

Northwest Catholic High School

Student and Family Handbook

2026 - 2027

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West Hartford, CT 06117
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In lumine tuo videbimus lumen ~ In Your light we shall see light.

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I. Mission Statement and Governance

Mission Statement

We are a diverse, Catholic, co-ed, college preparatory community.

We educate the whole person, mind, body, spirit, and imagination.

We develop leaders who faithfully serve God and others.

Northwest Catholic Values

- ❖ Faith
- ❖ Respect
- ❖ Diverse Community
- ❖ Leadership and Service
- ❖ Education of the Whole Person

A Northwest Catholic Graduate Aspires To Be...

- ❖ **Intellectually Curious** and academically excellent
- ❖ **Spiritually Aware** and exploring a relationship with God
- ❖ **A Compassionate Leader** who seeks to serve others and promote justice
- ❖ **Community Focused** and growing as a member of the NWC family
- ❖ **A Whole Person** who is developing mind, body, spirit, and imagination

A. Governance and Administration

Northwest Catholic High School is an educational ministry of the Roman Catholic Archdiocese of Hartford and is separately incorporated as a not-for-profit institution. Ultimate authority over the school rests with the Archbishop of Hartford, including the appointment of its President.

As a school of the Archdiocese of Hartford, Northwest Catholic is governed under the auspices of the Office of Catholic Schools (OCS) and its Superintendent, with the OCS providing certain, critical support to Northwest Catholic in advancing the school's mission in Catholic education.

The President of Northwest Catholic serves as the chief executive administrator of the school, being responsible for the overall operational, financial, and long-term institutional vitality of the school.

The Principal serves as the lead academic administrator of the school, being responsible for faculty and staff, curricular programming, and day-to-day school operations.

The Assistant Principal serves as the lead administrator of all student affairs, being responsible for student disciplinary matters and extracurricular activities, providing the Principal with direct support over the day-to-day school operations.

B. Accreditation

Northwest Catholic is accredited by the New England Association of Schools and Colleges, Inc. NEASC is a non-governmental, nationally recognized organization whose affiliated institutions include elementary schools through collegiate institutions offering postgraduate instruction.

NEASC Accreditation is a system of accountability that is ongoing, voluntary, and comprehensive in scope. It respects differences in institutional populations, missions, and cultures, and fosters institutional change grounded in the judgment of practicing educators. It is based on standards which are developed and regularly reviewed by the members and which define the characteristics of good schools and colleges.

Accreditation of an institution by NEASC indicates that it meets or exceeds NEASC Standards and criteria for the assessment of institutional quality periodically applied through a peer group review process. An accredited school is one which has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future. Institutional integrity is also addressed through accreditation.

C. Non-Discrimination Policy

Northwest Catholic High School admits students of any race, color, religion, and national or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students in the school. It does not discriminate on the basis of race, color, religion, national or ethnic origin in the administration of its educational policies, admission policies or athletic and other school administered programs (in a manner consistent with those religious exemptions provided in statutory and constitutional law).

II. Parents/Guardians

“Here is where Catholic and other schools based on a religious foundation have an advantage. The community and its central institution, the church, provide the social capital which can give the school staff and the family the support necessary to discourage youth in their care from merely taking the easiest path in high school.”

James S. Coleman's article, "Social Capital and the Development of Youth" in *Momentum*

A. Parent/Guardian Expectations

When parents and staff work together as a team, a child's chances for success and level of confidence improve greatly. Enrollment of your child at Northwest Catholic High School invites a partnership between the school and the parent. In the spirit of accompaniment, we welcome your:

- Communication with Northwest Catholic when you have questions or concerns
- Support of school-community events, initiatives, and decisions
- Prompt reporting of absence or tardiness to the school at 860.236.4221
- Caring presence and decorum at athletic, social, and academic events sponsored by Northwest Catholic

B. Parent/Student Communication

The best way for parents or students to communicate with teachers or staff members is through e-mail. The e-mail address of a teacher is the first initial, followed by their last name, followed by @nwcath.org. (Example: Mrs. Jennifer Montoney is jmontoney@nwcath.org). You may also use the Faculty Directory on our website. Parents should expect a response within 24 hours to an e-mail received by a teacher during calendar dates in which school is in session. If you do not receive a response within 24 hours, please contact the Principal. Students are assigned a school email with a nwcath.org address. Students are strongly encouraged to check that email account on at least a daily basis. School staff are directed to engage community members through official, school-sponsored communication platforms.

Parents should familiarize themselves with their student's email account. If you have any questions about access to the email system, please contact Mr. Jose Almedina, Director of Instructional Technology at jalmedina@nwcath.org.

Faculty will use the school's FACTS Student Information System (SIS) portal for posting general information such as class activities or assignments, special events, or follow-up to an issue that has been previously discussed. Each teacher will maintain a live gradebook for each class which must be updated at least once every two weeks.

Additionally, all teachers will create a Teams group for each class on which upcoming assignments, notes, dates of assessments, and other relevant material pertaining to the particular

course will be disseminated. Teachers may also expect students to submit homework and other assignments to them through the Teams group for grading purposes.

C. Parental Concerns

If you should have a concern with one of your child's classes, the teacher of that class should be contacted first. Very often, both teacher and parent are enlightened from such communication, and can work together in the best interests of the student. If an issue requires a meeting with a teacher, contact both the respective teacher and your child's School Counselor to seek assistance in scheduling an appointment. If an initial parent-teacher meeting does not resolve your concerns the Administration will be happy to facilitate additional meetings.

D. Student Record Release

Northwest Catholic High school policy requires strict confidentiality regarding all student records, subject to Federal and Connecticut Law, to the extent applicable, if at all, to private, Catholic schools. As such, school policy permits, and in some cases requires, the sending of official records of students from institution to institution. For more information, please contact your student's School Counselor.

Also, non-custodial parents will be given access to academic records and to information regarding the academic progress of their children, unless there is a court order specifically stating the non-custodial parent is denied access to such information. Parents in possession of such court orders must file them with School Counseling on an annual basis. We will not honor any verbal requests to release or restrict access to family members.

E. Rights and Prerogatives of the Administration

The education of the child is a partnership between the parent and the school. It is the parents'/guardians' responsibility to cooperate with school staff for the welfare of the students. If, in the opinion of the school administration, parental/guardian behavior seriously interferes with teaching, learning, and the orderly operation of the school, and/or the partnership is irrevocably broken, the school may require parents/guardians to withdraw their children and sever their relationship with the school.

Instances that may result in an irrevocable parent/student relationship include, but are not limited to, a parent who requires an inordinate amount of the teacher's or administrator's time, a parent who refuses to accept the discipline assigned to his/her child, or a parent who refuses to follow school rules/procedures/code of conduct.

As part of their regular procedure, school teachers and administrators will communicate with students regarding behavioral issues and to investigate incidents and other matters of concern. Interference by a parent/guardian with such communications constitutes a breach of trust and may result in the withdrawal of the child from the school.

In enrolling a child at Northwest Catholic, parents/guardians acknowledge that the administration may engage in discussion with their child about matters pertaining to behavior, academics, and/or the investigation of incidents and other matters without prior parental notification.

Parents/guardians are not entitled to knowledge of or access to academic, disciplinary, health, financial, or other records of another student enrolled in the school.

Students may be disciplined for conduct off school grounds if such conduct is disruptive of the educational process, violates a policy of the school, or negatively impacts the school. In registering and enrolling at Northwest Catholic, parents/guardians agree to comply with the disciplinary decisions as outlined in the school's code of conduct.

Parents/guardians of students in Catholic schools serve as the primary educators and faith formation leaders for their children and are encouraged to participate actively in the life of their parish or faith community.

The Administration reserves the right to evaluate the effort, academic record, attendance, behavior record, honor and integrity of any student displaying problems in any of these areas as set forth in this Handbook. Depending upon the outcome of this evaluation, a student may be asked to leave Northwest Catholic during the current year or the following year. Continued enrollment at Northwest Catholic is not automatically given. All students are accepted and enrolled on an annual basis, provided they are living under acceptable adult supervision. It must be earned by both the parent/guardians and the student honoring and respecting the tenets of this Handbook daily.

As it is impossible for any set of rules to make specific reference to all offenses, the Administration reserves the right to interpret these rules and extend their application in a manner consistent with their intent. The Administration has the legal duty to protect the safety of the faculty, students, and staff. In addition, the Administration reserves the right to revise this Handbook throughout the year should situations warrant its revision. Students and parents will be notified of such changes through email and other appropriate means. As such, families are encouraged to make sure Northwest Catholic has current, accurate contact information so that notification about changes and other important school information can be communicated. Changes made to the handbook will be updated in the electronic copy of the document which is housed in the FACTS portal behind the login.

III. Academics

A. Graduation Requirements

To earn a Northwest Catholic diploma, a student must earn a minimum of 26 credits consisting of required core classes as well as a variety of elective classes.

Students who transfer into Northwest Catholic High School from a high school that does not require classes in Religion (such as public high school) will not be required to complete the religion coursework for years not attending NWC, but must complete 26 credits to graduate. All students are required to take English, Math, and Religion each year that they are in attendance at Northwest Catholic High School. Three credits of Science are required and three-and-one-half credits of

Social Studies are required. Students are also required to complete all Service-Learning requirements. It is the responsibility of each Northwest Catholic student to monitor his or her progress toward completion of all graduation requirements.

Seniors must be in a position to graduate with their class in order to participate in Commencement and Baccalaureate Exercises. This means that a student must not have completed or fulfilled the credit requirements for graduation.

The program offered at Northwest Catholic High School is designed to prepare students for college, as well as to provide a well-rounded high school education. The requirement for graduation is 26 credits including the following:

English	4.0	Mathematics	4.0
Religion	4.0	Science	3.0
Foreign Language	2.0	Social Studies	3.5
Fine Arts	1.0	Physical Education	1.0
Health	0.5	Technology	1.0
Financial Literacy	0.5	Elective Credits	1.5 - 2.0

One Physical Education credit may be earned by participating in four or more seasons of school sponsored athletics at Northwest Catholic High School. Credit can be given for private lessons, clubs, or athletic teams outside of Northwest Catholic. All outside PE must be approved by the Principal. Please see the counseling office for more information.

B. Service Learning

Northwest Catholic students are required to complete 45 hours of service to graduate from Northwest High School. At Northwest Catholic we develop compassionate leaders who faithfully serve God and others, promote justice, and instill values of leadership and service. Students learn to care for Christ through others, completing 45 hours of service in not-for-profit agencies that perform a Corporal or Spiritual Work of Mercy.

Freshman Class (5 hours)

Freshmen students will participate in a Northwest Catholic Day of Service which will fulfill the 5-hour service requirement for freshmen year.

Sophomore Year (10 hours)

Sophomores will complete 10 hours of service. Connection to one's own community is encouraged. Service can be completed at the student's faith community or a not-for profit agency. Service must be approved through the mobile serve app by the Campus Minister. Keeping a reflection journal on the service performed is encouraged.

Junior Year (15 hours)

Juniors will complete 15 hours of service. Connection to one's own community is encouraged. Service can be completed at the student's faith community or a not-for profit agency. Service must be approved through the mobile serve app by the Campus Minister. Keeping a reflection journal on the service performed is encouraged.

Senior Year (15 hours)

Seniors will complete 10 hours of service. Connection to one's own community is encouraged. Service can be completed at the student's faith community or a not-for profit agency. Service must be approved through the mobile serve app by the Campus Minister. Seniors are also required to write a theological reflection. Drawing from their experiences and journals, students should be able to demonstrate an ability to reflect, integrate and apply the lessons learned through their four-year service-learning experience.

Students who do not submit their theological reflection paper or complete their service hours will receive an incomplete in their senior religion class and will not be issued a final transcript.

C. Academic Course Levels

Northwest Catholic utilizes the following academic course levels. A variety of factors contribute to level placement including standardized testing performance, academic achievement, teacher recommendation, department chair recommendation, and completed coursework.

Advanced Placement (AP)

AP courses are highly rigorous classes designed for academically outstanding college-bound students who have demonstrated exceptional academic achievement through a combination of ability and motivation. AP courses cover a collegiate-level depth and breadth of curricular material, with the expectation for student readiness to engage independent learning at the level of an undergraduate.

Honors (H)

Honors courses are rigorous classes designed for college-bound students who have demonstrated exceptional academic achievement through a combination of ability and motivation. Honors courses cover a greater depth and breadth of curricular material than our Accelerated College Prep classes, with the expectation for increased independent learning on the part of the student.

College Preparatory

College Preparatory courses are classes designed for college-bound students who have demonstrated proficient levels of academic achievement. These courses cover a depth and breadth of curricular materials according to grade appropriate state and national standards.

Mastery of subject-specific content and skills is facilitated through the acquisition and development of primary learning domains.

