements it is important to have the attention of everyone in the building. All are asked to be seated and observe complete silence during this time.

**ATTENDANCE.** Only personal illness is legitimate reason for non-attendance. The principal reserves the right to determine whether absence for any other reason is authorized. PARENTS MUST CALL THE SCHOOL (236-4221) EACH DAY BEFORE 9:00 A.M. TO EXPLAIN A STUDENT'S ABSENCE. Attendance is reported by telephone by selecting "1" when the auto-attendant answers the school's telephone system. On the day returning to school, a student must present an absentee note from his/her parent or guardian to the Main Office. [See also "NOTES" p. 19.] Failure to do so will result in detention. Students are expected to be in homeroom by 7:50 a.m. Students who are absent for ten successive school days due to illness will not be readmitted without a note from family physician or approval from school nurse and/or doctor.

**TARDINESS.** It is the responsibility of the family and each individual student to insure prompt arrival at school each day. Students who are excessively tardy to school will be liable to suspension.

A student should not be tardy more than three times in any quarter. The fourth tardy during the quarter will result in a detention. On the eighth tardy, the student will receive a two hour detention and parents will be notified.

The tenth tardy in any quarter can result in a parental conference and possible suspension. Be aware that tardiness becomes a part of the student's permanent record.

Attendance will be taken in Homeroom. All students are expected to be in homeroom by 7:50 a.m. Students who are not in homeroom at 7:50 a.m. will be recorded as tardy. Students who arrive at school after

the conclusion of the homeroom period must report to the office. Students who arrive to school after the first period will not be admitted without prior communication with a parent. Students who are tardy for a scheduled class will receive a personal detention from that teacher.

**NOTES.** It is understood that all official communication to the school such as notes requesting early dismissal, excuses for absence will be written entirely by the parent, not merely signed. Parent signature only will not be accepted.

**COLLEGE DAY.** Seniors are allowed one day to visit the college campus of their choice. A firm appointment should be made with the college admissions office in advance. The purpose of this day is to assist in visiting a college prior to applying. In most cases, deadline for application is January 1. Authorization for a college day must be obtained in advance from a member of the administration.

**MAGAZINE DAY.** The entire school will be given a free day if the school quota is reached.

**EARLY DISMISSAL.** Students in grade 12 only who have no scheduled class during I and J periods may leave school at the end of Period H provided there are no scheduled student activities for the rest of the school day (e.g. assemblies, pep rallies, etc.). **Seniors must sign out in the office prior to leaving.** It is understood that when students leave the school, they do not return for extracurricular activities.

**EXCUSED DISMISSAL.** A student must present to the office on the day concerned a note from his/her parent explaining the reason for early dismissal. An early dismissal pass will then be issued. Medical and dental appointments should be set for after school hours. Only serious reasons will be honored. (See also "NOTES" above.)

**INTERNET SAFETY AND ACCEPTABLE USE POLICY FOR THE USE OF COMPUTERS AND TELECOMMUNICATIONS.** Computing, data storage, and information retrieval systems are designed to serve the students, faculty, staff, and volunteers of the Northwest Catholic community. Network and Internet access is provided to further the legitimate educational goals of this institution. Northwest Catholic provides computing and network resources for the use of students, employees, and others affiliated with Northwest Catholic.

Members of the Northwest Catholic community are encouraged to use the computers, software packages, or outside the Northwest Catholic network software for educational or Northwest Catholic related activities and to facilitate the efficient exchange of useful information. However, the equipment, software, and network capacities provided through the computer services are and remain the property of North-

west Catholic. All users are expected to conduct their on-line activities in an ethical and legal fashion. The use of these resources is a privilege, not a right. Misuse of these resources will result in the suspension or loss of these privileges, as well as disciplinary, legal, and/or monetary consequences. Appropriate or acceptable educational uses of these resources include:

- Accessing the Internet to retrieve information from libraries, databases, and World Wide Web sites to enrich and expand curriculum is encouraged.
- E-mail capabilities may be used to facilitate distance learning projects.

