



Norwalk Public Schools

HIGH SCHOOL
Student & Family HANDBOOK
Grades 9-12

2008-2010

Dear Students and Families,

We hope you find the Norwalk Public Schools High School Student Handbook a useful reference document. We have developed it to provide information about the practices and policies in our district that are important for our parents and students to understand.

You should find answers to questions ranging from issues of Attendance, to the Grading System, to Working Papers. Most topics are listed alphabetically in Section II “Important Information for High School.” The last section of the guide includes a copy of our current Code of Conduct.

Specific information about your school or the current school year is included in your school’s Guide for Students and Families.

Please read this document carefully. Our expectation is that you will be familiar with its contents. If you still have unanswered questions, please feel free to contact the high school administration as a first step.

Sincerely,

Salvatore J. Corda, Ph.D.
Superintendent of Schools

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ABOUT THIS BOOK

This booklet is written for our students and their families. It contains required and useful information. Because it cannot be as personal as we would like, we address students not directly as “you” but rather as “students” or “pupils.” Also, the term “parent” may refer to the parent, legal guardian, or other person who has responsibility for the student. Both students and parents need to be very familiar with the District’s Student *Code of Conduct* in Section III. Its purpose is to promote school safety and an atmosphere of learning.

The Student Handbook is designed to be in harmony with Board of Education policy. Please be aware that the handbook will be updated every 2-3 years, while policies may be adopted and revised anytime. Changes in policy that affect portions of this Handbook will be communicated to students and parents through newsletters, web pages, and other communications. Handbooks will be re-issued to students and families whenever they are updated.

For information about the day-to-day operation of your school, school year calendars, special programs and contact information for both district and school personnel, please refer to your school’s *Guide for Students and Families*, printed annually and distributed at the beginning of each school year.

SCHOOL DISTRICT MISSION AND GOALS

The *mission* of the Norwalk Public Schools is to create a supportive learning community in the belief that all children can learn. Our educators will challenge students to demonstrate high levels of achievement on a wide variety of clearly defined standards. Our students will graduate with the skills, knowledge, attitudes, and experiences necessary to ensure their highest potential for success and life-long learning.

Goal One: Instruction

We will build the Norwalk Public Schools into an exemplary district characterized by a cohesive and coordinated academic system with a set of clearly defined performance based outcomes for all students. Our work as a learning community will:

- Emphasize the mastery of knowledge, strategies and skills;
- Develop in our students the habits of thinking, cooperation, and self-discipline;
- Focus on results
- Ensure excellence and equity of opportunity
- Value diversity
- Instill respectfulness and responsibility

Goal Two: Community Participation

We will actively seek the input and involvement of staff, parents, students, and the community when making the educational decisions necessary to ensure every student's success.

Goal Three: Communication

We shall communicate to the public, as effectively as possible, our progress, successes, and plans for the implementation of our goals.

Goal Four: Finance

We will develop annual operating and capital financial plans to implement the objectives necessary to achieve our goals and meet our contractual obligations in a manner that is fiscally responsible to our community.

Goal Five: Long-Range Planning

We will develop, communicate, and implement long range educational and facilities plans based on student needs, program needs, equity and excellence, and fiscal responsibility.

PHILOSOPHY OF THE BOARD OF EDUCATION

In light of the diversity of social, economic and cultural backgrounds of our student population, it is the responsibility of the Norwalk Public Schools to:

Provide each student the opportunity to obtain an education according to his/her needs and abilities.

Promote mutual support for the education of the child among school, staff, parents, students, and community.

Provide an environment in which each student exerting his/her best effort can develop at his/her own rate physically, mentally, emotionally, aesthetically and socially.

Provide a school environment that fosters self-respect, respect for others and favorable recognition of individual and cultural differences.

Provide each child, to the best of his/her ability; with the basic skills in reading, communication, and computation, as well as skills in how to learn, how to solve problems and how to organize information in order to use it.