D. In-Person & Virtual Instruction

Northwest Catholic's educational program is designed for in-person teaching and learning. Students must physically be present in school in accordance with the school's attendance policy. Northwest Catholic does not allow students to attend NWC classes virtually nor offers homebound educational services in the normal course of the academic year. Should a student exceed the maximum number of allowable absences at NWC, and therefore unable to meet school attendance expectations, the student may be subject to disenrollment at the discretion of school administration.

In the extraordinary event of social distancing due to an epidemic or pandemic, Northwest Catholic reserves the right to move the educational program to the NWC Virtual School platform in order to maintain the health and safety of our entire learning community. Additionally, NWC reserves the right to alter the academic schedule of classes to accommodate online learning.

E. College Board Advanced Placement Courses

Advanced Placement courses and curricular standards are created and certified by the College Board in consultation with college-level educators in that field of study. AP courses allow academically prepared students to complete college-level studies during their high school years. High school courses designated as AP must be audited and approved by the College Board. The Northwest Catholic CEEB code is 070896.

AP courses are highly rigorous classes designed for academically outstanding college-bound students who have demonstrated exceptional academic achievement through a combination of ability and motivation. AP courses cover a collegiate-level depth and breadth of curricular material, with the expectation for student readiness to engage independent learning at the level of an undergraduate. AP courses demand a significant investment of additional hours of independent study, including the completion of pre-course summer assignments. Due to the intensity of AP work, Northwest Catholic students are advised to enroll in no more than three AP classes per academic year. An Advanced Placement class culminates in a national exam administered by the College Board. **All Northwest Catholic students registered for an AP course must take the AP administered national exam in fulfilling the course requirements.** Scores on the exam may qualify students for college credit or advanced standing as determined by the colleges. There is an additional fee for each AP exam, which is paid by the student's family. Also, additional fees for AP classes may apply. Given the highly selective nature of AP courses, there is an approval process for Northwest Catholic students seeking AP course registration. All Northwest Catholic AP courses are subject to scheduling availability and student enrollment. Please contact the School Counseling Office for registration details.

More information on the content and expectations for any AP courses can be found online at the College Board Website: <https://apstudent.collegeboard.org/apcourse>

Northwest Catholic AP course offerings include:

- AP English Language & Composition
- AP English Literature & Composition
- AP Calculus
- AP Statistics
- AP World History
- AP US History
- AP US Government & Politics
- AP Comparative Government & Politics
- AP Psychology
- AP Biology
- AP Chemistry
- AP Physics
- AP Studio Art
- AP Music Theory
- AP Computer Science

Course offerings are subject to availability of staffing as well as student interest. In certain cases, should a student have interest in taking an Advanced Placement class offering other than those listed above or cannot fit the course into their regular daily schedule, they may petition the Principal to enroll in the class online. The student's family is responsible for any fees associated with the course.

F. Services for Students with Learning Differences

In keeping with the School's mission to educate the whole student in body, mind, spirit, and imagination, Northwest Catholic High School attempts to make reasonable accommodations for the differentiated learning needs of our students, as appropriate, and within the context of a mainstream learning environment.

Northwest Catholic does not provide specialized education teachers or in-class paraprofessionals for students with learning differences or disabilities, nor does the School provide for a flex, hybrid, and/or modified academic day schedule. A student who enrolls at Northwest Catholic and seeks reasonable accommodations must submit substantiating documentation to the School Counseling Office.

Once substantiating documentation is submitted, a student success plan will be developed for the current academic year and shared with the student's teachers and parent(s) / guardian(s), provided that the Administration of Northwest Catholic believes that the school can appropriately meet the educational needs of the student. The student's school counselor will meet with the student to strategize on utilizing effective learning supports in maximizing academic achievement. Students and families wishing to renew, revise, or forego any student success plan for the following year must notify School Counseling in writing regarding their intentions.

G. Scheduling and Course Selection

At the start of the second semester (Late January/early February). Class meetings will be held to present and discuss class offerings for the next academic year. Following those sessions, students fill out the Course Request Form with their counselor and have their current subject teachers recommend and sign off on pertinent request. Following that, students take the Course Request Form home for parent review and parent signature. Classes will not be scheduled without a signed and returned Course Request Form.

Course Request Forms do not guarantee class placement in courses. Course Request Forms are completed in the spring each year for the upcoming academic year.

For all returning students, the selection of classes for the upcoming year will take place in the Spring Semester. Counselors will meet with students and recommend courses based on academic performance, graduation requirements, and personal interest. After counselors have met with students and recommended classes, it is the student's responsibility to return the official registration form for class selection. **In order for a class schedule to be created for the following academic year, all financial obligations to the school for the current year must be met and a tuition contract for the subsequent year must be signed and returned.** Any student who has not fulfilled his/her financial obligations will not be allowed to register for classes and will lose his/her opportunity to reserve a spot in desired courses. Financial and student tuition policies are set forth in the tuition contract.

In the case of newly enrolling students, many come from diverse schools whose academic grading systems vary. All incoming Grade 9 students take the same placement test. This assessment acts in providing a baseline to assess each student's abilities and achievement in relation to their peers. The placement test is a normative-based assessment and ranks students of the same grade in relation to Northwest Catholic academic expectations for an incoming 9th grader. It compares student performance and creates a predictive correlation to academic success. The results of this test are used to determine the academic level for the students. Transfer students who enter the school in grades 10, 11, or 12 will be scheduled in consultation with school counseling staff and the Principal.

Schedules will be completed no later than the end of June and sent to students and their families. Students and parents may not make teacher requests. There will be no schedule changes granted for the purpose of changing teachers or changing periods arbitrarily.

Please note that every course listed in the Northwest Catholic High School Curriculum Guide may not be offered every academic year. Course offerings for any given year are determined by the number of students requesting entrance to specific classes. Classes that have less than ten students requesting entrance may not be offered.

If a student needs to make a schedule change for academic purposes, the schedule change must be made within the first two full weeks of school. He/she must take the grade earned to date to the new class. If a student is failing, he/she enters the new class with a percentage no lower than 50. After the first two full weeks of school, all schedule changes are initiated by school administration.

Any student wishing to move from an Honors to an AP class, or a regular to Honors class in the upcoming school year must meet the prerequisite grades as referenced in the Northwest Catholic

Program of Studies. Any student who does not meet the requirement to advance levels and would still like to be placed in the higher class must sign a recommendation by-pass.

If a current Northwest Catholic student has requested placement in an honors or AP class and that placement has been denied, that student and his or her parents may meet with the Principal to sign a waiver that will allow the student admittance to the class. This admittance is temporary and continual enrollment is based solely on the student's demonstration to perform successfully at the honors or AP level. Successful grades are not guaranteed for any student who is admitted to an honors or AP course through a waiver.

H. Grade Reporting

Report cards are issued four (4) times per year. The academic year is divided into four quarters, with offerings for full year and semester courses. Traditionally, the 1st Quarter ends in early November, 2nd Quarter mid-January, 3rd Quarter ends mid-April, and 4th Quarter ends on the last day of school. Progress reports are issued every two weeks during each quarter, for a total of four. These reports are accessible through the school's student information system (SIS).

Full Year Courses: Each quarter is worth 20% of the final course average. The midterm and final examination/assessments are worth 10% each. A student who passes a full year course earns 1 credit.

Semester Courses: Each quarter is worth 40% of the final course average. The final examination / assessment for a semester course is worth 20% of the final grade. A student who passes a semester course earns 0.5 credit.

All full-year and one semester midterm or final examinations are ninety minutes in length. Exams given at the end of the first semester in one semester classes will be deemed as final exams. All students must sit for these final exams unless the teacher has received prior approval from the Principal to administer an alternative assessment. The alternative assessment will be weighted the same as a written final exam.

Semester exams are required in all core subjects. Exams are comprehensive in nature. Northwest Catholic High School publishes the dates and times of the exam schedule for all the semester finals. Parents should arrange their vacation plans, college visitations, etc. to accommodate the regular exam schedule. All requests for early/late exams must be submitted to the administration at least 3 weeks prior to the scheduled exam date and approved by the principal.

Absences due to travel during exam week could have a dire effect on a student's final average. Medical absences during exams are rarely excused with a note from an attending physician. In the event of a death in the family, please contact the principal.

During midterm and final exams all students are required to be on time for their exams and in dress code. Failure to meet the aforementioned expectations will result in disciplinary action that must be resolved prior to receipt of a report card. In order to sit for midterm or final exams students must have satisfied all financial and other obligations owed to the school.

From time to time a student may experience an exam conflict, (i.e. two exams are scheduled for the same date and time). Students who find themselves in such a situation

must immediately see their school counselor to resolve the issue.

Final Exam Exemption - For Seniors Only To qualify for an exemption from a final exam, the senior must have an average of (B) over the four (4) terms in a full year course or over two (2) terms in a semester course. If a student, who is exempt, wishes to take the exam for a higher grade, the student may do so. The student will, however, receive whatever grade is earned on the exam. The senior exemption from a final exam is a privilege that may be forfeited by a senior whose conduct or academic performance is not representative of a Northwest Catholic student. This determination is to be made by the Principal.

Final Exam Exemption – Advanced Placement Students AP students do not take a Northwest Catholic authored final exam for their AP course. Rather, AP students are required to take the AP exam as administered by the College Board. **Students who do not sit for the AP exam without prior authorization from the Principal must take a 90 minute written final exam in the subject.** This sanction applies to ALL students enrolled in an AP class **even seniors and the senior final exam exemption rule would NOT apply for that particular class or classes.**

For the purpose of calculating a student's grade point average (GPA) the following numeric values will be applied to grades awarded in coursework. Please note that grades earned in Advanced Placement (AP) and Honors classes will be weighted at Level 1 while grades earned in all other courses will be weighted at Level 2.

	LEVEL 1	LEVEL 2
A+	4.83	4.33
A	4.50	4.00
A-	4.17	3.67
B+	3.83	3.33
B	3.50	3.00
B-	3.17	2.67
C+	2.83	2.33
C	2.50	2.00
C-	2.17	1.67
D+	1.83	1.33
D	1.50	1.00
D-	1.17	0.67

GRADING SCALE

Range Scale	Letter Equivalent	Range Scale	Letter Equivalent
A+ 100-98	A+ = 99	D+ 69-67	D+ =
A 97-93	A = 95	D 66-63	D = 65
A- 92-90	A- = 91	D- 62-60	D- = 61
B+ 89-87	B+ = 88	F 59-50	F = 55
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		

I. Honor Roll and Graduating with Honors

Beginning September 2026, Archdiocesan Catholic high school students' academic honors recognized each marking period are determined using unweighted grades. This policy aligns with national educational research, professional leadership guidelines, and standard college admissions practices.

While term-by-term Honor Roll reflects student achievement within a specific marking period, weighted grades continue to be used for cumulative recognitions including Class Rank and National Honor Society (NHS) eligibility to accurately acknowledge sustained academic rigor.

Honor Roll status is evaluated at the conclusion of each marking period according to the following unweighted benchmarks:

- **Honors with Distinction:** Earns an overall average of 90 (A-) or higher, with no individual course grade below 85 (B).
- **First Honors:** Earns an overall average of 85 (B) or higher, with no individual course grade below 80 (B-).
- **Second Honors:** Earns an overall average of 80 (B-) or higher, with no individual course grade below 80 (B-).
- **Passing Grade:** The minimum passing grade for all high school courses is 60 (D-). Any mark below 60 (D-) represents a non-passing grade.

The final GPA for purposes of designating graduating students as having matriculated with Highest Honors or Honors will be calculated at the end of the first semester of a student's senior year. The top 15% of the graduating class as measured by GPA will qualify for Highest Honors and the second 15% of the class as measured by GPA will qualify for Honors. These designations will be noted next to the student's name on the graduation program.

J. Valedictory/Salutatory Requirements

In order to be eligible for valedictory or salutatory status at the Northwest Catholic graduation exercises a student must:

1. Have attended Northwest Catholic for seven consecutive semesters leading up to graduation.
2. Be in full attendance at the time of graduation.
3. Be in good standing with the school.

The primary factor in determining a Valedictorian will be grade point average. The graduating senior with the highest cumulative weighted grade point average will be eligible for Valedictorian. All of the same qualifications required for Valedictorian will be applied to Salutatorian, with the exception that the Salutatorian will have the second highest weighted grade point average.

Should there be a numerical tie in grade point averages for after factoring it out to four places beyond the decimal point, the Valedictorian will be selected by comparing the workload of the two

graduating seniors. The one with the most Honors/AP classes on his/her transcript will be selected. The runner-up will be designated as the Salutatorian.

If after grade point average and courses taken are evaluated and there is still a tie for Valedictorian, all leadership positions the student has held will be considered retreat leadership, student government, clubs/activities, and athletic captaincies. If, after all of these comparisons there is still a tie for Valedictorian, co-Valedictorians will be named and there will not be Salutatorian designated for that graduating class.

