



Northwest Catholic High School

STUDENT HANDBOOK 2015 - 2016

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2015 - 2016

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29 Wampanoag Drive
West Hartford, Connecticut 06117
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www.northwestcatholic.org

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Director of Campus Ministry

Mrs. Mary Roberts

Director of Leadership

Mrs. Beth Boyle

Director of Technology

PRESIDENT'S MESSAGE

Dear Students,

Welcome to the 2015-16 school year! 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,

David C. Eustis
President

NORTHWEST CATHOLIC HIGH SCHOOL

MISSION STATEMENT

Northwest Catholic High School is a Catholic, coeducational, diverse, college preparatory school whose mission is to foster in young people a faith in God which gives meaning and direction to life; to challenge and guide them in the pursuit of spiritual, academic, and physical excellence; to develop versatile leaders; to cultivate in them the desire to serve God and others; and, to promote justice in a global world.

Statement of Values

- ~ Catholic Education - We value quality education rooted in the tradition of the Catholic Church and focused on providing a variety of spiritual, intellectual, artistic, social, technological, and athletic activities which encourage students to fully develop fully their gifts of mind, body, and soul.
- ~ Leadership and Service - We call students to accept the challenges of responsible citizenship, to demonstrate compassion for others, and to exercise leadership centered in Gospel values.
- ~ Teaching by Example - We want to attract, develop, and retain outstanding faculty, staff, and administrators to serve as role models who will foster a love of learning among our students.
- ~ Student Diversity - We embrace diversity in our student body as a strength which promotes awareness and sensitivity and plays a significant role in the overall educational experience.
- ~ Respect - We are dedicated to providing a caring, disciplined and safe school environment that fosters respect for oneself and for others.
- ~ Personal Identity - We promote an environment that enables all students to be recognized and appreciated as valued individuals.
- ~ Community - We are committed to maintaining a strong, faith based sense of community, which welcomes students, parents, administrators, faculty, staff, alumni, and friends of Northwest Catholic.

VALUE PROPOSITION

Today's students become tomorrow's leaders at Northwest Catholic High School. As Connecticut's premier co-ed, Catholic, college preparatory school, Northwest Catholic provides a welcoming yet challenging environment that gives students a place to excel and belong as they discover their own potential.

From our rigorous academic curriculum, to our exceptional athletic teams, to our inspiring student life and character-building activities, Northwest Catholic provides opportunities for all students to learn and grow in a remarkable educational setting, grounded in Catholic faith and moral values.

Northwest Catholic's diverse student body, expert faculty and staff, and forward-looking philosophies make it the ideal place for tomorrow's leaders to prepare for success in our evolving global society.

Northwest Catholic High School is the place for motivated students to pursue spiritual, academic and physical excellence. The school:

- *Nurtures faith.* Students are encouraged to explore and develop their faith through prayer and service to others.
- *Emphasizes academics.* AP and honors-level courses are part of the rigorous curriculum
- *Values diversity.* 79% of students are Roman Catholic and 23% are students of color
- *Wins big.* Sports teams are extremely competitive, ranked high within the state.
- *Inspires creative growth.* The Fine and Performing Arts Department offers comprehensive programs which inspires students to find their creative voice.
- *Helps students grow.* Campus life, co-curricular and extra-curricular activities help uncover and develop individual talents and skills.
- *Invests in the future.* Facility and technology updates are changing the way students learn and faculty members teach.
- *Preps for success.* 99% of 2015 graduates are continuing their education after graduation

ACADEMIC INFORMATION

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.

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.

ACADEMIC AND SERVICE AWARDS. During this event which is held on the Thursday before graduation, awards for outstanding academic achievement, service, citizenship, achievement in the arts and communication, academic competitions, and academic honors are presented to juniors and seniors chosen by the faculty and administration. Proper attire is expected of all students being honored. Awards for freshmen and sophomores are presented during an in-school assembly.

ACADEMIC PROBATION. A student who fails more than one subject in any marking period 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 school 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. (A student who is on Academic Probation, and has not failed more than one semester course, may try out for a sport assuming improved academic status.)

ACADEMIC REPORTS are available on the Parent Portal during the quarter. Freshman parents are asked to sign progress reports each quarter and return that report to the teacher. Parents are encouraged to contact teachers in regard to these reports.

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.

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 decision will be made by the Aca-

demical 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 24 credits is required for graduation. Included in these credits must be: 4 in English, 4 in Religion including a Sophomore Service Project, 4 in Math, 3.5 in Social Studies (one of which must be U.S. History), 3 in Science, (one of which must be Biology), 2 in Foreign Language, 1 credit in Physical Education, .50 in Fine Arts and .50 credit in Health Education.

EXTENDED MEDICAL ABSENCE/CONCUSSION PROCEDURE. If a student is advised that he/she will be absent from school for an Extended Medical Absence or that he/she has suffered a Concussion, a copy of the physician's report should be submitted to the Academic Dean/School Nurse. The Academic Dean will inform the student's counselor who will notify the appropriate teachers. Educational recommendations and/or accommodations must be prescribed by a physician. This report must specify all accommodations and an approximate length of time before the student returns to normal activity. These recommendations will be taken under advisement by the school.

FAILURES. A student who fails any subject must make up the credit by passing the subject at an accredited summer school 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. Students are required to have 24 credits to graduate. Students must have six (6) credits at the end of grade 9, twelve (12) credits at the end of grade 10, and eighteen (18) credits 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.

- *Failures in Religion:* Students who fail a religion course are required to make up the credit in the summer. Students will be notified accordingly.
- *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.