Provide students the opportunity to learn additional skills appropriate to the individual to prepare them for the future; to enable them to make responsible decisions, work constructively with others, develop lifelong health habits, function effectively as a good citizen, continue to learn and qualify for higher education or employment.

Provide an environment, which fosters creativity, encourages imagination, exploration, and innovation.

Provide each student an opportunity to strive for and experience success in his/her endeavors.

Promote continuing improvement of service to students through staff development, in-service training, sharing of new ideas, analysis and evaluation of programs, goals and achievements.

We believe that school, staff, parents, and the community share equally in the responsibility for maximum student growth.

NORWALK PUBLIC SCHOOLS LIST

School	Address	Phone
ELEMENTARY SCHOOLS		
Brookside	382 Highland Avenue 06854	899-2830
Columbus	46 Concord Street 06854	899-2840
Cranbury	10 Knowalot Lane 06851	846-3600
Fox Run	228 Fallow Street 06850	899-2860
Jefferson	75 Van Buren Avenue 06850	899-2870
Kendall	57 Fallow Street 06850	899-2880
Marvin	15 Calf Pasture Beach Rd. 06855	899-2890
Naramake	16 King Street 06851	899-2900
Rowayton	1 Roton Avenue 06853	899-2940
Silvermine	157 Perry Avenue 06850	899-2950
Tracey	20 Camp Street 06850	899-2960
Wolfpit	Starlight Drive 06851	899-2980
MIDDLE SCHOOLS		
Nathan Hale	176 Strawberry Hill Ave. 06851	899-2910
Ponus Ridge	21 Hunter's Lane 06850	847-3557
Roton	201 Highland Ave. 06853	899-2930
West Rocks	81 West Rocks Rd. 06851	899-2970
HIGH SCHOOLS		
Brien McMahon	300 Highland Avenue 06854	852-9488
Briggs	350 Main Avenue 06851	899-2820
Norwalk High	23 Calvin Murphy Drive 06851	838-4481
CENTRAL OFFICE		
Norwalk Public Schools	125 East Avenue 06852-6001	854-4000

SECTION I.

WHAT TO DO WHEN YOU HAVE A CONCERN

LADDER OF REFFERAL

If a parent/guardian has a question or concern regarding their child's progress or well being within the school program, we urge you to follow the Ladder of Referral as described below.

Parent concerns about a student related to the teaching staff should be referred first to the teacher. If your concern is not addressed to your satisfaction, then please follow the procedure outlined below:

Please contact 1. The Teacher then 2. The Guidance Counselor, Psychologist, or Social Worker then 3. The Housemaster then 4. The Principal then 5. The Director then 6. The Assistant Superintendent then 7. The Superintendent and last 8. The Board of Education

Your concerns may not always be related to a teacher. Some examples of areas of concern, staff responsibilities and sequential personnel for notification are shown below:

NURSE	TEACHER	GUIDANCE	HOUSEMASTER	PRINCIPAL
Health Health Records Immunizations Physicals	Program Classroom Policies Homework	Adjustment Problems Attendance Records Summer School Academic Problems Testing Information	Busing Discipline	Board Policies & Regulations

After appropriate discussion with Central Office personnel, decisions may be appealed first to the Superintendent and ultimately to the Board of Education. Any appeal to the Board should be in writing and signed.

DISCRIMINATION & SEXUAL HARASSMENT COMPLAINTS

The public schools shall be open to all children five years of age or over who reach age five on or before the first day of January of any school year, and each such child shall have and shall be so advised by the appropriate school authorities, an equal opportunity to participate in the activities, programs and courses of study offered in such public schools, at such time as the child becomes eligible to participate in such activities, programs and courses of study, without discrimination on account of race, color, sex, religion, national origin, or sexual orientation; provided boards of education may, by vote at a meeting duly called, admit to any school children under five years of age.