K. National Honor Society

The National Honor Society honors students for scholarship, good character, leadership, and service. The qualifications for consideration into NHS include:

Scholarship: Student must have a cumulative GPA of 3.87 after at least nine marking periods.

Character: Student exhibits NWC core values of faith, respect, and servant leadership, holding high standards of honesty and reliability. Student must not have any infractions for academic dishonesty or have been assigned an in school or out of school suspension.

Leadership: Student exhibits leadership among peers, is a good problem solver, and idea contributor. Leadership experiences can be drawn from school or community activities.

Service: Students must have completed 20 hours of service in school, church and/or civic activities.

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 violations of school rules may result in additional requirements to maintain a student's membership in the National Honor Society or dismissal from NHS.

L. Late/Make-Up Work

It is the student's responsibility to see teachers about missed assignments due to school sponsored and/or absences. Students should contact the teachers of those classes missed immediately to arrange the make-up of tests and quizzes, to get homework assignments, or to make other arrangements for missed classes. Rather than use classroom time, make-up work (other than tests or quizzes) should be completed at home. Students will have one day for each day missed to make up the missed work (Ex. If a student misses class on Monday and Tuesday and student returns Wednesday, work is expected to be turned in no later than Friday.) Students who have not submitted missing work within seven (7) days of the original due date will be assigned a

grade of zero (0) for the assignment. Extended illnesses that last less than 10 school days would be special cases that are handled individually by the administration in consultation with the school counselors and classroom teachers. Students with extended illnesses that last longer than 10 school days should consult the office of school counseling and the school social worker for advisement on an educational plan for the student, which may include home-bound instruction from the local public school system.

M. Promotion/Credit Remediation

Students who fail a class must remediate that class prior September 1 of the current year or they will not be allowed to return to Northwest Catholic. Freshman, Sophomore and Junior students who fail a class must complete credit remediation through the Northwest Catholic online system or the public school system. Failed Religion courses must be remediated through a plan approved by the Principal.

Students and parents must contact the Principal in order to be certain they are registering for the correct course and to outline a timeline for completion. All students who have failed and remediated a class must meet with the Principal prior to the start of the upcoming school year with a copy of official transcripts in order to be re-enrolled at Northwest Catholic. An official transcript must also be submitted to the registrar upon completion of a remediated course in order to guarantee credit for graduation.

Seniors who fail a graduation requirement may not be able to participate in Baccalaureate or Commencement Exercises. They will be required to make up the failed course per the credit remediation policy by September 1. Final transcripts and diploma will not be released until all obligations to the school are fulfilled.

Northwest Catholic High School will not place any credit from an outside institution for the purpose of advancement on a student's official transcript. Students who wish to complete classes or programs that are not required for graduation from Northwest Catholic may keep a copy of their transcript from the institution that sponsored the class or program and submit that transcript on their own with college applications.

N. Incomplete Grades

All incomplete quarter grades must be made up within ten school days from the close of the quarter or they will automatically be recorded as a failure. Administration reserves the right to extend this time period based on individual circumstances. Students who have two or more incompletes are ineligible to participate in sports or extracurricular activities until the grades are complete.

Due to various circumstances, some students may have incomplete grades at the time of graduation. Diplomas will not be awarded to students with incompletes on their transcripts. Appropriate arrangements will have to be made to remedy incomplete studies before a diploma or promotion will be granted.

Students who do not fulfill the academic requirements for graduation or who have outstanding financial obligations to the Diocese or School are not allowed to participate in our Commencement

Exercises. Students will have no more than one year from the end of the school year in which he/she failed to graduate to complete all requirements for graduation in order to receive a diploma from Northwest Catholic High School.

O. Syllabus/Course Requirements

Teachers will post and/or distribute expectations for their courses. These materials will explain the content that will be covered, the books necessary for the class, the supplies needed, the grading system used, homework and disciplinary policies. Such material will be distributed no later than the first full week of classes. In the instance where an individual teacher's stated course syllabus / expectations may possibly deviate from this Handbook, it is the stated policy within this Handbook as set forth by school administration that shall prevail.

P. Academic Probation

At Northwest Catholic, our academic year is thoughtfully divided into four marking periods which include mid-quarter progress reports and a live gradebook which can be checked by the student, parent, or guardian at any time to gauge progress in real time. While all reports are important for tracking progress, it is the quarterly report, along with other concerns such as academic honesty and attendance that directly impact the decision to place a student on academic probation. Academic probation is intended to be a period of focused support for students and it is initiated if a student meets one or more of the following criteria:

1. The student earns a GPA below 2.0 for the quarter.
2. The student earns a failing grade in any class for the quarter.
3. A student engages in any form of academic dishonesty after a first offense.
4. A student has been placed on an attendance contract for missing 9 days of instruction for the semester.

If a student is placed on academic probation, the student and his or her parents will be required to fill out and sign an academic probation contract and return it to the Principal. The contract may include, but is not limited to, the following:

1. Weekly meetings with specific teachers.
2. Weekly meetings with the student's academic counselor.
3. Weekly grade/assignment/behavior checks from all classes.
4. Assignment to Academic Success.

Failure to comply with anything in this contract may result in additional contract requirements, suspension, and/or dismissal from the school.

Once a student is placed on academic probation, he or she will remain there until semester grades are posted. At that time, if the student has successfully raised his or her GPA above a 2.0 and has no failing grades, he or she will be removed from academic probation. If, however, the student has not raised his or her grades above the 2.0 requirement, still has a failing grade in any class, and/or multiple failing grades, or has engaged in additional incidents of academic dishonesty he or she may be asked to leave Northwest Catholic. Any student who spends two or more semesters on academic probation may be asked to leave Northwest Catholic.

The decision to dismiss a student from Northwest Catholic rests with the administration and will be based on the student's academic, disciplinary, and personal history.

Q. Academic Integrity

As a school community, we are committed to promoting the virtues of honesty and integrity. A Northwest Catholic student strives to obey all of God's commandments. As a result, a Northwest Catholic student will always uphold the honor code. All members of the student body will respect and follow the honor code. Through charitable fraternal correction, students will not knowingly tolerate another students' violation of the honor code. (Matthew 18:15-17).

- **Tell the truth.** Students are expected to be honest and cooperative with the administration, faculty, and fellow students, even when questioned about wrongdoing.
- **Be a person of integrity.** All homework, quizzes, papers, tests, exams, or projects will be the sole work of the student whose name appears on the material.
- **Respect each person and the property of others.** All deserve respect and dignity. Students will strive to always be respectful of one another and will not take or use the property of another person without permission.

Violations of this academic code of honor include, but are not limited to:

- **Cheating:** An immoral way of gaining an advantage, usually in the form of peeking at someone's test, copying someone's homework, using AI to produce work, or obtaining a test/research paper given during a previous year.
- **Falsification:** Inventing or falsifying evidence. Examples include pretending to do certain steps in a lab assignment or making references to sources you did not use in a research paper.
- **Aiding and Abetting Academic Dishonesty:** Providing another student with the means to commit an act of academic dishonesty. This would include giving someone a paper, test, or homework to copy from or allowing someone to cheat from your test paper.
- **Plagiarism:** The wrongful use of someone else's words, thoughts, or ideas from a textbook, newspaper, internet source, or magazine, without proper citation. Plagiarism may be the "cutting and pasting" of paragraphs, but it could also refer to making only minor word changes from someone else's paper, to summarizing without acknowledging a source. The use of applications such as OpenAI or ChatGPT is forbidden.
- **Forgery:** The process of making, copying, or producing documents to deceive a teacher or parent. An example would be signing a parent's name to a test or showing a parent a fake/altered report card.
- **Electronic Dishonesty:** Using network access inappropriately in a way that affects a class or other students' academic work. Examples include using someone else's computer account, breaking into someone else's files, or using material from a school or flash drive.
- **Unauthorized Use of Calculators/Computers/Electronic Devices:** Concealing or using calculator programs, translating programs, computer programs, and/or data in a manner not approved by the teacher.

Students who are found to have engaged in any form of academic dishonesty will be subject to both academic and disciplinary consequences.

- **First Offense:** The school considers a first offense to be a serious mistake in judgment on the student's part. Both the school and the parent's obligation are to guide the student in making more ethical choices. Parents will be notified. No credit will be given for the assignment.
- **Second Offense:** The school considers a second offense to be indicative of a developing habit. The parent will be called to school for a conference with the student, the school counselor, and the principal. The student will be given a Friday Detention to serve, placed on academic probation, and will be given no credit for the assignment.
- **Third Offense:** The school considers the third offense to be indicative of a serious habitual problem. The student will receive a suspension and could be subject to dismissal from Northwest Catholic High School. The final decision to dismiss rests with the administration.

R. Transcripts

Graduates may request transcripts through the appropriate page on the school website www.northwestcatholic.org. A \$5.00 fee for the official transcript will be collected at the time of processing. Students currently enrolled at Northwest Catholic may request transcripts via the school counseling office. Parents may request transcripts through the Registrar.

S. Formal Withdrawal of Students From School

Families of students who choose to withdraw their child from Northwest Catholic either during or at the conclusion of the academic year must adhere to the following procedures.

Students withdrawing from Northwest Catholic High School during the school year must follow the procedure listed below:

1. Notify the Principal of the intent to withdraw.
2. Withdrawal Meeting
 - a. Once informed of the intent to withdraw, the Principal will schedule a withdrawal date with the student and his/her family. On that date, the student and his/her family will meet with the Principal to discuss the withdrawal and then complete the remaining steps.
3. Meet with the Registrar to sign and obtain a withdrawal form .
4. All teachers will give an exit grade (If the withdrawal takes place during the course of the academic year)
5. The School Counselor will supervise the cleaning out of the academic locker.
6. The Athletic Director will supervise the cleaning out of the athletic locker.
7. Meet with the Finance Office for final checkout.
8. Meet with the Technology Director to return iPad and accessories.

Should the withdrawal take place effective at the conclusion of the academic year step 2 will be waived.

When the withdrawal form is complete, the Registrar will bring the student and his/her family to the finance office to finish all matters of finance.

1. Tuition
2. Fees

3. iPad
4. Books
5. Service Hours
6. Student Identification Card Collection
7. Outstanding balances owed to the Dining Hall

If a student voluntarily 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.

IV. Attendance

Northwest Catholic believes that a primary responsibility of an adolescent is to be a student. Employment, athletics, extracurricular and social activities all play an important yet secondary part in the maturation of young people into responsible adults.

Students are given the privilege to arrive and remain on campus according to the requirements of their schedules and transportation needs. The school is open to students who are not participating in extracurricular activities at 7:00 a.m. and closes at 3:30 p.m. Parents should make arrangements for their students based on this schedule. No student should be in the main part of the school building after 3:30 p.m.

From the time of their arrival in the morning, students are not permitted to leave campus or return to their cars. Students may only leave campus or return to their cars upon the completion of the regular school day following the last scheduled class period or event. The exception to this rule are seniors who may leave school at the start of the last period of the day assuming that they and their parents/guardians have completed the release form. Only in emergencies will the Administration grant students the permission, after speaking to parents/guardian, to leave campus. Students must receive permission from the main office to go to their car as well as sign out at the Main Office and sign in upon their return.

Students are ineligible to participate in or to attend an athletic contest/practice or any co-curricular activity if they have not arrived at school by 11:00 a.m. on the day of an event unless they have received prior permission from the Principal for a reasonable need, such as a doctor's appointment. On regularly scheduled half days students must be in school by 10:00 a.m. in order to participate in or to attend an athletic contest/practice or any co-curricular activity. Documentation will be required on the day of the appointment.

A. Absence

Student attendance at school and in class is an integral part of the learning process. We abide by applicable state law regarding the reporting of truancy, a child's welfare, and school attendance. Please note that Northwest Catholic does not offer virtual or homebound educational service for students. Habitual absence from the daily school environment may result in disenrollment.

B. Allowable Absences

School attendance is integral to the intellectual, social, and spiritual development of the student. In support of student achievement, Northwest Catholic limits the number of absences students are permitted during the course of the semester and the school year. Families should be aware of these limits and plan accordingly. **Northwest Catholic allows for an aggregate total of 20 full day absences throughout the course of the school year, regardless of reason. Students who exceed this total may be disenrolled.**

Whenever a student is absent from school, his parent or guardian must call the attendance line at 860.236.4221 between 7:00 a.m. and 9:00 a.m. on the morning of the absence to notify us.

Students absent from school may not attend or participate in any school activities (such as an athletic competition or practice, artistic performance, or dance for example) on the day of their absence unless approved by the Principal.

Upon returning to school after an absence, the student must report to the Main Office and submit a signed handwritten note (if the absence was not phoned in).