GRADING SYSTEM. The purpose of grades is to most accurately reflect a student's progress in a given academic area. 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 to evaluate student performance. Teachers are encouraged to use numerical grades when an objective evaluation tool is used. The student is graded on his or her performance in relationship to the course requirements. Each teacher's course requirements and criteria for each grading level are given to students early in the year.) When teachers enter numbers or letters into the electronic grade book, the program will average the actual numbers or the numerical equivalents of the letter grades. 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 yearlong courses will be comprised of 20% of each quarter's grade and 10% of each exam.

Two scales will be used: (1) a range scale, and (2) a letter equivalent number.

<u>Range Scale</u>	<u>Letter Equivalent</u>	
A+	100 – 98	A+ = 99
A	97 – 93	A = 95
A-	92 – 90	A- = 91
B+	89 – 87	B+ = 88
B	86 – 83	B = 85
B-	82 – 80	B- = 81
C+	79 -77	C+ = 78
C	76 – 73	C = 75
C-	72 –70	C- = 71
D+	69 – 67	D+ = 68
D	66 – 63	D = 65
D-	62 – 60	D- = 61
F	59 – 50	F = 55
F-	49 – 40*	F- = 45*
0		0

*Note that the scales have a minimum low grade for a failure, and the "0" is used for work that has not been completed.

Course Weighting System

	<u>Level 1</u>	<u>Level 2A</u>	<u>Level 2</u>	<u>Level 3</u>
A+	4.83	4.58	4.33	3.83
A	4.50	4.25	4.00	3.50
A-	4.17	3.92	3.67	3.17
B+	3.83	3.58	3.33	2.83
B	3.50	3.25	3.00	2.50
B-	3.17	2.92	2.67	2.17
C+	2.83	2.58	2.33	1.83
C	2.50	2.25	2.00	1.50
C-	2.17	1.92	1.67	1.17
D+	1.83	1.58	1.33	0.83
D	1.50	1.25	1.00	0.50
D-	1.17	0.92	0.67	0.17
F	0	0	0	0

The final grade for each quarter and for the exam will still remain a letter. However, the actual numerical grade for the quarter and exam grades will be used to calculate semester and final grades.

GRADUATING WITH HIGHEST HONORS AND HONORS. Students who graduate with a cumulative GPA of 3.67 are recognized as having graduated with Highest Honors. Students who graduate with a cumulative GPA of 3.33 are recognized as graduating with Honors. The GPA is calculated at the end of the third quarter of senior year. This achievement is indicated in the graduation program. Students who achieve either Highest Honors or Honors by the end of their senior year will also be recognized at graduation, however their achievement will not be noted in the graduation program.

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. For an extended absence, arrangements should be made with the local Public School System for home-bound instruction.

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 emailed quarterly and transcripts are posted on the Parent Portal. Parents are asked to examine the entire report, including marks, teachers' comments, and record of absence and tardiness and discuss it with their son/daughter.

TESTING. The school conducts standardized testing for students in grades 9 through 11 in October of each year. Required testing includes the ASPIRE and PSAT tests.

LEADERSHIP

Northwest Catholic is pleased to announce the formation of our Capstone Leadership Program, LEADS (Leadership, Engagement, Accountability, Determination and Service). As part of Northwest's statement of values, students are called to accept the challenges of responsible citizenship, to demonstrate compassion for others, and to exercise leadership centered in the Gospel values. The LEADS program will provide the students at Northwest Catholic with opportunities that will allow them to achieve the school's core values. LEADS will complement the academic program with concepts and skills thereby ensuring NWC students' success in college and beyond. At the end of four years, students from Northwest Catholic will demonstrate:

- Openness to growth
- Intellectual competence
- An understanding of what it means to be Religious and faith filled in today's world
- An attitude of love of neighbor
- A commitment to social justice
- Leadership abilities

STUDENT ACTIVITIES

ATHLETIC TEAMS. Varsity and Sub-Varsity athletic teams are formed and conducted according to the rules of the Connecticut Interscholastic Athletic Conference. Northwest Catholic is a member of the Central Connecticut 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, volleyball, swimming, field hockey, softball, golf, lacrosse, cheerleading, and ice hockey. 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.

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.

CAMPUS MINISTRY. The Office of Campus Ministry leads the spiritual life of Northwest Catholic High School, and every student, staff, and faculty member is not only provided pastoral care, but is also given the opportunity to use their gifts and talents as God has called them. Students are invited to be a part of our monthly meals at Manna Community Meals, the Respect Life Club, Be You to the Full Club, the St. Vincent de Paul Club, Wednesday Morning Prayer Group, Thursdays in the City, Connectikids, Unified Theater, Praise Band, and Adoration. The Office of Campus Ministry offers a comfortable and friendly place to study or share in fellowship with other students during free periods and after school.

COMPUTER CLUB. Designed for exploration of the many facets of computer application.

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. Multiple productions

are staged each year and casting is by open audition.

INTRAMURALS. This program is offered in spring and fall and provides 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.

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.

MODEL UNITED NATIONS. The Model U.N. club teaches global relations and politics through a mock format of the United Nations. The club's members will approach international issues from the perspective of a sovereign nation. An annual field trip to the U.N. headquarters is included.

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 3.5 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.

NORTHWEST PASSAGES. Students produce the official school newspaper. Students are given an opportunity to develop their talents in fields of journalism and photography.

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.

ROBOTICS CLUB. The Robotics Club teaches students to build and operate complex machinery and technology in a collaborative environment, culminating with a competition each spring.