Examples of inappropriate or unacceptable use(s) of these resources include, but are not limited to, those uses that violate the law, the rules of network etiquette, or hamper the integrity or security of any network connected to the Internet. Some unacceptable practices include:

- Transmission of any material in violation of any U.S. or state law, including but not limited to: copyrighted material; threatening, harassing, pornographic, or obscene material; or material protected by trade secret is prohibited. The transmission of copyrighted materials without the written permission of the author or creator through E-mail or other network resources in violation of U.S. copyright law is prohibited. As with all forms of communications, E-mail or other network resources may not be used in a manner that is disruptive to the work or educational environment. The display or transmission of messages, images, cartoons or the transmission or use of E-mail or other computer messages that are sexually explicit constitute harassment which is prohibited by North-west Catholic. It is also illegal for anyone to knowingly allow any telecommunications facility under their control to be used for the transmission of illegal material.
- The use for personal financial or commercial gain, product advertisement, political lobbying, or the sending of unsolicited junk mail, or chain letters is prohibited.
- Vandalism is prohibited. This includes, but is not limited to, any attempt to harm or destroy the data of another user, the network/Internet, or any networks or sites connected to the network/Internet. Attempts to breach security codes and/or passwords will also be considered a form of vandalism.
- The creation, propagation, and/or use of computer viruses is prohibited.
- The forgery, reading, deleting, copying, or modifying of elec-

tronic mail messages of other users is prohibited.

- Deleting, examining, copying, or modifying files and/or data belonging to other users is prohibited.
- Willful destruction of computer hardware or software, or attempts to exceed or modify the parameters of the system are prohibited. Nothing in this policy shall prohibit the Northwest Catholic operator from intercepting and stopping E-mail messages which have the capacity to over-load the computer resources. Discipline may be imposed for intentional over-loading of computer resources.
- Unauthorized disclosure, use, and dissemination of personal information regarding minors.
- Disabling or tampering with technology that blocks or deletes Internet access. This technology would be in place specifically to protect all users from access to visual depictions that are obscene, child pornography or otherwise harmful to minors.

Access to E-mail and similar electronic communication systems is a privilege and certain responsibilities accompany that privilege. Users are expected to demonstrate the same level of ethical and professional manner as is required in face-to-face or written communications. Anonymous or forged messages will be treated as a violation of this policy.

- Unauthorized attempts to access another person's E-mail or similar electronic communications or to use another's name, E-mail or computer address or workstation to send E-mail or similar electronic communications is prohibited and may subject the individual to disciplinary action.
- All users must understand that Northwest Catholic cannot guarantee the privacy or confidentiality of electronic documents and any messages that are confidential as a matter of law should not be communicated over the E-mail.
- Northwest Catholic reserves the right to access E-mail to retrieve information and records, to engage in routine computer maintenance and housekeeping, to carry out internal investigations, or to disclose messages, data or files to law enforcement authorities.
- Any information contained on a computer's hard drive or computer disks which were purchased by Northwest Catholic are considered the property of Northwest Catholic.

This agreement applies to stand alone units as well as units connected to the network or the Internet. Any attempt to violate the provisions of this agreement will result in revocation of the user's privileges, regardless of the success or failure of the attempt. In addition, school disciplinary action, and/or appropriate legal action may be taken. The decision of Northwest Catholic regarding inappropriate use of the technology or telecommunication resources is final. Monetary remuneration will be sought for damage necessitating repair or replacement of equipment.

**IDENTIFICATION CARDS.** Student identification cards must be carried at all times and must be shown to a faculty member on request during the school day and at school functions. Student I.D. cards provide free admission to all home games and to musical programs. I.D. cards may be used for attendance check-in and cafeteria (POS) purchases. Lost I.D. cards can be replaced for a \$5 fee.

**FUNERALS.** A student who wishes to attend a funeral Mass of someone other than a member of his immediate family must submit a written note to the office from his/her parents on the day of the funeral Mass. The administration reserves the right to determine the number and dress of students who will be attending the funeral Mass of a person related in a special way or known to the school community. Students excused for the funeral Mass are expected to return directly to school.

All students are encouraged to give strength and support to the relatives of the deceased of our community by their personal presence at the wake and by their prayers for the deceased person and his/her family.

**USE OF VEHICLES. All student vehicles must be registered in the main office and all cars must display a numbered parking sticker.** Parking lots for students are provided to the west of the building. All lanes of entrance and exit must be kept clear. The speed limit on campus is 10 m.p.h. Abuse of this regulation will result in loss of driving privileges on campus. **Students are not to park in the front or rear of the building, or in any of the numbered parking spaces designated with letter "F".** Offending vehicles will be towed or tagged at the owner's expense. There should not be any loitering in the parking lot or visitation of same without permission.