C. Attendance Contract

At the administration's discretion, a student who has reached nine or more absences in a semester (for any reason) may be placed on an Attendance Contract and put on Academic Probation. Additionally, students who have accumulated an excessive number of absences or tardies over the course of the school year (defined as 15 or more) may be required to enter into an attendance contract as a term and condition of returning to Northwest Catholic in the subsequent academic year.

D. Attendance Steps

- 6th Absence: School-issued Parent Notification / Courtesy Warning Letter
- 9th Absence: School-issued Parent Notification / Courtesy Warning Letter
- 12th Absence: Formal meeting with the Principal, School Counselor, Parent, and Student with issuance of an Attendance Contract
- 15th Absence: Formal meeting with Principal to discuss the potential loss of academic credit. Students are placed on academic probation.

When a student is absent, he/she is responsible for his/her homework assignments. He/she should check the FACTS Portal to review each class account, contact another student or the teacher at their Northwest Catholic email so that he/she remains current with his/her schoolwork. Once a student returns, he/she should meet each teacher at the beginning of each period, prior to the bell, to find out what was missed throughout the day of his/her absence and to reschedule tests/quizzes. **(Please refer to the make-up work policy in the Academic section for specific guidelines and consequences)**

F. Extended Medical Absence/Concussion Procedure

Any student returning to school with a medically diagnosed condition requiring academic, attendance, dress code, or functional accommodations such as orthopedic appliances must submit a physician's note clearing the student to return to school and indicate any

accommodations requested. Northwest Catholic will consider all physician prescribed accommodations and will require updated medical documentation for accommodations extending beyond one month. Any student hospitalized for a mental health event must schedule a meeting with the School Nurse and School Counselor prior to returning to school so that the proper accommodations can be put into place. Medical clearance must be received before a student may return to PE or participate in any sports activity. Students with extended illnesses that last longer than 10 school days should consult the office of school counseling and the school social worker for advisement on an educational plan for the student, which may include home-bound instruction from the local public school system.

G. Full-Time Student Program

Northwest Catholic does not have a part-time program for its students. Students must be enrolled in a minimum of six academic courses while attending Northwest Catholic. Students are expected to physically attend school all day each day.

H. Tardiness

All students are expected to be in their first period class by the time the second bell rings at 7:50 a.m. Students entering the building after this time must report to the office and sign in tardy.

Any student who has an activity on a school night, regardless of how late the event or competition runs, is expected to be at school on time the next morning.

Understanding that things like physician appointments, traffic, and car troubles may cause a student to arrive to school late, Northwest Catholic allows for a fixed number of tardies each quarter before imposing consequences. There is no distinction made between excused and unexcused tardies and students and parents should consider this each quarter. There will be fixed limits on the aggregate accumulation of tardies each quarter. The number, and subsequent consequences, are as follows.

- 6th Tardy- Letter will be generated making parents aware and an office detention issued.
- 9th Tardy- Second Letter generated to parents and student will serve a Friday Detention.
- 12th Tardy-Parent Conference and attendance contract implemented.

I. Truancy

A student is considered truant if the student is absent from school without parental knowledge. Upon return to school the student will face disciplinary sanction, usually in the form of an in-school suspension. All schoolwork they missed due to truancy and the suspension will be given a grade of 55. In addition, the student may be placed on Disciplinary Probation. A second offense may result in a recommendation by the Principal to the President for the expulsion of the repeat offender.

J. Dismissal

If a student requests a dismissal, he/she must either report to the Main Office with a note in his/her parent or guardian's handwriting the morning of the dismissal or have a parent/guardian phone the main office requesting said dismissal. Upon leaving the building, the student should go to the Main Office, confirm that he/she is leaving for the day, and sign out. The student is responsible for any missed assignments from any classes from which he/she was dismissed or from any classes that met after the dismissal.

Student Dismissal should always go through the Main Office and/or the Health Office. Students should never call, text, email, or otherwise contact a student's parent(s) or guardian(s) to request pickup in the middle of the school day; dismissal due to illness is the exclusive purview of the nurse.

In situations where a student is driving, parents will be called to verify the dismissal. In situations where a student is being picked up, the student will only be dismissed to persons listed on the student Emergency Card and who show a valid photo ID. In rare circumstances where a student is to be dismissed for an emergency and a note was not able to be produced at the start of the school day, the staff will take measures to ensure the legitimacy of the request by phone and/or email verification from parents.

K. Class Attendance

If a student is not in his/her scheduled class when the class meets and does not have an excused absence or dismissal, then his/her attendance will be recorded as a missed class. All students who miss a class (or classes) in this manner will face disciplinary sanctions which may include an in-school suspension. A student who has a missed class (unexcused) will receive a grade of zero (0) for any work due during that class including tests and quizzes.

L. Faculty Absence

If a teacher has not arrived for the beginning of class or a study hall, students are to remain in the classroom or dining hall. After waiting for five minutes, one student should report to and inform the Main Office of the teacher's name and class, then return to class. The administrator will go to the class and instruct the students what to do.

M. Weather Cancellations, Delays and Dismissals

School cancellation/delayed opening/early dismissal announcements due to inclement weather will be announced by school issued phone and text messages and email. These announcements usually start as early as 5:00 a.m. Northwest Catholic is guided, by cancellation/delay decisions made by the West Hartford public school system but is not bound by these decisions. Given the fact that Northwest Catholic is a regional school, the administration reserves the right to cancel/delay/dismiss school independently of public school districts.

J. Field Trips and Retreats

Field trips and Retreats are intended to support the educational and spiritual mission of the school. Prior to being allowed to take part in the field trip or retreat the student must have returned the official signed permission slip. We cannot accept notes or phone calls as permission. Northwest Catholic reserves the right to forbid a student from participating in a field trip due to disciplinary, academic, or safety reasons. The final decision on this will be made by the school administration.

K. Summation

This is not a complete list of all possible scenarios relating to attendance. It is intended to be indicative of the intent of Northwest Catholic's attendance policy. Extreme and unusual circumstances relative to absence, tardiness, and dismissals may occur. These can be submitted to the Administration for individual consideration. All actions are reflective of, and attempt to be consistent with, the philosophy and mission of the school.

V. Dress Code

Northwest Catholic uniform policy is designed to promote a professional, respectful, and modest appearance that reflects the values of our school community. The Administration is the final arbiter in interpreting standards for all students. At the discretion of the Administration, a student not in dress code may be sent home.

The following dress code will be strictly enforced from 7:50 AM to 2:10 PM in all areas of the campus except on designated dress down days, retreats, or field trips.

A. SCHOOL DRESS CODE REQUIREMENTS

Category	Girls	Boys
Shirts	Northwest Catholic approved short or long sleeve polo which may be purchased in the school's Tommy Hilfiger store. Said polo may be green or white.	Northwest Catholic approved short or long sleeve polo which may be purchased in the school's Tommy Hilfiger store. Said polo may be green or white.
Cold weather tops	Northwest Catholic approved quarter zips or crew neck top may be worn over a polo as described above. Students will not be allowed to wear non-uniform sweaters, sweatshirts, hoodies, etc. Students must have the school polo on underneath the school approved top.	Northwest Catholic approved quarter zips or crew neck top may be worn over a polo as described above. Students will not be allowed to wear non-uniform sweaters, sweatshirts, hoodies, etc. Students must have the school polo on underneath the school approved top.

Bottoms	Northwest Catholic uniform skirts may be worn but should reach mid-thigh. from Columbus Day through the start of April vacation, female students wearing skirts must wear solid navy, white, or black tights. Tights must be free of patterns, logos, or designs. Traditional khaki or black dress pants may be worn in place of the skirt. Dress pants are to be ironed and fit properly. No jeans are permitted.	Traditional chino style khaki pants with pockets. Dress pants are to be ironed and must fit properly. A belt is to be worn with dress pants. No jeans are permitted. Uniform shorts may be worn until Columbus Day and after April Vacation. Said shorts should be khaki and not pastel colors.
Shoes	Only solid color boat shoes with soles are allowed, for ex. Sperry's or Hey Dude's. NO athletic shoes, shoes with fur, or shoes above the ankles are allowed. Sandals, slides, crocs, high top shoes/sneakers or slippers are prohibited. The Administration reserves the right to determine whether or not a shoe style meets the intent of the dress code.	Only solid color boat shoes with soles are allowed, for ex. Sperry's or Hey Dude's. NO athletic shoes, shoes with fur, or shoes above the ankles are allowed. Sandals, slides, crocs, high top shoes/sneakers or slippers are prohibited. The Administration reserves the right to determine whether or not a shoe style meets the intent of the dress code.

Students may **only** wear the items as listed above. Clothing items such as winter jackets, non-school approved tops, sweat pant bottoms, and all other paraphernalia are not allowed and a student may receive a detention for wearing such in the course of the regular school day. Students who arrive at school wearing a skirt that does not meet the required length will not be permitted to wear a skirt to school. Those students will be required to wear uniform pants for the remainder of the school year unless they obtain a skirt that complies with the uniform policy.

During the first week of school, as an educative practice, students who are not in uniform will be given the opportunity to correct their dress. Starting on the second week of school, students will be expected to be in proper uniform on a daily basis and those not in dress code may be issued an office detention without first being offered the opportunity to correct their appearance. Teachers are expected to fully enforce the dress code in their classrooms throughout the day.

B. DRESS DOWN/SPIRIT DAYS

On certain occasions, the administration will declare relaxed dress code, or spirit days, and will offer guidance on expectations. Ripped clothing of any kind, skin-tight clothing, tank tops, crop tops, slippers, open toed shoes/sandals, or hats will not be permitted on dress down days. All clothing must be appropriate for school. No clothing may contain any symbol or words conveying a message or theme inconsistent with the teachings of the Catholic Church. Further expectations for specific dress down days will be communicated by the administration.

C. BACKPACKS, BAGS, POCKETBOOKS SEARCH AND SEIZURE

Students are permitted to carry a backpack throughout the school day. Administration reserves the right to search a student's backpack, person, or any other bags at any point during the regular school day. Upon reasonable suspicion of inappropriate activity that may subject a student to any level of discipline, or in the interests of safety of students and staff, a member of the administration and/or his or her designee, may search students desks, lockers, personal belongings, and anything brought onto school property including, but not limited to, handbags, briefcases, purses, backpacks, clothing, cell phones or other electronic devices and the content within such devices such as emails, photos, messages, or other information. The school administration may seize any such items and retain them until the end of the school day or longer. The school administration will have the prerogative to turn over any such items to the police if there is evidence of illegal activity. The parents/guardians of any student who is searched will be contacted by an administrator and made aware that the search was conducted as soon as possible.

The local police, using drug detecting dogs, may be invited into the school on a random basis to search lockers as a proactive, preventative measure.

D. APPEARANCE

Personal appearance should be a point of pride. Although personal appearance expresses one's identity, students should look prepared for an academic setting. We aim to foster a school climate that supports learning, growth, and human dignity. Honoring these principles, the school feels it is important to provide the subsequent guidelines:

1. For boys and girls, hair must be clean, neat, out of the eyes, of moderate style, and a natural shade. For boys, hair must be off the collar. Hats of any kind or hoods are not permitted.
2. Students' faces are to be shaved clean, daily, if necessary, unless a note from a physician is provided to the school nurse. (Beards, mustaches, goatees are not permitted).
3. The only acceptable visible body piercings for students are modest earrings. No hooped nose piercings, septum piercings, brow, or lip piercings are allowed.
4. Visible tattoos are not permitted.
5. Large, or oversized, jewelry could pose a safety hazard and may not be permitted. All necklaces must be worn inside the shirt.
6. Sunglasses, or dark tinted glasses, are not to be worn in the building unless deemed necessary for medical reasons. A doctor's note is required.
7. Socks are required as part of the Dress Code. The only exception is for girls wearing tights. Socks are not to include inappropriate or illegal images or references and are to be of a traditional length (ankle or higher). The administration has the sole right to deem socks inappropriate and will ask the student to change.

Any deviation from these standards due to medical reasons requires a dated slip from a physician and submitted to the school nurse. Any other deviation will be subject to student disciplinary action by any member of the faculty or administration.

The Administration reserves the right to alter this Dress Code throughout the year and is the sole arbiter on any exceptions or interpretations of the standards listed in this section.

E. 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 \$10 fee. Students who are asked for the ID and are unable to produce it at the time will receive an office detention. Students should never share their ID cards or unique student number with other students as that information may be used to make purchases using the student's account. Northwest Catholic is not responsible for purchase made by a student who has been given another one's ID card or unique number by another. Students using the credentials of another student to purchase food in the Dining Hall without that student's permission will be subject to disciplinary consequences including remunerating the student's account for the amount of the purchases made.

VI. Student Rules and Regulations

“Education is one of the most important ways by which the Church fulfils its commitment to the dignity of the person and the building of community.”