The Norwalk Board of Education ("the Board") is an equal opportunity employer. Furthermore, it is the policy of the Board to educate all children within the Norwalk Public Schools in an atmosphere that is free of discrimination/sexual harassment. As part of the Board's commitment to these policies, the Board has established the Human Relations Office for the Norwalk Public Schools, located at the Board's offices at 125 East Avenue, Norwalk, Connecticut. The Human Relations Office is supervised by the Director of Human Relations, at 854-4013.

To Process A Discrimination/Sexual Harassment Complaint:

1. If you think you have been treated unfairly or otherwise discriminated against/sexually, harassed due to your race, color, religious creed, age, gender, marital status, national origin, ancestry, present or past history of mental disorder, mental retardation, sexual orientation or physical disability, and/or Section 504 (U.S. Rehabilitation Act, 1973), you should contact the Human Relations Office ("HRO") with your complaint. In order to ensure its expeditious processing, your complaint must be filed within thirty (30) business days of the event or condition upon which the complaint is based.
2. The HRO will conduct a thorough investigation of timely filed complaints. This investigation will generally commence with a confidential interview of the complainant by the Director of Human Relations. If the Director of Human Relations, after meeting with the complainant, believes that further investigation of the complaint is warranted, the HRO will interview the person or persons against whom the complaint has been made. Additionally, the HRO will meet with any person whom the HRO believes has information regarding the event or condition upon which the complaint is based.
3. The HRO will complete its investigation within fifteen (15) business days of the initial interview with the complainant, although the HRO will have the option of extending the investigation period an additional ten (10) business days should the circumstances of the investigation necessitate such extension.
4. Within ten (10) business days of the conclusion of the HRO's investigation, the HRO will issue a written record of its findings and determination and will meet with the complainant to discuss such findings and determination.
5. If the HRO determines that there is insufficient evidence to support the complaint, it will close the case. The HRO may also close the case if the complainant cannot be located or otherwise fails or refuses to meet with the HRO following the filing of the complaint; if the complainant withdraws the complaint, if the nature of the complaint is outside the scope of the HRO's authority; or if the complainant and the person or persons against whom the complaint was made agree to a settlement.
6. If the HRO finds and determines that there is probable cause to believe that discrimination/sexual harassment has occurred, the Director of Human Relations is required to try and reach an agreement between the parties that eliminates the discrimination/sexual harassment.

7. If the complaint cannot be resolved by agreement, the HRO's findings and determination will be referred to the Superintendent of Schools for resolution. If the Superintendent of Schools is, in turn, unable to effect a settlement of the complaint between the parties, the complaint will be referred to the Board of Education for the appropriate action.

NO REPRISALS MAY BE MADE AGAINST A PERSON WHO BRINGS A COMPLAINT. THIS COMPLAINT PROCEDURE IS NOT INTENDED TO BE THE EXCLUSIVE REMEDY FOR ANY PARTY WHO MAY HAVE RIGHTS UNDER THE TERMS OF A CONTRACT OR UNDER FEDERAL OR STATE LAW.

BULLYING CONCERNS

Reporting an Alleged Incident of Bullying

Any alleged incident of bullying observed by staff (teachers, custodians, etc.) **MUST BE REPORTED** to the building administration in writing. The names, date, and a brief description should be included in the report. Buildings may use their current teacher referral forms for purposes of reporting to the building administration. Students and families are also entitled to report alleged incidents of bullying anonymously to the building administration.

Investigating the Incident

Reported incidents must be investigated by building administration to verify if in fact the alleged incident were one of bullying. Counselors or social workers are involved in this process.

Following Up

If the incident is confirmed to be a bullying incident as defined in the Board of Education Policy #5131.91, the building administration must address the issue directly with ALL students and parents involved with the incident as well as staff present during the incident. Counseling must be offered to all students involved whether a victim of the bullying or the one bullying.

SECTION II.

IMPORTANT INFORMATION FOR HIGH SCHOOL

ABSENCES

The parent or guardian must write a statement explaining every instance of a student's absence. Parents are also encouraged to telephone the attendance secretary in order to inform the school that the parents are aware that their child is not in school. Board of Education policy requires that the note **MUST** be presented within 24 hours of the student's return to school; otherwise, the student may be denied course credit.