**ACADEMIC HONESTY.** Pursuant to its commitment to academic excellence and Christian values, the Northwest Catholic community strives to impart and to ensure academic honesty in all student work. True academic success, then, must be founded upon a self-disciplined and intellectual process rooted in sincere individual effort and quality performance.

Consistent with this philosophy is the school's policy on academic honesty and plagiarism. Because the term plagiarism bespeaks academic dishonesty – whether it results from a student's ignorance, carelessness, dishonesty, or deceit – plagiarism in any form will not be tolerated. Plagiarism in testing situations, on homework or the use of secondary services will result in a failure for that assignment/test with no "make-up" opportunity. This offense will adversely affect a student's academic standing and may also result in serious disciplinary action including suspension.

Plagiarism most often involves the written word. It involves the borrowing of ideas, opinions, examples, words, phrases, sentences, paragraphs, or even structure from another person, including professional writers and other students, without proper and formal acknowledgement as prescribed in the Modern Language Association (MLA) Handbook. The Handbook clearly requires the use of in-text parenthetical citations as well as a Works Cited page in any research paper. Note that plagiarism is not restricted to the unacknowledged borrowing of specific language; it includes as well the unacknowledged paraphrasing and the unacknowledged borrowing of ideas with or without direct quotation or paraphrase.

**Academic dishonesty includes but is not limited to:**

- any form of cheating on quizzes, tests, or examinations;
- copying another student's homework and submitting it as your own;
- knowingly allowing another student to copy and then submit your work as his own;
- unacknowledged borrowing of specific language or ideas from a secondary source, including any electronic sources;
- unacknowledged paraphrasing (restating another's ideas in your own words) from a secondary source, including any electronic sources;
- submitting another student's work or paper as your own;
- submitting your own work, in whole or in part, to more than one instructor without proper notification.

**OFFICIAL SCHOOL NOTICES AND PUBLICATIONS.** The official school publications, advertisements or announcements must have administrative approval prior to posting or distribution.

**LIBRARY.** Students are encouraged to make use of the library facilities and the resource centers but should be careful not to disturb other students who are studying. Special regulations for the Library will be

announced by the Librarian. Students are allowed to pass through the Library only between classes. All other times (during classes or lunches) students must use the 600 and 400 halls to get from one side of the building to the other.

**PERSONAL APPEARANCE.** Northwest Catholic High School has a dress code. We do so because of our obligations to provide the same economic cost base for all our families, as well as to provide a professional atmosphere to help prepare our students for the future. The dress code is as follows:

**Boys** – Proper personal appearance shall consist of a suit jacket, tie and dress shirt that must be white, light colored (pastel) plain (light blue, light green, light gray, pink or yellow) or pin striped (no checks or plaids). Slacks must be a solid color dress pant. They may be pleated or non-pleated with no outside seam, patch pockets, or cargo pockets. The key is that they must be dress slacks ... no jeans, no corduroys, no excessive or baggy pockets. The pants may be purchased through Dennis Uniform Company at very competitive prices or they may be purchased elsewhere as long as they meet the above requirements.

**Solid color leather dress shoes and socks are required at all times. Boys' shoes are not to go above the ankle; [athletic shoes, casual shoes, hiking boots or work boots (such as any style of Timberlands or dark athletic shoes) are not acceptable.]**

Mustaches and sideburns must be neat and trimmed and of reasonable length. **Other facial hair is prohibited.** Jewelry, including earrings and necklaces are not acceptable for boys. *Wallet chains and studded belts will not be allowed.* Unprofessional hairstyles will not be permitted. Hair length must be of uniform length on the top and sides, and is not to be patterned in any way. Extreme hairstyles are not acceptable. The required attire is to be worn in a businesslike and professional manner. Boys should be dressed for a professional environment. Suit jackets and blazers need not be worn prior to October 1st nor after May 1st.