STUDENT ASSISTANCE COMMITTEE. The Student Assistance Committee is comprised of students, 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.

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.

FRESHMAN CONTACT. This is a group of 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.

SKI CLUB. The Ski Club provides the opportunity for skiers and snowboarders to enjoy their favorite activity on Friday afternoons in January and February.

THE WRITER. The Writer publishes quality literary and art material written by students. Activities include writing contests, selection and editing of student writing and art work, the publication of the school's literary magazine, and welcoming students who enjoy writing original poetry as a personal hobby. Its purpose is to affirm and encourage original talent.

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.

ATHLETIC LOCKERS. Student athletes will be assigned lockers by the athletic department. Students are responsible for replacing the lock if it is lost. Athletes are expected to secure their equipment and valuables in these lockers at all times. Any items not secured will be removed by the athletic department and disciplinary action will be taken. 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.

BOOKS. Course books may be purchased through the school's virtual bookstore www.classbook.com/nwchs.asp which may be accessed through the school's Parent Portal or the school's website at www.northwestcatholic.org. The majority of the textbooks will be electronic and will be downloaded to the student's virtual backpack on their iPad, using their NWC email address for ID. Please see the portal for more information on how to purchase books.

CAFETERIA. The cafeteria is the only place in the building where eating and drinking are permitted. 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 ta-

bles 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.

CAMERAS. Northwest Catholic High School has installed a security and surveillance video camera system. There are 39 cameras inside the school and 8 on the outside of the school. The cameras are for the protection and security of our students, faculty and staff. At no time should anyone manipulate, cover, or touch the cameras.

FEES. Certain fees will be billed during the course of the 2015-2016 school year for the following:

•**ACADEMIC COURSE FEE** - \$225.00

The Academic Course Fee will be charged to all students. This fee covers the expenses of all classes, as well as the additional expenses of Science Laboratory classes and Fine and Performing Art classes. This one-time fee will appear on the July statement.

•**SENIOR GRADUATION/YEARBOOK FEE** - \$550.00

This fee helps to underwrite the costs of graduation activities (i.e. rentals, security services, caps and gowns, fees, graduation Mass and brunch, etc.) and the yearbook. In addition to the yearbook, senior students are treated to a class outing.

•**SPORTS PARTICIPATION FEES** -

Participants in the sports of Boys Ice Hockey and Swimming will be assessed a \$250 fee. These sports require the rental of outside facilities adding to the costs of the programs.

•**STUDENT ACTIVITY FEE** (required all students) - \$625.00

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* and *The Writer* 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).

•**TECHNOLOGY FEE** -

Each student will be charged a \$275 fee which includes a 32 GB iPad air, 3 years of AppleCare+, iPad case, Mobile Device Management (MDM) software, private insurance, and infrastructure upgrades. For students who opt to bring in their own iPad which meets the minimum program requirements, a \$75 dollar fee will be charged.

•**TEST FEES** -

Standardized testing fees for grades 9-11 (PSAT and ASPIRE) are approximately \$25. AP exam fees are approximately \$90 per course.

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

LOCKERS. Each student is assigned one locker by his homeroom teacher. 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 class 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.

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.

MANDATED REPORTING POLICY. Serving as references, several publications including the Student Handbook, Faculty Manual, and the Crisis Management Plan specifically address the issue of monitoring student safety. The Faculty Manual states the following on page 13: "Connecticut General Statutes identifies professionals who because their work involves regular contact with children are mandated by law to report suspected child abuse and neglect. Mandated reporters are required to report or cause a report to be made when in the ordinary course of their employment or profession, they have reasonable cause to suspect or believe that a child under the age of eighteen has been abused, neglected or is placed in imminent risk of serious harm. (CGS 17a-101a). A mandated reporter must report any suspicion to DCF or law enforcement regardless of the identity of the alleged perpetrator. All such incidents and/or reports should be communicated to an administrator as soon as possible."

PERSONAL BELONGINGS. Students are responsible for their personal belongings and laptops. 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.

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.

STUDENT SAFETY PROTOCOL. In accordance with internal protocol at Northwest Catholic High School, situations involving a student's personal safety are examined individually. Our foremost concern is always the student's well-being. In a crisis situation the Crisis Management Team is convened and administrators and State authorities are contacted immediately. When the situation is assessed as serious, yet not in the crisis mode, school personnel contact administrators, the nurse, counselors and the student's family to formulate a plan which addresses the issues involved. As the ultimate best practice entails working with the family to seek professional medical and counseling assessment, we will endeavor to pursue that course of action whenever possible. As a further precaution, verification of treatment is required in the form of a doctor/therapist's note prior to a student returning to school.

TRANSPORTATION for 2015-2016. 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. The school has arranged for transportation provided by an outside vendor for students living outside of West Hartford and Hartford at a cost of \$2,050 per student; the cost for students living in the City of Hartford is \$1,900 per student. A non-refundable deposit must be submitted with the contract by July 1. Additional budgeted payments may be made monthly through April. Transportation 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. Students receive reduced rates with student I.D.s from CT Transit for Hartford

buses.

TUITION. Tuition for 2015-2016 is \$14,300.00. Where more than one child from the same family attends the school simultaneously, the following schedule will prevail:

*First Child: \$14,300; Second Child: \$14,000;
Third Child: \$13,700; Fourth Child: \$13,400.*

The school offers several payment plans: full pay, four-pay, 10-, 11-, or 12-pay. Payment on **all** plans begins **July 1**. If the four (4) payment option is selected, the due dates are **July 1, December 1, September 1, and March 1**.