Students who are chronically absent from school are not only losing the benefit of instruction, but they may also be violating state law. In these cases, school officials are required to inform the courts of the excessive absences, and both the student and parents will be subject to legal sanctions. Chronic absenteeism may also result in disciplinary action and a hearing at the Board of Education, under Board Policies 5113(a)1 and 5113.1.

ASBESTOS MANAGEMENT

The Norwalk Public Schools have been inspected several times in the last ten years to determine the presence of asbestos and to evaluate the potential for human exposure to airborne fibers. As is the case for most schools, asbestos-containing products were found in our school buildings.

An Asbestos Management Program has been developed to maintain these materials in a condition in which they do not pose a health hazard. As part of this program, asbestos-containing materials are inspected several times each year and the Asbestos Management Program is reevaluated every three years.

Anyone wishing to know more about the Asbestos Management Program or the asbestos-containing materials found in the schools should call Mark Gorian at (203) 854-4053 and ask to see the Asbestos Management Plan which is on file in the main office of each building and in the Board of Education Facilities Office.

ATTENDANCE AND DENIAL OF CREDIT

Students accumulating THREE (3) or more unexcused absences [or the equivalent thereof] in an enrolled course per quarter will receive an **H** (denial of credit due to excessive unauthorized absence or tardiness) with no credit given for that marking period. This will be noted on the report card and permanent record.

1. Every teacher will take attendance every day, in every class and study hall.
2. This policy begins on the second (2nd) day of school.
3. Quarterly report cards reflect letter achievement grades and effort grades. Credit earned is reflected upon completion of the course.
4. Quarterly points lost due to denial of credit can be made up, but cannot exceed the normal full credit for the course.
5. Two unexcused tardies to class equals one unexcused absence.

6. If a student drops and adds a course with an H in the dropped course, the H will follow to the add course. No distinction is made among similar, related or unrelated courses. The H, as well as unexcused absences, will follow in all cases.
7. An unexcused absence from study hall will result in detention.
8. Teachers should notify students when an unexcused absence is recorded. The total responsibility for a discrepancy rests with the student.
9. Denial of credit disagreements may be appealed to the housemaster, but the housemaster has the final say.
10. Teachers must notify parents (in writing) when the second unauthorized absence is recorded.
11. Notification of student attendance will be sent to the home. Counselors and administrators will receive copies of the attendance reporting forms.
12. Interim reports and report cards show the total number of absences and the total number of unexcused absences. Valid excuses from parents, guardians or staff members are required for all class absences or tardiness.

At the EIGHTH (8th) tardy and/or absence from school or classes per quarter, a student will be denied credit for that quarter in the class in which the tardies/absences occur. Any combination of tardies or absences, "excused" or "unexcused," that add up to eight (8) will automatically result in loss of credit. (Examples: 5 tardies to period one and 3 absences from school would cause a loss of credit in the period one class; 3 tardies to school and 5 absences from school would cause a loss of credit for that quarter in the affected classes.)

1. At the eighth (8th) tardy and/or absence, the parent will be notified by the school.
2. In the computation of the eight (8) days, all student tardies/absences from school or from classes authorized by the school will NOT count. The following are examples of authorized tardies/absences:
 - Catastrophic or prolonged illness
 - Bereavement [for immediate family]
 - Staff/school authorized tardies/absences, such as guidance/housemaster appointments, field trips, national exams, music lessons, court appearances, suspensions, FCIAC games, etc.

The following examples of excuses are **not** legitimate reasons for tardies and absences: (1) "car did not start" (2) "overslept" (3) "my ride was late" (4) "had a late start" (5) "babysitting" (6) "driver's test"

In case of prolonged illness, when a physician is involved, parents are responsible for providing the school with a physician's note within 5 school days after the student returns to school. Parents may request administrative intervention if there are concerns.