**Girls** – Proper personal appearance shall consist of three skirt options; button down collar oxford cloth blouse, short or long sleeved in pastel, white or pin stripes (no checks or plaids), a white overblouse with the Northwest Catholic logo, available in both short and long sleeves, a school sweater, sweater vest, or navy blue blazer; socks or stockings to the ankle or above and an appropriate style of leather shoes for school (no sandals, plastic or canvas shoes will be allowed). *Due to an ever increasing and confusing number of styles available, students and parents are asked to restrict their choices to the following: Leather or suede shoes with soles and/or heels no more than 2 inches*

*high. Students are not to wear: sandals or slides of any kind; crocs; boots of any kind (including hiking boots or work boots); high top shoes/sneakers or slippers. The administration reserves the right to determine whether or not a shoe meets dress codes.* Turtlenecks (white or solid pastel only) may be worn under the regulation blouse. ***Girls' blouses must be loose fitting and long enough to be tucked into the skirt waistband and stay tucked in. Under blouses may not extend below the waist band of the logoed polo shirts (no layered look).***

Skirts must be approximately knee length (within 2" of the knee). In the interest of modesty and consistency of dress, female students will be expected to be in proper uniform and it must be appropriately sized. Girls are given the choice of wearing navy blue twill women's slacks that must be purchased from Dennis Uniform Company only (no substitutes will be accepted).

During the winter, if desired, the sweater or sweater vest may be worn under the school blazer. As in any professional environment, the required attire should be worn with the proper decorum. Excessive makeup, jewelry, improper hairstyles (coloring or highlighting other than natural hair colors are unacceptable ... no pink, green, etc.), nose rings, or any form of jewelry resulting from body piercing other than girls' earrings are prohibited. Blazers or sweaters need not be worn prior to October 1st nor after May 1st (if sweaters or blazers are worn they can only be the school sweaters or blazers).

**ANY STUDENT REPORTING TO SCHOOL WITHOUT FULL UNIFORM MAY BE EXCLUDED FROM SCHOOL UNTIL PROPERLY ATTIRED.**

**ELECTRONIC DEVICES.** Any iPods, MP3 players, etc. on or visible during school day (defined as the first bell until teachers dismiss classes after announcements) will be turned over to the Vice Principal. The second occasion that an electronic device is confiscated an office detention will be given and a parental call must be made in order to retrieve the device.

**CELLULAR TELEPHONES** must be shut off in the school building. If the students need to be contacted or contact someone at home, this may be done by calling the main office and leaving a message or by the student requesting permission to call home. All cell phones must be turned off and stored away from the time of the first bell until dismissal or they will be confiscated. They will be turned over to the Vice Principal. The second occasion that a cell phone is confiscated, an office detention will be issued and a parental call must be made in order to retrieve the device. Northwest Catholic is not responsible for loss or damage of cell phones

**PERFORMANCE ENHANCING SUBSTANCES.** Northwest Catholic has a policy that forbids the use of performance enhancing substances including but not limited to stimulants, food supplements including creatine and steroids. Use of such substances may result in disciplinary action as well as school and CIAC athletic sanctions. (the specific policy is available in the Student Athlete Handbook.)

**HARASSMENT OR HAZING.** The school will not tolerate any form of harassment (including physical, sexual or verbal) or hazing. Any person who believes that he or she has been the victim of harassment or hazing or any person with knowledge or belief of conduct that may constitute harassment or hazing shall report the alleged acts immediately to the Vice Principal, Academic Dean or Principal.

**ALCOHOL TESTING DEVICE.** The school may choose to screen students randomly at school sponsored events using a Passive/Active Alcohol Screener and Verification System. In addition, if there is reasonable suspicion that a student is in possession of or has consumed alcohol that student will be asked to submit to a screening. (See also page 31 - Offenses.)

**INAPPROPRIATE USE OF TECHNOLOGY.** Students will be subject to disciplinary action if they violate the Acceptable Use of Technology Policy or other school policies by means of inappropriate use of technology. Students may be subject to disciplinary action if they use telecommunication devices to harass, threaten or demean other members of the school community, whether these incidents take place on or off school property. Disciplinary action taken by the school may include loss of access to technological resources, detention, disciplinary probation, suspension, expulsion, and/or possible legal action.

**PROPERTY DAMAGE.** A student who accidentally defaces or damages school property or the property of another is obliged to notify the office of this damage and is liable to pay expenses. Failure to report such damage would entail serious disciplinary action.

**OFF LIMITS.** Any place outside the school building is to be considered off limits during the school day which begins at 7:50 a.m. This includes the Parking Lot. Violators will be subject to suspension.

**SELF-DETERMINED STUDY.** The authorized areas for self determined study are: 1) the Student Resource Room - 702; 2) the library; 3) the cafeteria where talking quietly and studying in small groups is allowed.

The Fitness Center is not an option for self-determined study. Any student found in the Fitness Center during the school day (outside of

their designated P.E. Class) will be referred to the Vice Principal and Dean of Students and liable to suspension.