-USCCB Document: *To Teach as Jesus Did*, #13

Northwest Catholic's approach to maintaining the level of order and discipline required to establish an atmosphere that promotes full intellectual and character development is grounded upon the tenets of the Roman Catholic faith and its teaching on social justice. Central to that teaching is the recognition of the dignity of each student and the belief that all of humanity is a family. As a Catholic School of the Archdiocese of Hartford, Northwest Catholic accepts and relates to students and all members of the school community for the duration of their years in attendance according to their God-given biological sex as male or female and maintains appropriate distinctions between males and females especially in issues of facility use, athletic teams, uniforms, and nomenclature. Students are expected to treat each other and faculty with kindness, honesty, respect, and dignity.

School rules and regulations apply at all school-sponsored events, whether on or off campus. Additionally, actions taken by students outside of the school environment which are designed to bully, harass, or intimidate fellow students or others, are also subject to the code of discipline and subject to school consequences. Good manners, respect, obedience, neatness of personal appearance, punctuality, regular attendance, devoted application to study, and exemplary conduct are expected from all Northwest Catholic students. To this end, the following student rules and regulations are prescribed:

A. Classroom Conduct

It is expected that all students arrive to class on time and are prepared for class with all necessary books, notebooks and writing instruments. Each teacher has a list of classroom rules that should be posted prominently in the classroom or directly distributed to students.

If a teacher observes a student violating the code of student conduct in any way, the student will be given an office detention. If a student is asked to leave class, they are to immediately report to the Main Office. Students who are asked to leave a classroom may be given an in-school suspension for the rest of the day, receive an academic penalty for that class, and/or given office detention(s).

A second removal may result in an out of school suspension and a parental conference must take place prior to their return to the class.

A third removal may result in the loss of academic credit.

B. Conduct at Assemblies

We expect our students to respect both the speakers and the members of the audience while attending an assembly. Anyone who is spoken to or removed from an assembly will receive disciplinary sanctions. Repeat offenses may result in an in-school suspension and/or loss of privileges.

C. Conduct During Mass

The most important part of our school is the ability to freely express our faith and to come together as a community to partake in the Eucharist. While we understand our students come from varied religious backgrounds, we invite you to participate where appropriate in the liturgy and be respectful of the right of believers to practice their faith. Anyone interfering with our community's right to worship will be subject to serious disciplinary action.

D. Conduct on School Transportation

Riding on the bus to and from school is considered an extension of the school day and all the regulations of the school are in effect. Appropriate behavior is always required on school buses. Should students present discipline problems while using the bus service, the Assistant Principal's office is notified. Additionally, students rising on athletic transportation to or from practices, scrimmages, or games, are expected to abide by all school rules.

E. Conduct in the Cafeteria during Lunch

Students will report to the cafeteria at their assigned lunch period. Rubbish should be thrown away in the proper receptacles. Students are to be models of good behavior as they break bread with their peers. For the students' convenience they may use lavatories before and during lunch. Students are expected to remain in the cafeteria, unless given permission to leave, to ensure their peer's academics will not be disrupted. No food is permitted to leave the cafeteria.

F. Conduct Before School

Students have the privilege to arrive on campus prior to the first period bell at 7:50. Students should not congregate in a classroom that is not supervised by a teacher. Instead, students are only permitted in the cafeteria until 7:45 am.

G. Conduct After School

Students may remain at school after the dismissal bell but should make arrangements for transportation by 3:30 pm. Students may receive extra help from teachers, attend peer tutoring

sessions, converse with a counselor, participate in afterschool activities, or athletic practices/events. The cafeteria or the atrium is the location where students should report if they have no official school business to wait for their rides. Students should not congregate in the hallways or classrooms. They should not congregate in the parking lot due to traffic and for their own safety. The ability to stay in the building after dismissal is a privilege that can be taken away from individual students if conduct is not appropriate. All rules and penalties set forth in this Handbook apply to all conduct before and after the school day.

H. Drug and Alcohol Protocol

The use and/or possession of any alcoholic beverage or drug is strictly prohibited.

All students shall not, regardless of the quantity, possess, consume, buy, sell, or give away alcohol, steroids, prescription drugs, illegal drugs or any controlled substance on campus or at any school-sponsored activity. Possession of drug paraphernalia, including, but not limited to wrapping papers, smoking pipes, lighters, matches, vaporizers, or other devices is prohibited. To further ensure the well-being and safety of all students, lockers, cars, or possessions may be searched at any time.

Violation of this policy is sufficient reason for separation from Northwest Catholic. Students in violation will be immediately removed from school or its functions and parents will be notified. These same sanctions will also apply to students who remain in the presence of others who are violating the above rules. Students who possess, use, or are under the influence of alcohol/drugs at any time, even though the activity did not take place on campus or at a school sponsored event, may be suspended, dismissed, or expelled if it is determined that the activity is detrimental to the reputation of the school or that it hinders the advancement of the moral good of other Northwest Catholic students.

Should separation from Northwest not be recommended the student and their parents will:

1. Arrange for counseling with either the school social worker or privately outside of school. The school must receive, in writing, that the student is in counseling.
2. Arrange for monthly drug or alcohol testing with the results sent directly to the administration. Testing is completed at the expense of parents.
3. The student is placed on Disciplinary Probation for the remainder of the year.
4. The student cannot attend any school functions for ninety days.
5. The student will relinquish all leadership roles.

If the student fails to fulfill the conditions of Disciplinary Probation enumerated above, the Assistant Principal will request the student's expulsion.

I. Tobacco

Medical research has proven that the use of tobacco is dangerous to one's health. Therefore, smoking or the use of electronic cigarettes, smokeless tobacco, and nicotine pouches inside or outside of school property at school functions or athletic events is prohibited. Possession of this

substance is against the law. In this case the Drug and Alcohol protocol will be followed. Faculty, Staff and Administration have the right to confiscate visible tobacco products.

J. Hallways

Students are not permitted to loiter in the halls, stairways, and lobbies during the school day. All students must have a hall pass from their teacher when leaving the classroom. Consumption of food or beverages in halls, stairways, lobbies, or classrooms is prohibited except for water.

K. Directed Study

It is the expectation of the school that students assigned to directed study periods use them for the purpose of studying. Students may not have food or drink in the Study Hall, unless located in the cafeteria. Students are not to use directed study to catch up on their sleep. Students who have finished their work are encouraged to read a newspaper or book brought from home. Students should refer to A. Classroom Conduct of this section for appropriate Study Hall behavior.

L. Personal Mobile Electronic Devices

To foster a focused, safe, and engaging learning environment, minimize digital distractions, reduce cyberbullying during school hours, and promote meaningful face-to-face social interaction, **all students in grades K–12 Diocesan schools are prohibited from possessing or using personal mobile electronic devices during the regular school day.**

Definition of Personal Devices "Personal Mobile Electronic Devices" or "Personal Devices" include any handheld or portable electronic equipment capable of data communication between two or more people. This includes, but is not limited to:

- Cell phones and text messaging devices (including wearable smartwatches and ocular devices).
- Laptops and tablets not issued by the school.
- Handheld gaming equipment.
- Digital cameras or imaging devices.

Note: This policy applies strictly to devices owned or controlled by students or their parents/guardians. It does not apply to educational devices issued directly to students by the school.

Storage and "Regular School Day" Rules The "regular school day" is defined as the period of time between the arrival of the first student and the dismissal of the last student (or final bell), which includes all lunch periods and passing times.

Upon entering the school building, all personal devices must be completely powered off and stored in designated areas (e.g., student lockers or backpacks).

Approved Exceptions

A student may use a personal device during the school day only if school administration determines it is necessary under the following specific circumstances:

1. **Medical Necessity:** When a licensed physician, physician assistant, or advanced practice registered nurse determines the device is essential for the student's health (e.g., blood glucose monitoring).
2. **Active Emergencies:** During an active emergency as declared by school administration or law enforcement.
3. **Authorized Activities:** Specific situations authorized by school administration (such as travel or field trips).

Parents needing to communicate with their child during the school day are directed to call the Main Office and not try to reach their student on their personal phone as it may lead to their violating this policy. Those in violation of this policy will be subject to the following progressive disciplinary consequences.

As soon as students enter the school building ear buds/headphones **must be removed and phones put away and out of sight**. Violation of the cell phone rule will result in the confiscation of the device according to the following ladder of disciplinary action.

- **First Offense** ~ the device will remain in the main office until the end of the day. An office detention will be issued. The infraction will be logged into the student's Facts portal for parental notification.
- **Second Offense** ~ The student will be required to surrender his or her phone at the start of the day to the office. They may retrieve the device following upon daily dismissal. This will last for ten (10) school days. An office detention will be issued. The infraction will be logged into the student's Facts portal for parental notification.
- **Third Offense** ~ **The device will be confiscated and held in the main office for parental retrieval.** Students will be required to surrender his or her phone each morning to the office for the remainder of the school year. A Friday detention will be issued.

Refusal to Surrender a Device If a student refuses to surrender a personal device to a staff member upon request, the action will be treated as immediate insubordination. The student will be referred to administration, a parent will be contacted, and automatic suspension (in-school or out-of-school) may be issued.

M. Intentional Disruption of School Activities

Students have the right to learn in a safe environment, free from disruption or distraction. Teachers have the right to teach in the same environment. Any student who intentionally disrupts school activities including but not limited to classes, Mass, assemblies, and sporting events will face disciplinary sanctions at the discretion of the Assistant Principal. Intentional disruption also includes disrupting the normal business of the school by blocking access to classrooms and offices, or excessive noise outside of offices or classrooms.

N. Failure to Comply

Failure to comply with the requests and directives of teachers, staff, or administration will automatically result in a call home to parents and immediate removal from school for at least the rest of that day and further disciplinary sanctions.

O. Surveillance

Northwest Catholic has video cameras to monitor entrances, parking lots, hallways, the cafeteria, and other areas of the school. Videos are used for security purposes and students should be aware that video footage may be used during investigations. Footage may be considered for determining disciplinary action.

P. Integrity

The fabric upon which the Northwest Catholic community is built is faith in God. The theological virtues of faith, hope and love provide a foundation for our community to strive to grow. We must also possess faith in each other. It is essential that students conduct themselves with integrity, and with adherence to moral principles.

Stealing and dishonesty cannot be tolerated because it erodes people's faith in each other. Any student who intentionally steals goods, property or money is guilty of an extremely serious act; taking goods or property, without permission, from our library or from another person's locker, bag, car or any other location on campus or at a school-sponsored event is stealing. In addition, students are expected to report any acts of theft that they have witnessed. Students who handle monies for the school must be scrupulous in their honesty.

Students caught stealing will face disciplinary sanctions where expulsion/separation will be considered.

Q. General Behavioral Expectations

This list is not meant to be inclusive of all potential behaviors that students may exhibit throughout the year. The Administration reserves the right to address behavior, as outlined in this handbook, that is determined to be in direct conflict with the mission and values of Northwest Catholic or the Roman Catholic Church, violates the safety of an individual or the school community at large, violates a City ordinance or State/Federal Law, or interferes with the learning of other students or school business.

VII. Student Conduct Process

It is the expectation of the Administration, Faculty and Staff that all members of our community model behavior based on the tenets of our Roman Catholic faith and the teachings of our Lord and Savior Jesus Christ. All students should be aware that they always represent the school, on and off campus, and are subject to the school's discipline code regardless of where they are when an infraction occurs. To nurture a safe, structured environment on campus and promote the school's norms and values, the school implements the following disciplinary sanctions, policies, and procedures. Administration may use any of the subsequent measures based on the nature of an incident that requires discipline.

A. Office Detention

Detentions are the most frequently used measure to modify the behavior of students who have violated the conditions of acceptable behavior for the Northwest Catholic community. Office Detentions are conducted either Tuesday and Thursday immediately after school under the

administration of a teacher. Administration may on occasion assign a lunch detention. Detentions are imposed for violations of the school code of conduct; depending on the seriousness of the violation(s) and/or upon the frequency with which they are committed, the administration will determine the number of detentions a particular violation will incur or whether the detention may be assigned for a Friday 2:30-4:00.

Parents may be notified through the FACTS portal when their student is given an office detention. They must serve their detention within the time specified. Detentions are viewed as a consequence for a past violation and simultaneously as a deterrent to prevent future violations and take priority over any extracurricular activity including athletics and extra help. Failure to serve an office detention will result in further sanctions including additional detentions, a Friday detention, or an in-school suspension.

B. Loss of Privilege

There are several privileges extended to our students. Serious or frequent misuse of our resources by a student could lead to the loss of privilege. Examples include many of the community's resources such as computers, locker rooms, and the cafeteria. Privileges that may also be revoked as a disciplinary sanction are the privileges to attend dances, proms, other social activities, participation in athletics and extracurricular clubs, attendance at athletic and social events as well as graduation, etc.

C. Behavioral Contract

As a deterrent to repeat or further violations of Northwest Catholic policies, students may be placed on a Behavioral Contract that outlines specific expectations and agreements for behavior made between the school, student, and parents. Students and parents will meet with the administration to discuss the terms of the Contract and will have time to review prior to the Contract being signed. All Behavioral Contracts will indicate automatic sanctions for violation of the Contract terms.