The school's Finance Office provides for the billing and collection of tuition and fees. Signed Tuition Contracts must be returned to the Finance Office by April 22, 2016 indicating the payment term option and method of payment desired. The only methods of payment accepted are Automatic Debit of checking or savings accounts or Automatic Credit Card transactions. Installment or transaction fees are assessed on payment options other than full payment. The fees are \$2.50 per transaction for Automatic Debit; \$5.00 per transaction for check, money order or cash; and 3% of transaction for credit cards. For the convenience of parents, the school has an on-line Tuition/Fee Payment Portal which may be accessed from the Finance page on the Parent Portal.

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

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 by 90 days or more without a payment plan in place will have their account turned over to legal representation for collection.

Parishes of Catholic students pay \$250.00 per student parishioner attending NWCHS. 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 2016 to hold a place for the student in the 2016-17 school year. A \$25 Late Payment Fee is assessed if payment is not made by the 10th of the month.

**PAYMENT SCHEDULE
2015 - 2016 SCHOOL YEAR**

	July 1	Sept. 1	Dec. 1	Mar. 1	Total Annual Charge
1 st Child Catholic	\$3,575.00	\$3,575.00	\$3,575.00	\$3,575.00	\$14,300
2 nd Child Catholic	\$3,500.00	\$3,500.00	\$3,500.00	\$3,500.00	\$14,000
3 rd Child Catholic	\$3,425.00	\$3,425.00	\$3,425.00	\$3,425.00	\$13,700
4 th Child Catholic	\$3,325.00	\$3,325.00	\$3,325.00	\$3,325.00	\$13,300

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 by December 31st 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 that semester of school partially or fully attended.

RULES AND REGULATIONS

ALCOHOL TESTING DEVICE. The Administration reserves the right to screen students using a Breathalyzer.

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.

- **Absence.** Students are expected to attend school every day during the school year. Attendance is expected for the entire day, from 7:50am – 2:07pm. Parents must call the school absentee voicemail (860-236-4221, Option 1) to leave a message regarding all absences before 8:00am to report the absence. Students who

are absent for three successive school days must return to school with proper documentation, such as a note from a medical provider. Students who are absent from school are not allowed to participate in extracurricular activities as either a participant or spectator. Seniors are allowed time to visit the college(s) of their choice. These appointments should be booked ahead of time and parents should report their scheduling to the Main Office. Absences due to college visits are excused and the Senior may participate in extracurricular activities upon returning from the college visit.

- **Tardiness.** It is the responsibility of the family and each individual student to insure prompt arrival at school each day. Attendance is taken in homeroom. The first notification bell rings at 7:45am, prompting students to go to homeroom. All students are expected to be in their 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 homeroom begins must stop in the Main Office to scan their student ID card for their tardy arrival. Students who arrive to school after 8:30am will not be admitted without prior communication with a parent. A student should not be tardy more than three times in any quarter. The fourth tardy during the quarter will result in a detention. Once eight tardy arrivals are reached in an academic quarter, a parent conference will be warranted and further disciplinary consequences and loss of extra-curricular privileges may occur. Students who are excessively tardy to school will be liable to suspension and loss of academic credit.
- **Early Dismissal.** In cases of early dismissal, a student must present a note, written and signed by a parent, to the Main Office prior to 7:45am to receive a dismissal pass for that day. At the time indicated on the pass, the student may leave his/her designated location and report to the Main Office to scan his/her ID card to leave.
- **Nurse Dismissals.** The school nurse is the only person who will make a determination about early dismissal due to illness or injury. Any student feeling ill should request a pass from their teacher, report to the nurse's office and sign-in. The nurse will contact a student's parents if dismissal is warranted and a parent must enter the building to meet the student in the Main Office.

BEHAVIOR AT SCHOOL DANCES. Behavior at the dances must reflect the values of our school. Inappropriate or lewd dancing will not be allowed. It is our desire to respect the feelings and values of all of our students and that they respect others and themselves. Offensive, indecent or vulgar dancing is contrary to that aim. Whatever a faculty chaperone deems as improper and/or indecent will not be permitted. Students will be made aware of the behavioral expectations in advance. Failure to meet these expectations will result in the students'

parents being called to pick students up from the dance.

CASUAL DRESS DAY ATTIRE. On “casual dress” days students may wear casual clothing including jeans and shorts. They must be in good taste and have no objectionable logos. No bare midriffs or spaghetti straps are permitted. Shorts should be of modest length as determined by the administration. Jeggings and yoga pants are not acceptable attire for school. Leggings may be worn under an appropriate tunic length top.

COMMUNICATIONS POLICY. The two goals of our media policy are: to project the best possible image of our school; and to protect the privacy of our faculty, staff, administrators, and of course our students and their families. To this end, all media inquiries will be managed by the Director of Communications. All media requests for information, comments or interviews should be directed to the Director of Communications. The Director of Communications will then work with the media to help present the story about NWC in a manner that will reflect the mission and values of the school and be respectful of all those involved. Reporters should not be permitted to take photos of students unless the Director of Communications is present and permission has been granted by parents/guardians per the document enclosed in this handbook.

EMERGENCY DRILLS. Fire drills and lock down drills are held on a regular basis.

FIELD TRIPS. The school has field trips in order to enhance the educational experience. Students must turn in a signed school permission slip in order to participate. Students attending field trips during an Athletic Season that interfere with practices or games will be subject to the absentee policy set forth in the Athletic Department Handbook.