All students must report to an authorized area of their choosing at the beginning of the self-determined study period and remain there throughout the entire period. There is to be no congregating or walking in the corridors. For an exceptional reason a teacher may give a student a written pass to report to another location. Seniors alone will have the privilege of using the white tiled area of the cafeteria during the day.

**VISITORS.** Only students who have applied for admission through the Admissions Office are eligible to visit the school with a current student. Arrangements must be made prior to the day of the visit with the Admissions Office. Appropriate dress up attire is required of all visitors. The student and visitor should report to the Admissions Office before homeroom on the day of the visit to secure a visitor's pass.

**HOMEROOM.** Each homeroom is responsible for the care and appearance of the homeroom. The first five minutes will be the daily prayer and announcements. The second five minutes of homeroom should be used for attendance taking, giving of messages, and checking of dress code. Students should remain in homeroom for the entire period unless called specifically to the office.

**SCHOOL HOURS.** The school building officially opens at 7:20 a.m. Students who arrive before that time are to report directly to the Cafeteria. Students who wait for transportation after school are to report to the cafeteria or the library where a moderator is on duty from 2:35 p.m. - 5:00 p.m. At 5:00 p.m. all students must leave the building unless they are with a teacher or coach.

## **DISCIPLINE**

Northwest Catholic endeavors to provide an atmosphere in which faculty and students will develop a Christian community through mutual understanding, cooperation, and respect. The administration, faculty, and staff have the responsibility, through word and deed, to provide instruction and guidance that challenges the mind and develops moral character. The purpose of school policy is to establish the general expectations of student conduct so as to foster the development of responsibility, self-discipline and mutual respect in our community. The NWC community regards discipline as a necessity of the attainment of individual and community goals. The framework of the policy is designed to help students develop personal motivation and self-esteem through the encouragement and expectation of responsible

behavior. Individuals are held accountable for decisions that are contrary to the common good as a means of developing a community where students endeavor to take ownership of poor decisions and learn to use better judgment. We see our role as a cooperative one with parents who are integral to this process.

Students will be expected to:

1. Show respect for God, others and self;
2. Know and follow all rules and regulations as listed in the handbook;
3. Practice academic honesty in all aspects of school life;
4. Report to class fully prepared and on time; this includes bringing homework, books, notebooks and any other required class materials;
5. Be in dress code attire at all times of the school day (see Dress Code Section);
6. Be respectful of others' rights and their property.

Failure to meet these expectations will be addressed in the following manner:

**DEMERITS.** Demerits will be given to students for various infractions. These include dress code violations and other infractions such as, inappropriate language and being in the hall without a pass or an acceptable reason, or lateness to the cafeteria. Students will carry their demerit cards in their planners with them at all times. Teachers or administrators will initial the card for each demerit received. Five demerits will result in an office detention. Failure to present the card to a teacher or administrator when requested or loss of a card will result in an automatic office detention. When the card is filled, the teacher will take possession of it and turn it into the office for processing. An office detention will be given for an intentional dress code violation such as wearing clothing that is not part of the dress code.

**CLASSROOM DETENTIONS.** Classroom detention is given to students who exhibit some lack or deficiency in their behavior related to classroom or academic work, e.g., lateness to class, lack of homework, talking out in class, lack of textbook, etc. The student is expected to stay on the date agreed to by the teacher and the student.

**OFFICE DETENTION.** Office detentions are held every Monday and Thursday after school from 2:20 p.m. until 3:05 p.m. and, when necessary, on Wednesday afternoon. The office will assign a time to serve this detention, failure to serve it will involve a Friday detention. If a

student is absent on the day he/she is to serve a detention, he/she must automatically, and without notice, serve the detention at the next scheduled time. Students must be in full uniform and report promptly to the designated room. Students are required to report with schoolwork which they will work on in silence for the entire time period. Failure to do so will result in the student serving a Friday detention.

The following offenses result in office detention:

1. Failure to serve a classroom detention
2. Second violation of the cellphone or electronic device policy which prohibits having any electronic device such as a cellphone, iPod, MP3 player, etc. on or visible during the school day (defined as the first bell until teachers dismiss classes after announcements (see page 25 for policy)
3. Excessive tardiness to school defined as the 4th tardy in a quarter
4. Dress code violations—not wearing the correct clothing items
5. Any offense considered by a faculty member serious enough to warrant such action.