This policy is designed to encourage all students to attend all classes all the time. Please note that the following four points directly affect class rank, promotion and graduation:

1. Any combination of three (3) unauthorized absences and tardies in any class will cause the student to receive an "H" (Denial of Credit Due to Unauthorized Absences) with a loss of credit for that particular quarter. Note that each unauthorized tardy is counted as one-half a class cut!
2. Absent/Tardy notes are due within 24 hours or one school day after the student returns. After this time period, teachers are not required to honor the note.

3. Dropping a course with an "H" and picking up another course means that the "H" is carried over, with a loss of credit in the new course.
4. Students are responsible to attend their scheduled classes regardless of any loss of credit. The "H" identifying the denial of credit, has no bearing on the grade a student receives in a course.

AUDITING

Course auditing is an opportunity for a conscientious student to have an educational experience in a course without concern for a grade or credit. An audit is used for enrichment purposes only and does not change or affect graduation requirements, honor roll status, rank in class, or CIAC eligibility. Any student who wishes to audit a course should contact his/her counselor and complete the auditing contract. The student's permanent record will show the successful completion of this contract.

BREATHALYZER TESTING

No student shall possess, use, be under the influence of, sell, or transfer any alcoholic beverage on school property, at any location of a school sponsored activity, or en route to or from school or a school sponsored activity.

Violation of this policy shall constitute reason for disciplinary action including suspension or expulsion from school and suspension or dismissal from athletic teams.

When an administrator has reasonable suspicion that a student is under the influence of alcohol in school or at a school sponsored event, the student is given the option to take a breathalyzer test. If results are negative, no action is taken. If a student tests positive or if the student declines to take the test when reasonable suspicion exists, he/she is subject to appropriate disciplinary action as outlined in the district disciplinary policy (Refer to Board Policy # 5145.124a).

BUS TRANSPORTATION

For eligible students, bus transportation is provided to and from school. The Office of Transportation at the Norwalk Board of Education, determines all assignments and stops.

The following rules and regulations apply to all students who are passengers on Norwalk school buses. These rules are in accordance with the existing laws or policies established after analysis of accident causes. They are in place for the protection and safety of all concerned.

Violation of these rules will be a basis for withdrawal of transportation privileges and/or suspension from school by the Principal.

Schedules

1. Be on time at the proper bus stop. The bus must keep an exact schedule to ensure others are not waiting.
2. Board and depart school buses at authorized bus stops only. Bus stops are chosen to minimize hazardous conditions.
3. Identify the bus by the number visible on the bus. Drivers and buses are switched to allow for maintenance, but the bus numbers remain the same.

Boarding

1. Observe traffic rules when approaching the bus stop.
2. Stand off the roadway and off private property while waiting for the bus.
3. Avoid crowding or pushing when entering the bus.
4. Remain seated for the entire ride.
5. Show an authorized bus pass to the driver when entering the bus. No one will be allowed to ride the bus without either a *Regular* or *Courtesy* bus pass.

Riding

The following behaviors are extremely distracting/dangerous to the driver and to passengers. They prevent the driver from concentrating on safety. Passengers on school buses must not:

1. Carry any dangerous instruments such as knives, razors or items the driver determines to be safety hazards.
2. Play pranks with matches, lighters, firecrackers, smoke bombs or other potentially hazardous devices.
3. Smoke or have any lit smoking material in his/her possession. Section 53-198 of the Connecticut Motor Vehicle laws suggests a fine for violation of this statute.
4. Damage bus company property. Damage caused by vandalism will be charged against those who cause the damage.
5. Obstruct bus aisles with large packages, objects, or instruments that could interfere with an emergency evacuation. Musical instruments will be allowed on school buses only if they can be placed on the owner's lap or on a bus seat without depriving an eligible rider of a seat.
6. Open bus windows and allow arms, heads, or anything else to protrude outside the bus.
7. Throw any object inside or outside of the bus that could cause damage to property, vehicles or persons.
8. Discard refuse that could cause passengers to slip or fall.
9. Change seats and move about after being seated.
10. Engage in excessively loud talking or laughter.
11. Ask repeated questions of the driver while he/she is driving.