D. Suspension

Students are liable to be suspended for major or repeated offenses at school or away from school, during the school year, or even on vacation days. Depending on the nature of the violation, the suspension may be served at home or in school. In-school suspensions and out-of-school suspensions are serious disciplinary actions.

In-school suspensions are to be served in a location determined by the administration. The student will not be allowed to use their mobile phone, participate in any assemblies or rallies that day, and may be required to eat in a location other than the cafeteria. Students serving an in-school suspension will be provided with assignments from their teachers and expected to complete them during the day.

A student serving an out of school suspension is not allowed to attend class nor any school related activities-drama rehearsal, choir rehearsal, athletic practice or games, math meets, proms, dances etc. held on the dates of the suspension. Students are responsible for making up all work missed. A teacher will give a student a grade of zero for any work not made up.

A parent/guardian conference with the student and the administration is a condition for readmittance after an out of school suspension. Two out of school suspensions will be considered to be grounds for removal of the student from Northwest on a permanent basis.

E. Removal From Northwest Catholic

A student will be subject to separation from the school for any serious or repeated violations of school regulations (at school or away from school) of such a nature as to jeopardize the good name of the school, or which is detrimental to the common good, or is of serious harm to his/her fellow students. Two out of school suspensions during the course of the academic year is considered grounds for removal from Northwest

Separation from Northwest can take two forms:

- 1) **Dismissal:** the student is required to leave Northwest Catholic immediately and is no longer considered an enrolled student. A student who is dismissed may be allowed to return to Northwest after a specified period and/or when certain stipulations are met. This is not to be confused with a suspension, during which a student is still enrolled and automatically returns to school after the amount of days specified. A dismissal will last for at least one full semester.
- 2) **Expulsion:** the student is required to leave Northwest Catholic immediately and is no longer considered an enrolled student. The student will not be permitted to enroll at Northwest in the future. This is used for the most serious offenses and/or when a student poses a threat to themselves, the school community, or the reputation of Northwest Catholic, the Archdiocese of Hartford, or the Church.

F. Appeals Process

Decisions of the Principal and/or President are final. However, if families are dissatisfied with the recommended sanction of separation they can appeal to the Superintendent of Catholic Schools for the Archdiocese of Hartford and request an appeal in writing within 5 days of the decision. The Superintendent possesses the authority to accept, modify, or overturn the recommended sanction of expulsion. The superintendent can be contacted at:

Catholic Schools Office
467 Bloomfield Avenue
Bloomfield, CT 06002
860.242.5573

VIII. Bullying, Harassment, and Hazing Prevention

The following policies cover all employees, students and other personnel connected with Northwest Catholic. All members of our community are urged to be alert to any occurrence of bullying, cyber-bullying, retaliation, harassment, acts of intolerance, or hazing that violate the rights of others.

A. Bullying

Bullying, cyberbullying, and challenging behavior, as those terms are defined below, are all prohibited at Northwest Catholic. Such conduct will not be tolerated during the school day or during any school-sponsored activities on or off school grounds. Bullying, cyberbullying, and challenging behavior, which do not directly involved the school, but which create a hostile school environment, infringe on the rights or safety of students at school, or substantially disrupt the education process or the orderly operation of the school, may result in disciplinary actions. Such disciplinary actions may include detention, loss of privileges, suspension and expulsion from school. Bullying, cyberbullying, and challenging behavior are actions that are contrary to the fundamental teachings of the Catholic Church.

Any student who retaliates against another student for reporting bullying, cyberbullying, and challenging behavior may be subject to disciplinary actions which may include detention, loss of privileges, suspension and expulsion from school.

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

Bullying is defined as unwanted and aggressive behavior among students that involves a real or perceived power imbalance.

Cyberbullying means any act of bullying through the use of the Internet, interactive and digital technologies, cellular mobile telephone or other mobile electronic devices or any other electronic communication.

Electronic communication means any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo-electronic, or photo-optical system.

Mobile electronic device means any hand-held or other portable electronic equipment capable of providing data communication between two or more individuals, including, but not limited to, a text messaging device, a paging device, a personal digital assistant, a laptop computer, equipment that is capable of playing a video game or a digital video disk or equipment on which digital images are taken.

Challenging behavior means behavior that negatively impacts school climate or interferes, or is at risk of interfering, with the learning and safety of a student or the safety of a school employee.

School environment means a school-sponsored or school-related activity, function, or program, whether on or off school grounds, including at a school bus stop or on a school bus, and may include other activities, functions, or programs that occur outside of a school-sponsored or school-related activity, function or program if bullying at or during such activities, functions, or programs negatively impacts the school environment.

School employees who become aware of any act of bullying, cyberbullying, and challenging behavior must report the incident to the school administration for further investigation. It is essential that reports are submitted as timely as possible to ensure immediate action and clear recollection of facts.

Students and parents who become aware of any act of bullying, cyberbullying, and challenging behavior are asked to report such act to the school administration or teacher.

Northwest Catholic will respond to bullying, cyberbullying, and challenging behavior outside the school setting if it creates a hostile environment at school for the bullied student, infringes on the rights of the student at school, or substantially disrupts the student's education or the orderly operation of the school.

If it is concluded that an act of bullying, cyberbullying, and challenging has occurred, the parents or guardians of the student who committed such acts and the parents/guardians of the student against whom such acts were committed will be notified. Consequences for students who bully others shall depend upon the results of the investigation and include parent conferences, professional counseling, detention, suspension, or expulsion. Depending upon the severity of the incident, or series of incidents, the administration may also take appropriate steps to ensure student safety. These may include implementing a safety plan, separating and supervising students involved, reporting incidents to law enforcement if appropriate, and establishing a supervision plan with the parents.

In order to protect the privacy rights of the students involved, school officials may report information to parents solely about their own child. Information about discipline. Consequences, or services pertaining to any other child cannot be communicated.

B. Harassment

Harassment is a crime under federal and state law (Title VI, 42 U.S.C. § 2000d; Title IX, 20 U.S.C. §1681; 29 U.S.C. § 794, §504; Connecticut General Statutes § 53A-183). Harassment is unwelcome conduct, whether verbal or physical, that is based on race, color, national origin, sex, sexual orientation, religion, gender identity, age, or disability that creates a hostile school environment. A hostile environment is defined by the victim, but is not limited to conduct that is sufficiently

- severe,
- pervasive, or
- persistent

such as it denies, or limits, the ability of an individual to participate in, or benefit from the services, activities or privileges offered by Northwest Catholic. It is any action that is designed to demean or intimidate a student, and/or interferes with the student's academic performance.

Catholic teaching promotes the concept of solidarity, or the idea that all human beings form one human family and are interconnected to each other. Therefore, the Northwest community is welcoming to all students. Any student who feels he/she has been harassed, should immediately report it to a teacher, counselor, or administrator he or she feels comfortable with confiding in. Confidentiality will be honored. In addition to school rules there are state and federal laws which

protect students against aggressive and harassing behavior. We are required by Connecticut State Law to contact the parents of both parties involved in a harassment incident. In addition, the police may be notified. We take the protection of our young peoples' emotional and physical well-being seriously. The harasser will be subject to the full range of disciplinary consequences including detention, suspension, and expulsion.

C. Hazing Prevention

Hazing is defined as any conduct which is used to initiate a prospective member into a student organization or team whether on public or private property. Such behavior has the potential to endanger the student physically or mentally. Hazing includes but is not limited to beating, branding, forced consumption of alcohol or drinking, deprivation of sleep, and intentional isolation of an individual.

Should a student be subjected to hazing, he/she is to contact a teacher, coach, counselor, or administrator.

Any incident where a student is involved in hazing another student will result in the process as outlined in this Handbook and may lead to a possible recommendation of expulsion.

D. Abuse or Neglect of Minors

Northwest Catholic is committed to protecting the safety and welfare of its students and to providing a safe learning environment. Recognizing that youngsters can be abused or neglected in their home environment, the law obligates teachers, guidance counselors, and other professional staff to report suspected abuse or neglect. has implemented procedures for reporting suspected incidents to the Department of Children and Families (DCF) and other appropriate officials. The school has also adopted procedures for emergency intervention to protect any student at risk.

Northwest Catholic strictly prohibits any form of abuse of a student by any employee of the school. In addition to mandatory reporting of any suspected abuse of a student by an employee to DCF, any suspected or reported incidents will be thoroughly investigated by Administration and appropriate action taken. In all cases, the safety and well-being of students are the school's first priority, with due regard for the rights of any individual against whom an accusation is made.

In addition, this policy includes education of employees and students about the problem of abuse and neglect and about school policies designed to assure the safety and protection of student. Any incident of abuse or neglect should be immediately reported to either the Principal or the Assistant Superintendent.

IX. Health and Safety

A. Emergency Plans and Scenarios

The school is prepared to take reasonable steps to protect the safety of your child. There are plans in place to deal with a myriad of situations. The various scenarios are practiced in our school and the students take these procedures very seriously. There are posted instructions in each classroom which indicate the nearest exit in case of fire. Students are requested to remain quiet throughout

the fire drills and to walk silently and swiftly in single file to the pre-designated area. Students are instructed by school staff in the event of a standstill or lockdown.

In case of an emergency, alarms will ring repeatedly. Whenever the signal is given, the presumption is that an emergency exists. During an evacuation or an evacuation drill no one is to remain in the building; no one is to delay in order to go to a locker or put on a coat. Once in an assigned area, students should line up quickly so attendance can be taken. The “Return to Class” will be signaled by word of mouth. Ignore the routine ringing of the bell according to schedule.

In the case of a lockdown drill, no student should be in the hallways. All students are required to shelter quietly in their assigned location until the “all clear” signal is issued via Informa Cast and schoolwide public address systems.

B. Accidents

Injuries occurring on the school grounds should be reported to both the school nurse and administration immediately. Students are asked to make known to team coaches any injury sustained in practices or other team activities such as conditioning sessions. Other accidents, such as automobile accidents taking place in the parking lot, should also be reported immediately to the Assistant Principal.

C. Medication Policy

Students are not allowed to carry medication, including non-prescription medication, on their person. The only exception is students requiring emergency rescue medications, such as asthma inhalers, epinephrine cartridge injectors, and insulin/glycogen storage disease medications, who are deemed capable of self-administration and have written prescriber/parent authorization on file with the School Nurse.

NWC, in compliance with the Connecticut General Statutes and regulations, § 10-212, requires a written medication order by an authorized prescriber, and parent/guardian written authorization, for the nurse, or in the absence of the nurse, a trained designee to administer medication. Medications must be in a pharmacy prepared container, or the original container and brought to school by the parent/guardian.

As a courtesy, the NWC Health Office maintains a supply of Ibuprofen and Acetaminophen. With written parental authorization, the school nurse may administer these medications during the school day in accordance with the Town of West Hartford Non-Public School Health Program policy.

D. Immunization Policy

All students at Northwest Catholic are required to comply with Connecticut state law regarding immunization requirements for students. All students must have required immunizations prior to being allowed to attend school, unless exempted by law.

“Each local or regional board of education, or similar body governing a nonpublic school or schools, shall require each child to be protected by adequate immunization against diphtheria, pertussis, tetanus, poliomyelitis, measles, mumps, rubella, hemophilus influenza type B and any

other vaccine required by the schedule for active immunization adopted pursuant to CGS §19a-7f before being permitted to enroll in any program operated by a public or nonpublic school under its jurisdiction.”

“Before being permitted to enter seventh grade, a child shall receive a second immunization against measles. Any such child who (1) presents a certificate from a physician or local health agency stating that initial immunizations have been given to such child and additional immunizations are in the process under guidelines and schedules specified by the Commissioner of Public Health; or (2) presents a certificate from a physician stating that in the opinion of such physician, such immunization is medically contraindicated because of the physical condition of such child; or (3) presents a statement from the parents/guardians of such child that such immunization would be contrary to the religious beliefs of such child; or (4) in the case of measles, mumps, or rubella, presents a certificate from a physician or from the director of health in such child’s present or previous town of residence, stating that the child has had a confirmed case of such disease; or, (5) in the case of hemophilus influenza type B has passed his fifth birthday; or (6) in the case of pertussis, has passed his sixth birthday, shall be exempt from the appropriate provisions of this section”

“If the parents/guardians of any children are unable to pay for such immunizations, the expense of such immunizations shall, on the recommendations of such board of education, be paid by the town.” (Connecticut General Statutes, . §10-204a)

E. Weapons

Students who are in possession of a weapon (as defined by Connecticut General Statutes . §53a-217b) on the Northwest campus, while riding the bus or at any school related function will be expelled from the school. Weapons may be turned over to law enforcement.