**FRIDAY DETENTION.** Friday Detention will be held from 2:20-4:00 p.m. Students will be required during this time to do some work around the school and the grounds. The following offenses render a student liable to Friday Detention:

1. Receiving more than 4 detentions in a quarter
2. Habitual tardiness to school defined as the eighth tardy in a quarter (resulting in contact with the student's parent/guardian
3. Failure to report to office detention
4. Any offense considered by an administrator serious enough to warrant such an action.

Four (4) Friday detentions render the student liable for suspension.

**FAILURE TO REPORT FOR A FRIDAY DETENTION RENDERS THE STUDENT LIABLE TO SUSPENSION.**

**TELEPHONE CONFERENCES.** Telephone conferences may be initiated by either an administrator or by parents to check or report on a student's behavioral and/or academic progress.

**PARENT IN-SCHOOL CONFERENCES.** A Parent In-School Conference is a conference initiated for a specific disciplinary reason by an

administrator. When requested, a specific appointment for this conference must be arranged before the student can return to class. Since the issue usually involves a situation or issue which interferes with the student's education and is serious, the conference must be held in person at the school. Any offense considered by an administrator to be serious enough to warrant such action entails a Parent In-School Conference, e.g.,

1. Disciplinary problems
2. Being in an unauthorized area of the school during the school day or after school hours
3. Continued tardiness
4. Excessive office detentions, or 3 Friday detentions.

**SUSPENSION.** Suspension is a censure attached to cases in which the administration deems it appropriate to review a student's entire record to determine whether that student will be allowed to continue at Northwest Catholic. The student is immediately excluded from school until this determination is made. A student who is suspended is not allowed to attend or participate in any extracurricular activity until the time when they are reinstated in school. An appointment with parents will be made to review the case with them and to communicate the final decision. Any offense or series of offenses considered by an administrator serious enough to warrant such action entails suspension, for example:

1. Vandalism
2. Stealing
3. Fighting in school, on campus, in school buses or at school functions
4. Cutting class
5. Smoking
6. Chewing tobacco
7. Truancy from school, leaving campus or school building without permission, or unauthorized
8. Four (4) Friday Detentions
9. Failure to report to an assigned Friday detention
10. A second violation of Northwest Catholic's policy on Academic Dishonesty.

11. Possession of another person's property
12. Making derogatory remarks to a faculty or staff member or fellow student
13. Disrespectful behavior toward any faculty member
14. Harassment of another student, including physical, sexual or verbal harassment (This includes hazing of any type)
15. Any offense or series of offenses considered by the Principal and the other administrators to be serious enough to warrant such action.

**DISCIPLINARY PROBATION.** Any student allowed to return to Northwest Catholic after suspension is considered to be on probationary status for one year following the incident. If a further serious disciplinary problem occurs, the student is liable to expulsion. Also, the student's record for the year is reviewed in January and June to determine re-admittance for the following semester. It may be necessary to meet with the student and parents to make this determination. Students may also be placed on Disciplinary Probation after repeated minor infractions.

**EXPULSION.** Expulsion of a student is an action taken by the Principal in conjunction with the other administrators after a careful study of all pertinent facts has indicated that a student's continuation at Northwest Catholic would not be in the best interest of the student and/or the school. Both the student and the parent are entitled to a hearing before the Principal prior to final action.

The following offenses render a student liable to expulsion:

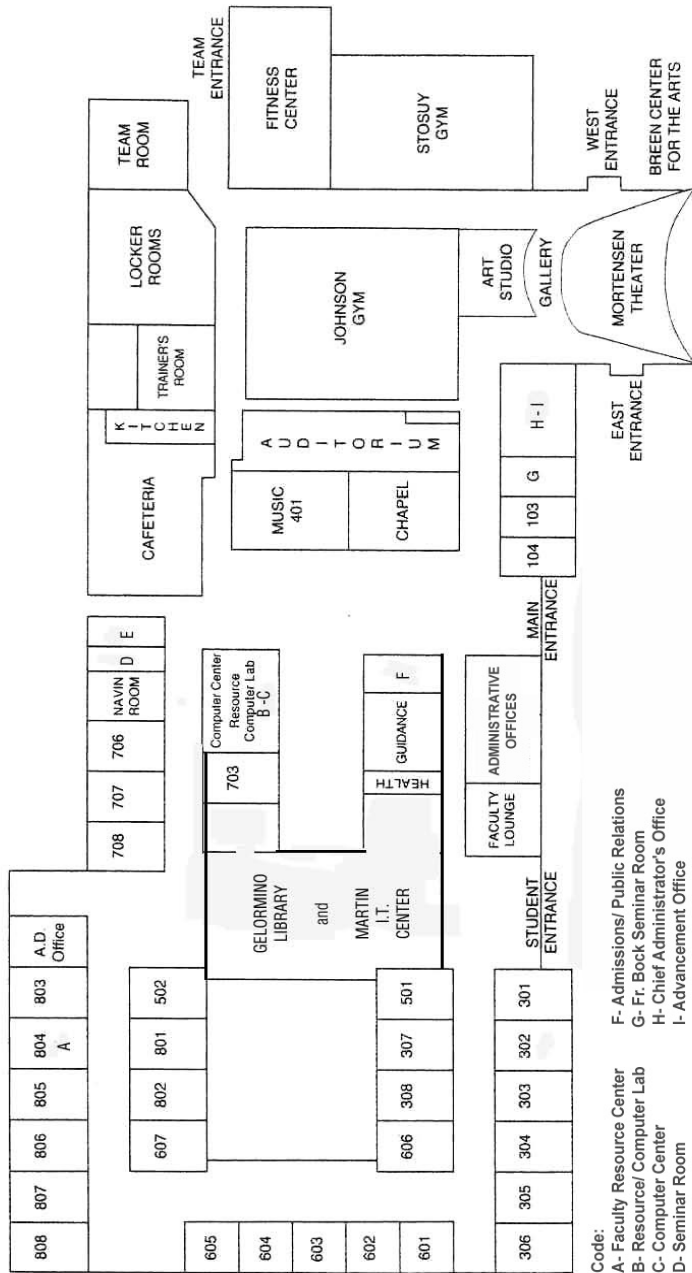
1. Drinking of alcoholic beverages or evidence thereof in the building, on campus, in school buses, at or prior to school functions.
2. Habitual truancy.
3. Use of, evidence of use of, or possession of marijuana, other controlled substances, or any drug paraphernalia in the school building, on campus, in school buses or at school functions.
4. Selling marijuana or other controlled substances regardless of where this activity takes place.
5. Possession of dangerous weapons.
6. Two suspensions within the same school year.

7. Stealing or possession of stolen property.
8. Threatening statements towards any member of the school community.
9. Seriously disrespectful behavior towards any faculty or staff member.
10. Membership in organizations opposed to the philosophy and mission of Northwest Catholic.
11. Actions that serve to damage the reputation of the school.
12. Violation of the acceptable use policy for computers and telecommunications. (see p.19)
13. Any offense or series of offenses considered by the Principal and the other administrators to be serious enough to warrant such action.

**Note:** Any student who leaves Northwest for disciplinary reasons is not allowed to return for school functions such as dances or proms.

<b>SCHEDULE FOR CLASSES</b>		
<b>Daily</b>	<b>Extended Homeroom</b>	<b>Half Day</b>
Clear Corridors 7:45	Clear Corridors 7:45	Clear Corridors 7:45
HR 7:50 - 8:00	HR 7:50 - 8:25	HR 7:50 - 8:00
A 8:03 - 8:43	A 8:28 - 9:05	A 8:03 - 8:30
B 8:46 - 9:26	B 9:08 - 9:45	B 8:33 - 9:00
C 9:29 - 10:09	C 9:48 - 10:25	C 9:03 - 9:30
D 10:12 - 10:52	D 10:28 - 11:05	D 9:33 - 10:00
E 10:55 - 11:35	E 11:08 - 11:45	E 10:03 - 10:30
F 11:18 - 11:58	F 11:30 - 12:07	F 10:19 - 10:46
G 11:38 - 12:18	G 11:48 - 12:25	G 10:33 - 11:00
H 12:01 - 12:41	H 12:10 - 12:47	H 10:49 - 11:16
I 12:44 - 1:24	I 12:50 - 1:27	I 11:19 - 11:46
J 1:27 - 2:07	J 1:30 - 2:07	J 11:49 - 12:16
Lunch 1 10:55 - 11:15	Lunch 1 11:08 - 11:27	Lunch 1 10:03 - 10:16
Lunch 2 11:38 - 11:58	Lunch 2 11:48 - 12:07	Lunch 2 10:33 - 10:46
Lunch 3 12:21 - 12:41	Lunch 3 12:28 - 12:47	Lunch 3 11:03 - 11:16