HARASSMENT, HAZING, AND BULLYING. The school will not tolerate any form of harassment (including physical, sexual or verbal), hazing, or bullying type behavior. Bullying is defined as any unwanted, aggressive behavior that involves a real or perceived power imbalance. This includes:

- repeated use by one or more students of a written, oral, or electronic communication, such as cyberbullying, directed at or referring to another student.
- A physical act or gesture by one or more students repeatedly directed at another student.

In order to be considered bullying the behavior must be aggressive and include an imbalance of power and repetition. Bullying includes,

but is not limited to, actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose. Any person who believes that he or she has been the victim of harassment, hazing, or bullying or any person with knowledge or belief of conduct that may constitute harassment, hazing, or bullying should report the alleged acts immediately to the Licensed Clinical Social Worker, Dean of Students, Academic Dean or Principal.

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.

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 cafeteria (POS) purchases. Lost I.D. cards can be replaced for a \$7 fee.

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 hall and music hall to get from one side of the building to the other.

OFFICIAL SCHOOL NOTICES AND PUBLICATIONS. The official school publications, advertisements or announcements must have administrative approval prior to posting or distribution. All such documents must follow the school’s published branding policy.

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.

PARENT CHAPERONES. At certain school activities parents are welcome to share chaperoning duties with faculty members. The purpose is to provide more extensive supervision. Expectations and responsibilities will be explained to those who volunteer prior to the event. It is expected that students treat parent chaperones with the same respect as faculty chaperones.

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.)

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 Dennis Uniform Manufacturing Company stocks all of the required dress code items. *Students are expected to arrive in homeroom in full compliance with the dress code.*

Students are not permitted to wear hats of any kind in the school building. Any student reporting to homeroom out of compliance with the dress code will be given the opportunity to self-correct, or will otherwise face disciplinary consequences. It is an expectation that all students will have a clean and neat appearance with properly fitting attire. Adherence to the school's dress code is integral to fostering a unified school community and facilitating a professional learning environment. Alterations to the school uniform for health related reasons require a doctor's note and must be approved by both the Dean of Students and the school nurse.

Boys: Proper personal appearance shall consist of a solid color dress pant/chino with a belt, a suit jacket or blazer, and a dress shirt and tie, and dress shoes. Additional stipulations are as follows:

- Only solid color, small checks, and thin pin striped dress shirts are allowed
- No large checks, wide stripes, or plaid shirts are allowed
- Acceptable shirt colors are white or pastel (light blue, light green, light gray, pink or yellow)
- It is a point of emphasis that boys are required to button their collar underneath the knot of the tie
- The only permitted pants colors are gray, black, navy or khaki
- Slacks may be pleated or non-pleated with no outside seam, patch pockets, cargo pockets, or any type of print whatsoever (i.e. plaid or prints featuring repeating logos)
- Slacks must be worn at proper waist height
- Solid color dress belts are required – in brown and black only. Fabric or studded belts and wallet chains are prohibited
- 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 athletic shoes), moccasins, crocs, and UGGs or UGG-type slippers are not acceptable
- All facial hair is prohibited (including mustaches). Students not in compliance with this regulation will be required to shave in the Dean's office
- Unprofessional or extreme hairstyles will not be permitted.
- Hair length must be of uniform length on the top and sides, above the collar and not so long as to cover the eyes, and is not to be patterned in any way
- In addition, jewelry, including earrings and necklaces are not acceptable for boys (including casual days)
- Boys are allowed to wear solid colored pull over V-neck sweaters or sweater vests underneath their sport coats.
- The required attire is to be worn in a businesslike and professional manner. Boys should be dressed for a professional environment.
- Solid colored or tweed suit jackets/blazers/sport coats are required to be worn from October 1st through April 30th
- The Northwest Catholic High School administration reserves the right to adjust the dress code at any time and rule on any item not specifically addressed in this document.

Girls: Proper personal appearance shall consist of a blue or gray skort; a button down collar oxford cloth blouse, or a white polo shirt with the Northwest Catholic logo; a school sweater, sweater vest, or navy blue blazer; and dress shoes with socks or stockings. Additional stipulations are as follows:

- Skorts must be of modest length as determined by the administration.
- Girls are given the choice of wearing navy blue twill women's slacks that may only be purchased from Dennis Uniform Company
- Blouses may only be short or long sleeved in pastel, white or thin pin stripes, or small checks. No large checks, plaid, or thick pin stripes are allowed.
- Polo shirts may be long- or short-sleeved and must be purchased from Dennis Uniform
- Girls may wear solid colored pull over V-neck sweater vests or sweaters under sport coats if they choose.
- Girls' blouses must be loose fitting and long enough to be tucked into the skirt waistband and stay tucked in
- Socks must be visible over the shoes
- Stockings may be worn, but leggings that stop above the ankle are prohibited

- Only solid color leather or suede shoes with soles and/or heels no more than 2 inches high
- Sandals or slides of any kind; crocs; boots of any kind; high top shoes/sneakers or slippers (including any type of UGG or similarly styled shoe that has visible fur, and Sperry shoes with fur) are prohibited (and the Administration reserves the right to determine whether or not a shoe style meets the intent of the dress code)
- Excessive makeup, jewelry, facial piercings, body piercings, or improper hairstyles including coloring or highlighting other than natural hair colors, are unacceptable
- 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.
- Blazers or sweaters are required to be worn from October 1st through April 30th
- The Northwest Catholic High School administration reserves the right to adjust the dress code at any time and rule on any item not specifically addressed in this document.