F. Visitors

For the safety and well-being of our students, staff, faculty, and administration we request all visitors report to the Main Office for a visitor pass. If a student notices a visitor on the campus who does not have a visitor pass, he/she should immediately report this to a teacher or administrator.

Students are not allowed to have guests at school functions unless otherwise expressly permitted by the administration. Typically, guests are allowed at performances, athletic events, and school dances. Guests at social events such as dances must be approved by Administration and appropriate forms will be made available. The Northwest Catholic student is responsible for their guest’s actions at events. If a guest violates any policy in this Handbook, the student may be held accountable for the actions of their guest. Additionally, and where appropriate, parents of the Northwest Catholic student and of the guest may be notified when a violation occurs. If the guest is a middle or high school student, their school may also be notified.

G. Physical Examination

All students are required to have the same health assessments as are required by state law for public school students. That is, no child may be enrolled at Northwest Catholic High School without a physical exam, and in addition, each child must have a health assessment in grade ten or

eleven. Any student transferring from another state shall be required to have a pre-enrollment health assessment.

H. Leaving School Grounds

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. Students are never allowed to leave the building without permission and must always sign out in the main office before leaving school grounds. Violators will be subject to disciplinary action.

I. Parking

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. In addition, any behavior in the parking lot that raises safety concerns will result in the loss of privileges and may be subject to disciplinary action. 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. Parking spaces are offered on a first come first serve basis. Once the parking spaces have been filled students will have to wait until the graduating class has graduated to obtain a 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. Northwest students who drive to school may ONLY park in the designated student lot. Students who violate these rules are subject to disciplinary consequences including the possible suspension or loss of parking privileges.

X. Facilities

A. Buildings and Grounds

Northwest Catholic is a closed campus with buildings open between 7:00 a.m. and 3:30 p.m. Students are not permitted to leave campus during the school day and are always expected to carry their Student ID Card. Unless properly supervised by a member of the faculty, students may not use classrooms, computer rooms, gymnasiums, weight rooms, studios, or laboratories at any time.

All members of the community have a responsibility to be good stewards of all buildings and grounds. Any student who defaces or damages any of our facilities will be subject to disciplinary sanctions as well as potential financial obligations for repairs. Led by our Maintenance Staff, the school community strives to maintain a clean campus at all times. The cooperation of all students is asked in helping to keep the campus and school buildings clean and in good condition.

Both the gymnasium and the weight room are open for use by scheduling with the Athletic Director. A coach and/or faculty moderator must be present for student use. Gym shoes only are to be worn at all times on the basketball floor.

Athletic locker rooms are opened only by the Athletic Director and/or coaching staff. Students should be in athletic rooms only during designated times and while under adult supervision. Students are not to remove equipment without the express permission of the coach. Use of athletic equipment outside of the gym or fields is strictly prohibited.

Fields are for the use of athletic teams and are scheduled by the Athletic Director and are only to be used when permitted.

In all of the school facilities, students are expected to help keep them clean, neat and orderly. In addition to regular discipline, failure to do so could lead to a suspension of a student's privileges in a particular area. Food and beverages are not permitted outside the cafeteria. If a student is drinking or eating outside of the cafeteria, the student will face disciplinary sanctions to be determined by the Assistant Principal.

B. Lockers

All lockers made available for student use on the school premises, including lockers located in the hallways and athletic dressing rooms are the property of the school. Lockers are not to be used to store items that are forbidden by state law or school rules. The school is the owner and co-tenant of all lockers and retains the right to inspect any locker and its contents to ensure that the locker is being used in accordance with its intended purpose and/or to eliminate fire or other hazards, maintain sanitary conditions, attempt to locate lost or stolen material and to prevent use of the locker to store prohibited or dangerous materials, such as weapons, illegal drugs, or alcohol. Only school-issued locks are to be used on school lockers. All other locks will be removed at the student's expense. Lockers are assigned and are not to be switched. Students who do not lock their lockers run the risk of having their personal belongings stolen. Students should not give their locker combination to any other student. All property contained in any locker is at the sole risk of the student, and the school shall have no liability with respect to loss or damage to same. Administration reserves the right to inspect the lockers of our students at any time. Any student found with graffiti, or a damaged locker, will be charged a fee for repair and/or painting.

C. Theft, Trespassing, and Vandalism

The physical building and property are our home away from home. It is our private property. Anyone caught stealing the personal property of others or intentionally vandalizing the property or entering the building or grounds during non-school hours may be asked to withdraw from the school. Senior "pranks" that include theft, trespassing or vandalism, will be treated with the same sanction.

D. Posters and Flyers

All students must register postings in the Office of Student Life and all flyers or posters need to be approved prior to posting. Students may only post flyers and the like on the designated bulletin boards around campus. Students may not post anything on painted surfaces, nor should students post over other flyers and posters. Students are responsible for removing all improperly posted materials or materials that are outdated immediately and should respect school property and policies when posting materials.

E. Lost and Found

Valuable lost or found items are to be reported or returned to the Main Office. Northwest Catholic cannot be responsible for items or valuables left unattended in classrooms, hallways, locker rooms, athletic areas or elsewhere on campus. A student should never leave his/her locker unlocked.

If a student is missing a personal item, he should check the “Lost and Found” in the Main Office. Articles that remain in the “Lost and Found” for more than 10 school days will be donated to local charities. Students should refrain from bringing large amounts of money or valuables to school and always attempt to keep their belongings safe and secure. Students should also put their name on all their belongings including books, calculators, phones, computers, iPads and other school supplies and clothing.

XI. Technology

Northwest Catholic expects appropriate academic uses of electronic devices that engage students in our learning environment. It is important to note that conduct, whether inside or outside the school, that is detrimental to the reputation of the school, including social media, may result in disciplinary actions including suspension, expulsion, or withdrawal from school.

A. iPad Policy

Student iPads are issued as academic devices and are expected to be used accordingly. The following guidelines will outline our expectations:

- All Northwest Catholic students are expected to bring their NWC iPad with a full charge.
- 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.
- Any damaged iPad must be reported to the IT Department immediately. The devices are covered by AppleCare+ and will be repaired or replaced so students have a fully functional device.
- Ear buds or headphones in an academic location may only be used with the specific 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 by the Dean of Students. Parent follow-up and disciplinary consequences can follow as applicable.
- 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.

B. Disclaimer

Northwest Catholic will not be responsible for any damages suffered including loss of data resulting from delay, non-deliveries, service interruptions, or inaccurate information. The person operating the computer or mobile device accepts personal responsibility for any information obtained via the Internet or other electronic sources. The person operating the computer accepts personal responsibility for actions on the Internet.

C. Vandalism

Vandalism will result in immediate disciplinary action by the Assistant Principal. Vandalism is defined as any malicious attempt to harm or destroy any part of Northwest Catholic's or someone else's technology resource. This includes, but is not limited to, uploading, creating, transmitting computer viruses or "hacking" into any part of the SPD network or system. This also includes but is not limited to all operating systems, student and administrative files, and any other private files of the SPD network.

D. Personal Electronic Equipment

Personal electronic equipment such as laptops or tablets are not to be used in school. Students may only use their school-issued iPad. The use of a mobile phone is prohibited during regular school hours.

E. Appropriate Use

It is within the teachers' professional judgment to create classroom policies that create an appropriate learning atmosphere that includes technology.

1. Books

Each student must own a complete set of books on the first day of class. Books may be in print or digital format. Students are advised to check ISBN numbers to ensure purchasing of the correct books and editions.

2. Photos and Video

No student is allowed to use any camera, video camera, smart phone, or any other electronic device to take any photo(s) or video(s) of any student, faculty member, administrator, staff and any other personnel on campus at any time without written permission of each individual and the school's administration. A student is never allowed to upload content from photo or video

obtained without permission to any web site or social network. This policy includes all school activities and events, from the classroom to the athletic fields and stage, and the like. Doing so will result in significant disciplinary sanctions, such as suspension or expulsion.

3. Social Media

Participation in any form of Social Media is prohibited on campus during the school day. Students may not “friend” or otherwise communicate or attempt to communicate with their teachers or any other employee of Northwest Catholic using social media. Student use of social media, including wikis, blogs and photo and video sharing sites, should conform to the values of Northwest Catholic. Students should have no expectation of privacy when using social media and should be mindful of what they post online; students should be aware that their digital footprints are very public. Students should never post anything online that they would not want their peers, friends, parents, teachers, administrators or other members of the Northwest community to see and/or read. Every student must understand that his/her online identity is an extension of him/herself and what is inappropriate in school is also inappropriate online. Users making inappropriate reference about the school and/or its students, faculty, staff or administrators on any public Internet site, chat rooms, or other public electronic media will be subject to disciplinary action that will be determined by the school and could include suspension or expulsion. Hate mail, harassment, discriminatory remarks, vulgarity, swearwords, other antisocial behaviors, chain letters, and threats of any kind are prohibited and could include suspension or expulsion.

4. Locker Rooms

Locker rooms are provided for the use of physical education students, athletes and other activity groups or individuals and are a school facility where an individual has an expectation of privacy. Under no circumstance can a person use a camera, video recorder, cell/smart phone, or other recording device in the locker room. iPads, tablets, iPhones, smart phones or any other device with video and photo technologies are not allowed in the locker rooms. This policy also extends to protecting the privacy of individuals elsewhere in the school facilities where an expectation of privacy exists such as bathrooms or changing rooms. Anyone who violates this policy shall be subject to school disciplinary action.

F. Use of Physical Likeness

Like all private schools, Northwest Catholic by necessity maintains an active program to market the school and its programs. Photographs, videos, etc. are an essential part of any school’s marketing efforts. By virtue of their student’s enrollment at Northwest Catholic, parents’ consent to the reproduction and use of their and/or their son’s/daughter’s physical likeness in any marketing materials, including but not limited to still camera photographs, retail packaging, print advertising, Internet marketing, CD-ROM, DVD, and/or TV commercials, etc. Northwest Catholic regularly publicizes student awards and achievements to local media. This includes sending press releases, with photos and other relevant information, to local newspapers regarding the honor roll, awards, outstanding extracurricular performances, and other accomplishments. Public recognition of your student’s achievements is a proven way to build confidence in their ability and exemplifies for others the value of a Northwest Catholic education. If for some reason, you wish us NOT to

publicize news and/or use any likeness of your student, please contact the Assistant Principal in writing, on or before September 15th of the current academic year. If there is no request made, we will infer your consent.

G. Visual Identity System and Guidelines

The school's name (Northwest Catholic High School and any variations thereon such as Northwest, NWC, etc.), its seal, logos, school colors, etc. symbolize to the public who we are and for what we stand and, as such, constitute the school's Visual Identity System. To ensure the integrity of the Visual Identity System, the school community is advised of, and must comply with, the following:

Northwest Catholic's Visual Identity System is designed to (1) protect the school's brand and sub-brands and all graphic and/or textual representations of the brand and sub-brands, and (2) to provide a set of guidelines for the proper use thereof (Visual Identity Style Guidelines are available below).

- All aspects of Northwest Catholic's Visual Identity System (including but not limited to symbols, logos, the school's seal, the school's name, etc.) are protected by laws governing the use and protection of intellectual property.
- No person may use any element of Northwest Catholic's Visual Identity System without the express written permission of the Head of School. Any permitted use must comply in all aspects with the Visual Identity Style Guidelines.
- Any person seeking to procure the creation and/or production of any item(s) for flagship materials, community builders, fundraisers, or community connectors, or other purposes, bearing any element of the Visual Identity System must first secure the express written permission of the Head of School. Any permitted use must comply in all aspects with the Visual Identity Style Guidelines.
- Northwest Catholic will undertake all lawful and appropriate means to guard against unauthorized use of any element(s) of the school's Visual Identity System.

H. Artificial Intelligence Use Policy

The use of AI at Northwest Catholic shall be used in the capacity of enriching student educational experiences and as a resource to support teachers in effective and focused or personalized instruction to meet the diverse needs of students, or to enhance critical thinking and prepare students for a technologically advanced society while upholding Catholic values.

This policy applies to all students, teachers, administrators, and staff members involved in the use of AI technologies in educational activities and school operations.

I. Technology Based Prohibitions

Students are prohibited from doing the following on school computer equipment:

- Damaging, changing or tampering with or attempting to tamper with the school's computer system, hardware or software.
- Copying copyrighted software.

- Using, altering, creating or distributing a password not specifically issued to the student.
- Adding, deleting, or altering files or installing programs without the permission of the Technology Department.
- Engaging in non-academic uses of the computer system, such as game-playing and chatting.
- Accessing or storing illegal or explicit material or material that is potentially harmful to the user, the computer system or others. Using the Internet or e-mail to solicit or conspire about illegal activities.
- Making harassing, threatening, prejudicial or discriminatory statements over the computer system.
- Accessing, storing, transmitting or distributing offensive, indecent, obscene or pornographic materials in any form.
- Storing, transmitting or distributing protected material without the written consent of the holder of the protection rights.
- Circumventing or attempting to circumvent the security measures on any school computer.
- Introducing any form of computer virus to any school computer.
- Using the computer system or the Internet for commercial gain or political purpose.
- Attempting to access filtered sites or to circumvent the school's filtering software to access inappropriate sites.