		SCHEDULE FOR CLASSES			
A.M. Assembly Schedule	90 Minute Late Schedule	Late Opening Schedule (2hr)	Reduced Schedule P.M. Assembly		
Clear Corridors 7:45	Clear Corridors 9:15	Clear Corridors 9:45	Clear Corridors 7:45		
HR 7:50 - 8:00	9:20 - 9:30	9:50 - 10:00	7:50 - 8:00		
A 8:03 - 8:35	9:33 - 10:00	10:03 - 10:27	8:03 - 8:39		
B 8:38 - 9:10	10:03 - 10:30	10:30 - 10:55	8:42 - 9:18		
C 9:13 - 9:45	10:33 - 11:00	10:58 - 11:23	9:21 - 9:57		
Assembly 9:50 - 10:50	-	-	D 10:00 - 10:36		
D 10:53 - 11:25	11:03 - 11:30	11:26 - 11:51	E 10:39 - 11:15		
E 11:28 - 12:00	11:33 - 12:09	11:54 - 12:20	F 10:59 - 11:35		
F 11:47 - 12:19	11:52 - 12:28	12:13 - 12:39	G 11:18 - 11:54		
G 12:03 - 12:35	12:12 - 12:48	12:23 - 12:49	H 11:38 - 12:14		
H 12:22 - 12:54	12:31 - 1:07	12:42 - 1:08	I 12:17 - 12:53		
I 12:57 - 1:29	1:10 - 1:37	1:11 - 1:37	J 12:56 - 1:32		
J 1:32 - 2:07	1:40 - 2:07	1:40 - 2:07	Assembly 1:35 - 2:07		
Lunch 1 11:28 - 11:44	11:33 - 11:49	11:54 - 12:10	Lunch 1 10:39 - 10:56		
Lunch 2 12:03 - 12:19	12:12 - 12:28	12:23 - 12:39	Lunch 2 11:18 - 11:35		
Lunch 3 12:38 - 12:54	12:51 - 1:07	12:52 - 1:08	Lunch 3 11:57 - 12:14		



Code:  
 A- Faculty Resource Center  
 B- Resource/ Computer Lab  
 C- Computer Center  
 D- Seminar Room  
 E- Campus Ministry  
 F- Admissions/ Public Relations  
 G- Fr. Bock Seminar Room  
 H- Chief Administrator's Office  
 I- Advancement Office

## HISTORY OF NWCHS

In 1958, the Archdiocese of Hartford purchased thirty acres of land on Wampanoag Drive, West Hartford with an eye to future development. Two years later, the Most Reverend Henry J. O'Brien, D.D., Archbishop of Hartford announced that a high school would be built on this tract of land to serve the students in the surrounding parishes.

The first Principal was the Reverend Bradford Colton (1961–1968) who guided the school during its founding years. He was succeeded as head of school by Reverend William F. O'Keefe in 1968; Sister Doris Regan, O.P., in 1977; Reverend Henry C. Frascadore in 1985; Dr. Michael S. Griffin in 1996; Matthew O'N. Fitzsimons in 2006; and Margaret Williamson in 2009.

The official dedication of the school was held September 24, 1961 with the Auxiliary Bishop of Hartford, the Most Reverend John F. Hackett, D.D. officiating. In June of 1965 the first class was graduated.

In December, 1971, the Commission on Independent Secondary Schools granted Northwest Catholic institutional membership in the New England Association of Colleges and Secondary Schools for a period of ten years. This accreditation has since been renewed in 1981, 1991, and 2001.

In 1989 Northwest Catholic High School was recognized by the U.S. Department of Education as an Exemplary School.

**School motto:** *In lumine tuo videbimus lumen. In Your light we shall see light.* This motto is a reminder that the years spent at Northwest Catholic are years of serious study. The purpose of study is the attainment of TRUTH-in science, in the classics, in social relationships, in the arts, in every field of human knowledge. The light of God's help directs our study so that we recognize truth as it really is in His light – untarnished by political, social or economic bias – that we find true WISDOM in eternal TRUTH as revealed to us by eternal LIGHT.

**School shield:** The shield of Northwest Catholic displays images of enlightenment and knowledge (the torch) and our Catholic identity and spiritual mission (cross), superimposed upon an open book, a symbol of education and learning. The shield is a symbol of an academic institution that evokes the image of stability, strength and discernment for the academic and spiritual mission of Northwest Catholic High School.