Exiting

1. Student passengers must obey driver instructions during emergency evacuations.
2. Students who need to cross to the opposite side of the street from the bus stop must cross in front of the bus in view of the driver.
3. Students must not walk between parked school buses at any time.
4. Students will not use the rear emergency exit unless an emergency condition exists. Students will leave by the front door.

The administration reserves the right to remove any student from bus transportation if the student violates the rules and/or hampers the safe operation of the bus (See Board Policy #5114).

CARE OF SCHOOL PROPERTY

The appearance of the school and grounds is a strong indication of the spirit of the student body. Visitors form an unfavorable impression of the school if greeted by paper-littered grounds and corridors. Good citizens give as much care to public property as to their own. School property is provided for use and not abuse. Marked or defaced property becomes less serviceable and adds unnecessary expense to the community.

If school property is damaged or defaced, offenders are liable for damages, replacement, and labor involved in repairing such damage to school property.

Athletic equipment is provided to assure adequate protection and high standards of performance for all athletic teams. Equipment may not be taken from the school, loaned to others, or worn for personal use and it is to be used as directed by the coaches. All athletic equipment is the property of the Board of Education and must be returned by each student at the end of the season. If lost or stolen, settlement must be made.

CHANGE OF ADDRESS

Parents/students must immediately notify the housemaster of any telephone number or address changes. Parents must provide proof of residence (the lease, deed, or mortgage statement) and two utility bills.

CLASS GOVERNMENTS

The freshman, sophomore, junior, and senior classes each have their own class officers. The class officers develop activities that will interest their particular grade level. In this way, officers learn to work together and involve a broad cross-section of the class. Individual classes raise funds to defray the cost of various expenses.

DISMISSAL FROM SCHOOL

Medical

Students who become ill during the school day should report to the nurse. Parental consent is required for dismissal.

Early Dismissal

We urge all parents to schedule doctors' appointments, etc., during non-school time. We recognize the fact that an occasion may arise which necessitates a student leaving school early.

All requests for early dismissal must be made in the morning, prior to first period. For personal reasons, go to the house office/attendance office. For medical or dental appointments, go to the nurse. Requests for dismissal for medical and dental appointments will be verified with the doctor's office.

No student will receive official approval to be dismissed unless the parent approves it verbally *and* in writing. Emergencies are handled on a case-by-case basis.

NOTE: Early dismissal for medical appointments is not exempt from the attendance policy.

DRESS CODE

Any apparel, jewelry, accessory, notebook, backpack or manner of grooming which, by virtue of its color, arrangement, trademark, or any other attribute, denotes membership in such a group that advocates drug use or exhibits behaviors that interfere with the normal and orderly operation of a school IS PROHIBITED. This includes, but is not limited to, clothing expressing obscene language, indecent clothing, bare midriffs, revealing tops (male or female), short skirts, short shorts, low-slung trousers, head gear of any sort, and other clothing, which is offensive and/or violates acceptable standards of dress. If the housemaster determines that a student is in violation of the school's dress code, the student may be excluded from class or sent home.

DRUGS AND ALCOHOL

Alcoholic beverages or controlled drugs, as defined by Connecticut law, are not allowed on school property or at a school activity conducted elsewhere. Any student in the Norwalk Public Schools using or possessing controlled substances, alcohol, or drug paraphernalia on such property shall be referred to an administrator. Appropriate disciplinary action will be governed by the Code of Conduct. Authorized personnel will notify the parents, the school health services as appropriate, and the police. Written records are to be kept of the incident and authorized personnel may search a student's locker, desk, or personal belongings. School action is governed by Board Policy #5114 and #5145.12.