XII. Athletics

A. Participation

Athletics serve as a unifying link between academic and social activities. Northwest Catholic offers many varsity and junior varsity sports. To complement the academic and extracurricular activity programs offered. Interested students are encouraged to participate in athletics. All students must have a physical examination form to compete in athletics. In order to tryout for any athletic team, the student must present two items to the coach before the beginning of tryouts:

1. A physical form signed by the student's family doctor indicating that a physical exam has been performed in the past thirteen months and the student has been cleared to participate as a result of this examination.
2. A signed parental permission form is required. This form can be downloaded from the athletic department's web page or procured from Athletic Director Jake Garro.

The following are the rules regarding eligibility for either athletics or extracurricular activities at Northwest Catholic:

1. See the section on Academic Probation and Disciplinary Probation which supersedes any eligibility criteria listed here, for any student on Academic Probation.
2. Students who encounter difficulties and fail two or more subjects during the first three end-of-quarter marking periods, as outlined in the Academic Probation section, will be asked to focus on their studies before participating in any athletic programs or extracurricular activities at Northwest. This period of ineligibility will last until the release of grades for the

next end-of-quarter marking period. Our intention is not to discourage, but to provide the necessary time and support for students to improve their academic performance. At Northwest Catholic, we believe that each student's success is a shared responsibility, and we are committed to guiding them toward fulfilling their potential in their studies, extracurricular pursuits and growth in a relationship with God and others.

3. Students who fail two or more subjects for the year and fail to make up the courses in the summer will be ineligible to participate in athletics or extracurricular activities in the fall.
4. For purposes of this section, all incomplete grades will be treated as failures until they are successfully made up unless exempted by the Principal in certain circumstances.
5. Students will participate in competitive athletics in accordance with their God-given biological sex.
6. Nothing in this rule shall be construed to contradict in any way the eligibility rules of the Connecticut Interscholastic Athletic Conference (CIAC) .
7. As outlined in the Conduct Policies and Conduct Process sections, students may lose their privilege of participating in Athletics or Extra-curricular activities as deemed by the administration.
8. Students who are under out of school suspension may not participate in any Athletics or Extracurriculars during that time.
9. See the Attendance section for policies regarding student tardiness, attendance, and dismissal and its impact on eligibility to participate in a practice, game, or extracurricular activity.
10. Students have the right to try out and be fairly evaluated. However, students are not guaranteed a spot on the team. Tryouts for each team are held during predetermined times which are announced to the community well in advance. Students who wish to be considered for membership on a team must attend the tryouts as scheduled.
11. Head coaches and assistant coaches are not required to discuss playing time with parents unless agreed upon with the permission of the athletic director

B. Midterm Week

There will be no winter sports games scheduled during the week of midterms, Monday through Thursday. Afternoons on Martin Luther King Day and Friday games are acceptable.

Practices may be held on an optional basis and students cannot be penalized for any absences.

C. 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. 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.

D. Athletic Lockers

Student athletes will be assigned lockers by the athletic department at the beginning of their season. Each athlete must return the lock to the athletic department at the end of their season.

E. Performance Enhancing Substances

Northwest Catholic has a policy that forbids the use of performance enhancing substances including but not limited to stimulants such as nicotine as well as 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.)

F. Team Social Media Accounts

Athletic teams are allowed to create and maintain social media accounts in accordance with the following guidelines.

- The Athletic Director approves of the accounts
- There is a demonstrated rationale for the creation and longevity of the accounts
- Password and account information is shared with the Athletic Director
- Postings are consistent with school policies
- Content is conducive to representing our school community in a positive light

G. CIAC Membership and Penalties for Violation of Association Rules

Northwest Catholic is a member of the Connecticut Interscholastic Athletic Conference (CIAC) and adheres to all rules and regulations established by the association, including the development of community service, wellness, leadership, and sportsmanship by the Athletic Department.

The Athletic Department will enforce all violations of the rules established by the CIAC. The CIAC has developed a series of penalties for athletes who commit violations of their Chemical Health Rule. Additionally, the association has established a Concussion Protocol that all member schools must follow. The Athletic Director will explain all of the expectations, rules, and penalties for any violations to students and parents during team meetings.

This policy also includes products such as vaporizer pens, non-alcoholic or near beer, and synthetic tobacco products such as Zyns. It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for a student's use by a doctor.

This rule represents only a minimum standard upon which schools may develop more stringent requirements.

This CIAC statewide minimum standard is not intended to render “guilt by association” as athletes may be present at a party where only a few violate this standard. If a student in violation of this rule is unable to participate in interscholastic sports due to injury, academic failures, or otherwise; the penalty will not take effect until that student is eligible to participate again.

Team coaches may also create a list of team rules and expectations that students must follow. All students and families must sign and return the Handbook Acknowledgment form. Failure to do so during the specified time period may preclude a student from participating until the form has been signed and returned. Remember that participation in Northwest Catholic Athletics is a privilege, not a right.

CIAC rules stipulate that no student may try out for a sport without a completed medical consent on record at the school. The consent form must contain both the physician’s signature and the signature of the student’s parent or guardian.

H. Return to Play Following Injury/Medical Procedure

Any student athlete who has missed time in practice or a game due to an injury or medical procedure must provide a note from their medical provider to the school nurse and/or athletic trainer in order to resume participation in practices and/or athletic competitions.

XII. Student Life

Northwest Catholic offers a variety of clubs, organizations, and leadership activities for students’ participation. Involvement in activities is highly encouraged as it enables students to connect to peers, become a part of their school community, learn valuable skills, and develop as leaders. The following are policies and procedures related to extracurricular activities.

A. Participation

The following are the rules regarding eligibility for either athletics or extracurricular activities at Northwest:

1. See the section on Academic Probation and Disciplinary Probation which supersedes any eligibility criteria listed here, for any student on Academic Probation.
2. Students who fail two or more subjects for the first three end-of-quarter marking periods as defined in the Academic Probation section or fail two or more subjects for the year, will be ineligible to participate in any athletic program or extracurricular activity at Northwest Catholic until the release of grades for the next end-of-quarter marking period.
3. Students who fail two or more subjects for the year and fail to make up the courses in the summer will be ineligible to participate in athletics or extracurricular activities in the fall.
4. For purposes of this section, all incomplete grades will be treated as failures until they are successfully made up. Exceptions are granted only through the Principal.
5. As outlined in the Conduct Policies and Conduct Process sections, students may lose their privilege of participating in athletics or extracurricular activities as deemed by the Assistant Principal.
6. Students who are under out of school suspension may not participate in any Athletics or Extracurriculars during that time.

7. See the Attendance section for policies regarding student tardiness, attendance, and dismissal and its impact on eligibility to participate in a practice, game, or extracurricular activity.

B. Expectations of Clubs and Organizations

1. All clubs and organizations and their events/activities must be approved by the Assistant Principal. For situations where a club may travel to an activity, Permission Slips must be signed and collected in order for students to participate. The Assistant Principal will determine at his/her discretion if a Moderator and/or other school Staff or volunteers must be present at school activities.

2. Statement of inclusion: Clubs and organizations must be open to all students at Northwest. If space is limited and tryouts/applications are appropriate, the process for which selection takes place must be overseen by the Moderator and approved by the Assistant Principal.

3. Hazing: See the Bullying, Harassment, and Hazing section of this Handbook. Northwest Catholic has zero tolerance for organizational hazing and any club found to have participated in hazing will be subject to sanctions both for the individuals involved and the club including probation, suspension, or disbandment of the club.

4. Elections: All clubs are expected to uphold a democratic process for electing leadership teams or executive boards where appropriate. As such, clubs should have a guiding document or constitution/charter that outlines the election process, among other things. Samples will be available in the Office for Student Life.

5. Marketing: Clubs are permitted to post flyers around the School, following guidelines set forth in this Handbook. Additionally, clubs are allowed to seek approval by the Assistant Principal to create social media accounts, so long as:

- The moderator approves of the accounts
- There is a demonstrated rationale for the creation and longevity of the accounts
- Password and account information is shared with the Assistant Principal
- Postings are consistent with school policies
- Content is conducive to representing our school community in a positive light

6. Starting a new club or organization: Students are able and encouraged to start new clubs. New Club Request Forms are available in the main office. In order to seek approval, students will need to:

- Meet with the Principal to discuss the new club and its proposed activities. The Principal will seek to determine if the club and its activities are consistent with the Mission of Northwest Catholic and meet other risk and legal requirements.
- Student interest is demonstrated through the completion of the Club Application.
- Standards for numbers of students committed to being in the club as indicated on the request form have been met.
- A moderator has been identified and has signed off on the form. The Principal is available to help students connect to potential Moderators if they need assistance.

Any club or organization found in violation of these policies can face sanctions including a probationary period, suspension, or removal of the club. The administration may cease any activity in his discretion that violates the school's Mission, is inconsistent with Catholic teaching, violates the policies set forth in this Handbook, or presents a safety, health, or wellness risk to members of the school community or others.

XIII. School Counseling

A. Mission

The mission of the Northwest Catholic School Counseling and College Counseling staff is to empower all students to reach their fullest potential. An integral component of our educational process, the counseling staff aims to facilitate our students' personal, academic, social, emotional, and spiritual development in order to help them become effective students, responsible community members, productive workers, and lifelong learners.

B. Roles and Responsibilities

Our school counselors play many roles within the community which include, among others, the following:

While working on a one-to-one basis and in group settings

- Assisting students in developing attitudes, behaviors, knowledge and skills that promote identity formation, personal responsibility and self-direction
- Modeling behaviors and interpersonal skills to work and relate effectively with others
- Developing knowledge and skills for maintaining personal and psychological well being
- Instilling knowledge and skills that foster participation and positive behavior within our community

Notably, our counseling team advises students with academic difficulties, mediates social/peer adjustment, provides an intermediary between students, parents, teachers, and administrators, facilitates meetings between parents and teachers, and coordinates the post-secondary college/career planning process. Additionally, the school counseling team adjusts individual student schedules, administers school-wide standardized testing, and monitors students' progress toward graduation.

Parents are invited to seek out the advice of the counselor as often as necessary and are encouraged to attend a variety of events hosted by the Office of School Counseling. Additionally, the Office maintains an active list of outside professional counseling services that can be provided as an additional resource.

College Counseling

Northwest Catholic devotes considerable time and resources to the process of advising students in the college selection process. In all individual academic planning meetings, academic preparation and the pursuit of passions and interests is stressed, so that students will be well prepared to apply to college.

Junior and senior students work with a college counselor and participate in both group and individual activities in order to learn all of the details of the application process. Additionally, we host a series of evening programs for students and parents, offering insight and step-by-step guidance on admissions and financial assistance processes.

Senior year students participate in group meetings and individual counseling sessions to ensure the finer details of applying to college are understood. Our counseling staff spends considerable time writing comprehensive recommendations on behalf of our students. We also provide assistance in reviewing a student's college essay and applications, making certain that they are aware of admission requirements of each of the colleges to which they are applying.

C. *INTERNATIONAL STUDENTS*

Northwest Catholic is pleased to offer admissions to International Students from countries all across the globe, including those from China, Korea, Central & South America, and Europe. We seek to honor their cultures and support them as they become immersed in an American educational environment. We value the rich diversity of cultural experience that international students bring to our institution and want them to share in the opportunities offered by secondary education and life in America.

Applicants must complete the Northwest Catholic Application form for admission review. Students are required to provide original documents at the time the application is submitted. Applications will be considered if the student demonstrates better than average grades, proficiency in English, passes the reference check, and is able to provide evidence of sufficient funds to cover all expenses. Students must apply through an agency approved by Northwest Catholic .

I-20 Form

Upon receipt of the tuition and fee payment, Northwest Catholic will issue an I-20 form. The I-20 form is necessary for obtaining an F-1 student visa or for legal transfer from another institution in the United States. If a student is unable to attend during the planned term, the I-20 must be returned with notification that the student will not be attending Northwest Catholic. An I-20 will be revoked for any International student who must withdraw due to academic, personal, or disciplinary issues.

Student Housing/Host Family/Travel Policies/School Rules

All international students are required to be placed into an approved host family or agency residence for the duration of the school year. Students must follow all rules and policies established by their Northwest Catholic approved agency and may be subject to removal from Northwest Catholic for violations to said policies. All international students must sign a handbook agreement form and are subject to all school rules.

Tuition for International Students may include additional fees. The additional fees allow us to support our students as they transition to student life in the United States. Tuition must be paid to Northwest Catholic and not through an agency.

For more information, contact the Director of Enrollment.