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.

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 have the option of waiting in the library, cafeteria, and the Rev. Bradford Colton Memorial Atrium. The library is supervised until 4:00pm and the cafeteria and atrium are supervised until 4:30pm. After that time, supervision may not be available. It is expected that any student remaining in the building after 4:30pm is in the atrium and will be picked up by 6:00pm. Periodically these hours may be altered due to events in the building.

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 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.

SENIOR PRIVILEGES. These privileges are granted to current members of the senior class, in good standing, at Northwest Catholic High School. Senior privileges are as follows:

1. Seniors are allowed use of the "senior section" in the cafeteria. At all times it is the responsibility of the students to keep the cafeteria clean.
2. Seniors are allowed to eat on the Senior Patio directly outside the cafeteria during school hours and free periods. Cleanliness must be maintained on the Patio in order for Seniors to retain that privilege.
3. Seniors with after school activities that begin after 3:30 pm, may leave school at the end of Period H period if their academic day is complete and there are no school wide assemblies. Seniors exercising this privilege must scan their ID card in the Main Office prior to leaving and must leave the school premises immediately. Loitering in the building or parking lot is prohibited.
4. Students must have a signed release form from their parents in order to exercise this privilege.

The Administration of Northwest Catholic High School can revoke these privileges collectively or individually at their discretion.

SPECIAL EVENTS DRESS EXPECTATIONS. We want all students to be recognized properly at special events and we want all students to represent themselves with character and dignity. Female students should not come to these special events dressed in clothes that are form fitting and/or short. This includes such items as yoga pants; jeggings; skinny jeans; short shorts; bandage shirts; bubble skirts; fitted elastic shirts; tube skirts or body-con skirts. Jeggings should be worn only under tunics or dresses. Male students should wear a shirt, tie, and long pants unless otherwise specified for a particular event.

TECHNOLOGY AT NORTHWEST CATHOLIC

Northwest Catholic wishes to encourage appropriate academic uses of electronic devices in combination with other technologies that can enhance our curriculum and further engage our students in our learning environment. Access to the school wide wireless network will be available through the IT department. **Each student may only have one device on the school network.**

ELECTRONIC DEVICES AND CELLULAR PHONES. Personal electronic devices include, but are not limited to: laptops, tablets, iPods, e-readers, smart phones and cellular phones, etc. Following are guidelines regarding the use of these devices:

- iPods must be turned off and away during the academic school day.
- During the school day, telephones may only be used in the cafeteria during free periods. Inappropriate use of cell phones will result in confiscation of the telephone and it will be turned in to the Dean of Students. The second occasion that a cell phone is confiscated, an office detention will be given and a parental call must be made in order to retrieve the device. If the student needs to be contacted or contact someone at home during the school day, this may be done by calling the main office and leaving a message or by the student requesting permission to call home. The third confiscation of a cell phone will result in a daily requirement to turn in the cell phone to the main office upon arrival. Students will then be able to pick up his/her cell phone upon dismissal. Northwest Catholic is not responsible for loss or damage of electronic devices and/or cell phones. Students who choose to bring in any other electronic device are doing so at their own risk.
- The school is not responsible for the security of any electronic device and will not be responsible for physical damage, loss, or theft.
- To prevent disruption, the volume on all electronic devices must be turned off.
- Forbidden and inappropriate use of cell phone cameras, digital cameras and other recording devices may be in violation of the criminal code and subject to school and police consequences.
- The following are inappropriate uses of Electronic Devices: harassment, threats, intimidation, electronic forgery, cyberbullying/cyber threats, invasion of personal rights, cheating on tests/exams, or other forms of illegal behavior during the instructional and non-instructional day.
- A student using any device which the teacher deems to be a distraction or in violation of the Electronic Device Policy will be subject to disciplinary action.
- An electronic device in use during a test or quiz will be considered an act of academic dishonesty and is subject to academic and disciplinary consequences.
- Students must turn over their electronic device to the teacher when suspected of misuse including cheating and/or inappropriate

texting or picture taking. The electronic device will be turned into the Dean of Students.

- Failure to turn over an electronic device to a teacher will be seen as insubordination and will result in additional disciplinary consequences.

NWC IPAD POLICY. While we acknowledge the benefits that iPads can bring to our educational environment, we also understand that distractions can arise which take away from learning. Thus, we expect that our students will uphold certain responsibilities with regard to iPads. The following guidelines will outline our expectations:

- All Northwest Catholic students are expected to bring in his/her leased iPad (or his/her personal iPad which meets the program's minimum specifications) with a full charge. iPads should be charged prior to bringing them to school and run off their own battery while at school.
- Students take full responsibility for their iPads and must keep the devices with them at all times. The school is not responsible for the security of the iPad and will not be responsible for physical damage, loss, or theft.
- Students must follow all school rules and policies when using the iPad.
- Ear buds or ear phones may only be used with the permission of the supervising teacher and may be used for **academic purposes** only.
- Forbidden and inappropriate use of the iPad camera or microphone may be in violation of the criminal code and subject to school and police consequences.
- The following are examples of inappropriate uses of iPads: harassment, threats, intimidation, electronic forgery, cyberbullying/cyber threats, invasion of personal rights, cheating on tests/exams, or other forms of illegal behavior.
- Responses to violations of the iPad policy can result in a range of outcomes including confiscation of the device for the purpose of being turned in to the Deans of Students, parent-in-school conference, suspension, expulsion, etc.
- Students may not make any recordings (video or audio) or photograph without the explicit permission of the teacher or students to be recorded or photographed. Minors require parental consent.
- iPads may not be used during a test or quiz without explicit permission from the teacher. This will be considered an act of

academic dishonesty and is subject to academic and disciplinary consequences.

- Students must turn over their iPad to the teacher when suspected of misuse including cheating and/or inappropriate texting or picture taking. The electronic device will be turned into the Dean of Students.
- Failure to turn over an iPad to a teacher will be seen as insubordination and will result in additional disciplinary consequences.

INTERNET SAFETY AND ACCEPTABLE USE POLICY. Members of the Northwest Catholic community are encouraged to use the technology available to them through Northwest Catholic High School for educational or school related activities. However, the equipment, software, and network capacities provided through the IT department are and remain the property of Northwest Catholic. All users are expected to conduct their on-line activities in an ethical and legal fashion. The use of these resources including E-mail, is a privilege, not a right. Users are expected to demonstrate the same level of ethical and professional manner as is required in face-to-face or written communications. Misuse of these resources will result in the suspension or loss of these privileges, as well as disciplinary, legal, and/or monetary consequences.

Examples of inappropriate or unacceptable use(s) of these resources include, but are not limited to, those uses that violate the law, the mission of Northwest Catholic High School, or hamper the integrity or security of the school network. 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. 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.
- 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 electronic 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 Administration from intercepting and stopping E-mail messages which have the capacity to over-load the computer resources.
- Unauthorized disclosure, use, and dissemination of personal information regarding minors.
- Disabling or tampering with the firewall. This technology would be in place specifically to protect users from information which could be harmful to minors.
- 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.
- 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 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 all electronic devices, computers and iPads used at Northwest Catholic. 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.

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 Main Office before homeroom on the day of the visit.

USE OF VEHICLES. All student vehicles must be registered in the main office and all cars must display a numbered parking sticker. A parking lot for students is 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". Students will be assigned numbered spaces in designated student spots. Students should only park in their assigned space.** 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.

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 iPads, 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.

TEACHER PERSONAL/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 Tuesday 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 policy
3. Excessive tardiness to school defined as the 4th tardy in a quarter
4. Dress code violations when students cannot self correct
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.

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, or out of school suspensions.

IN-SCHOOL SUSPENSION. In-School Suspension (ISS) is a disciplinary consequence designed to minimize the need for Out-of-School Suspensions while providing a constructive learning experience for our students. ISS allows students to maintain their coursework on the day (s) assigned and allows students access to teachers for extra help or other communication as needed throughout the ISS period. Students will be allowed to eat lunch in the cafeteria as assigned by the Dean of Students during appropriate lunch-time hours. Students assigned to ISS will also be allowed and are expected to attend scheduled school assemblies during the school day (i.e. Mass, scheduled Speakers, Pep Rallies, etc...).

The following offenses will render a student liable for In-School Suspension (include but not limited to):

1. Habitual behavior which disrupts class or a school-sponsored academic activity

2. "Cutting" class/ Unauthorized absence from class
3. Failure to report to a Friday detention
4. Any offense considered by an administrator serious enough to warrant such an action.

OUT-OF-SCHOOL SUSPENSION. Out-of-school 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 assigned an out-of-school suspension 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.

1. Vandalism
2. Stealing
3. Fighting in school, on campus, in school buses or at school functions
4. Chewing tobacco or smoking on school premises
5. Truancy from school, leaving campus or school building without permission, or unauthorized absence from school
6. Four (4) Friday Detentions
7. Two (2) In School Suspensions
8. A second violation of Northwest Catholic's policy on Academic Dishonesty.
9. Possession of another person's property without permission
10. Making derogatory remarks to a faculty or staff member or fellow student
11. Disrespectful behavior toward any faculty member
12. Harassment of another student, including physical, sexual or verbal harassment (This includes hazing and confirmed bullying of any type)
13. 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 an out-of-school suspension is considered to be on disciplinary probationary status for one semester 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 Chief Administrator or Principal prior to final action. The following offenses render a student liable to expulsion:

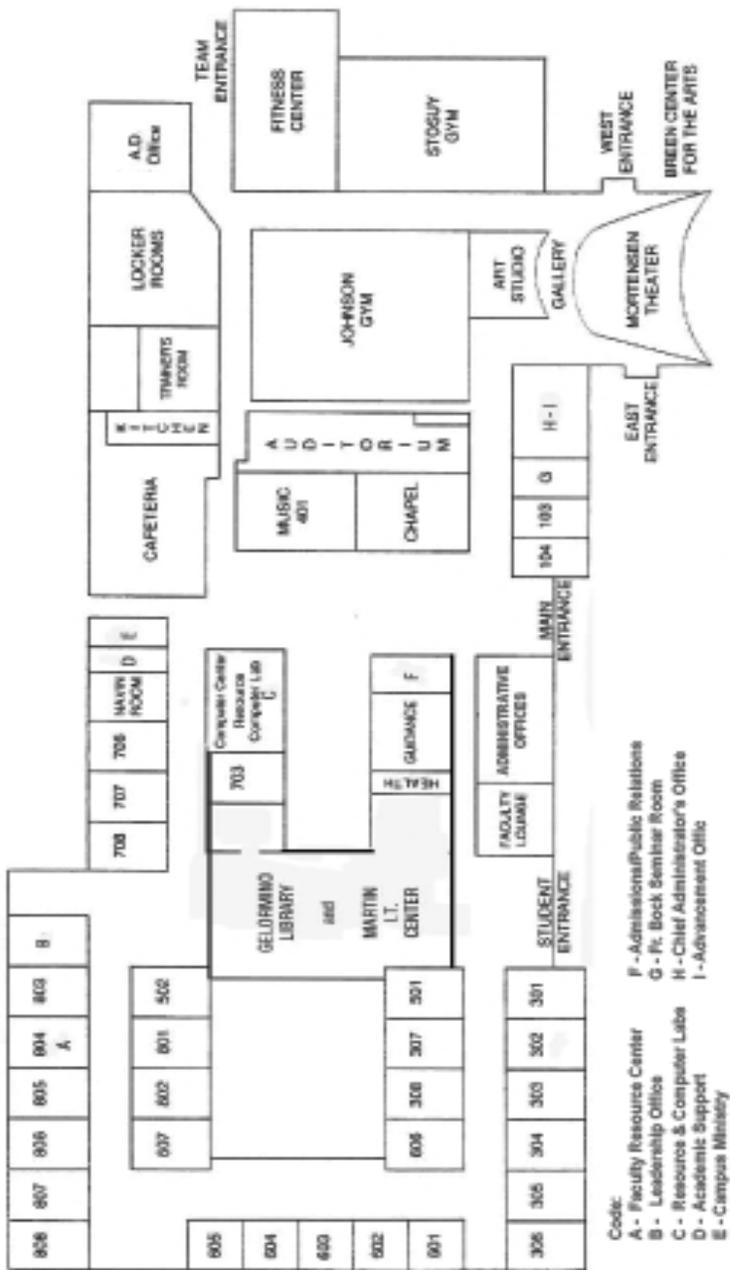
1. Drinking of alcoholic beverages or evidence thereof in the building, on campus, in school buses, at or prior to school functions.
2. Habitual truancy.
3. Use of, evidence of use of, or possession of marijuana, other controlled substances, or any drug paraphernalia in the school building, on campus, 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 out of school 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.
13. Any offense or series of offenses considered by the administrative team 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.

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

SCHEDULE FOR CLASSES		
60 Min Assembly Schedule	70 Minute Assembly Schedule	P.M. Assembly Schedule
Clear Corridors 7:45	Clear Corridors 7:45	Clear Corridors 7:45
HR 7:50 - 8:00	HR 7:50 - 8:00	HR 7:50 - 8:00
A 8:03 - 8:35	A 8:03 - 8:34	A 8:03 - 8:39
B 8:38 - 9:10	B 8:37 - 9:08	B 8:42 - 9:18
C 9:13 - 9:45	C 9:11 - 9:42	C 9:21 - 9:57
Assembly 9:50 -10:50	D 9:45 - 10:16	D 10:00 - 10:36
D 10:53 - 11:25	Assembly 10:20 - 11:30	E 10:39 - 11:15
E 11:28 - 12:00	E 11:33 - 12:05	F 10:50 - 11:35
F 11:47 - 12:19	F 11:52 - 12:24	G 11:18 - 11:54
G 12:03 - 12:35	G 12:08 -12:40	H 11:38 - 12:14
H 12:22 - 12:54	H 12:27 - 12:59	I 12:17 - 12:53
I 12:57 - 1:29	I 1:02 - 1:33	J 12:56 - 1:32
J 1:32 - 2:07	J 1:36 -12:07	Assembly 1:35 - 2:07
Lunch 1 11:28 - 11:44	Lunch 1 11:33 - 11:49	Lunch 1 10:39 - 10:56
Lunch 2 12:03 - 12:19	Lunch 2 12:08 - 12:24	Lunch 2 11:18 - 11:35
Lunch 3 12:38 -12:54	Lunch 3 12:43 - 12:59	Lunch 3 11:57 - 12:14

SCHEDULE FOR CLASSES		
One Hour Delay Schedule	90 Minute Late Schedule	Late Opening Schedule (2hr)
Clear Corridors 8:45	Clear Corridors 9:15	Clear Corridors 9:45
HR 8:50 - 9:00	HR 9:20 - 9:30	HR 9:50 - 10:00
A 9:03 - 9:35	A 9:33 - 10:00	A 10:03 - 10:27
B 9:38 - 10:10	B 10:03 - 10:30	B 10:30 - 10:55
C 10:13 - 10:45	C 10:33 - 11:00	C 10:58 - 11:23
D 10:48 - 11:20	D 11:03 - 11:30	D 11:26 - 11:51
E 11:21 - 11:55	E 11:33 - 12:09	E 11:54 - 12:20
F 11:42 - 12:14	F 11:52 - 12:28	F 12:13 - 12:39
G 11:58 - 12:30	G 12:12 - 12:48	G 12:23 - 12:49
H 12:17 - 12:49	H 12:31 - 1:07	H 12:42 - 1:08
I 12:52 - 1:24	I 1:10 - 1:37	I 1:11 - 1:37
J 1:27 - 2:07	J 1:40 - 2:07	J 1:40 - 2:07
Lunch1 11:21 - 11:39	Lunch1 11:33 - 11:49	Lunch1 11:54 - 12:10
Lunch2 11:58 - 12:14	Lunch 2 12:12 - 12:28	Lunch2 12:23 - 12:39
Lunch 3 12:52 - 1:08	Lunch 3 12:51 - 1:07	Lunch 3 12:52 - 1:08



HISTORY OF NORTHWEST CATHOLIC HIGH SCHOOL

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; Margaret Williamson in 2009, and David C. Eustis, Jr. in 2013.

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, 2001 and 2011.

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.