ELECTRONIC SURVEILLANCE

The Board of Education has carefully weighed and balanced the rights of privacy of students and staff against the district's duty to maintain order and discipline. The Board, therefore, finds that it is appropriate to provide for the use of video camera surveillance on school grounds and in transportation vehicles in order to protect the health, welfare, and safety of its students and staff (Refer to Board Policy # 3517a).

EXTENDED ILLNESS

If a student becomes ill for extended lengths of time, parents should immediately inform the counselor, who will make arrangements for homework or for some form of homebound instruction. Extended illness or homebound instruction requires medical documentation.

EXTRACURRICULAR ACTIVITIES

Extracurricular and co-curricular activities enrich the curriculum of the school by making available a wide variety of activities in which a student can participate. Each student has the opportunity to join numerous clubs and activities during the year. Any school-sponsored activity is a continuation of school life, and all rules contained in this handbook will apply.

It is possible for students to request a new club or activity if enough students are interested, a faculty sponsor is available, and if space and facilities can be provided.

The activities offered are carefully planned and are governed by the rules and regulations of the school and the Norwalk Board of Education. All events will be supervised to insure the success and safety for all individuals attending the activity. The administration reserves the right to exclude any individual who is uncooperative and disregards the established rules.

Requirements for Athletics

Scholastic eligibility at the beginning of each marking period will be established by the grades of the previous marking period.

Faculty managers, coaches, sponsors or advisors are required to verify eligibility by submitting completed and signed rosters of all participants to the principal or his designee, indicating compliance (*C.I.A.C. approved activities*).

Eligibility shall be determined on the day report cards are issued or on the tenth school day following the official closing of grades. This is a C.I.A.C. regulation.

Credits earned in summer school or special programs shall be counted towards the grades from the previous year.

1. To establish and maintain eligibility, a student must pass four credits.
2. To be eligible, a student is required to maintain C.I.A.C. standards each quarter.
3. A student must maintain a G.P.A. of 1.7 for the previous marking period. For the fall sports, the G.P.A. will be computed on the final grades of the previous school year.
4. Any G.P.A. below 1.7 cannot be appealed and the student is NOT ELIGIBLE TO PARTICIPATE. Any change in G.P.A. due to a grade change in a course will go into effect five school days after the distribution of report cards.
5. Administrators have the prerogative, regardless of G.P.A., to deny practice/play/participation to anyone with an "H" or with serious behavioral or attitudinal problems.
6. Students must adhere to all school and Board of Education policies regarding acceptable standards of behavior. Eligibility, regardless of G.P.A., may be revoked if the student's conduct is such that he/she is suspended. Any participating student whose conduct results in a 10 day suspension is automatically suspended from the team or the scholastic activity for the 10 day period. Reinstatement is possible through an administrative hearing and may carry the recommendation of the coach/advisor and the athletic director.
NOTE: A 10-day suspension resulting in a Superintendent hearing may warrant the students' removal from athletic or extracurricular activities for up to 180 days.
7. All students participating in interscholastic sports must attend a full day of school on the day of the activity.

EXTRA HELP

Teachers are available by arrangement to assist students with study problems, extra help, make-up work or individual difficulties. Students are urged to take advantage of this help to improve marks or to make up missed work. It is the student's responsibility to communicate with the staff member and to arrange a definite time for extra help.

FIELD TRIPS FOR STUDENTS

The Board of Education recognizes the value of educational trips as an inherent part of the curriculum, which is designed to supplement the instructional program for children.

Signed parent consent forms must be secured for each student who plans to attend an off campus field trip. Students in attendance on the day of the activity who have not submitted a parent consent form

will remain at school in a class assigned by the principal. These forms are given to the parent for signature prior to the day of the event. Every effort will be made to keep the cost reasonable.

FIRE DRILLS

Fire drills at regular intervals are required by law and are an important safety precaution. It is essential that when the first signal is given, everyone obeys orders promptly and clears the building by the prescribed route as quickly as possible. The teacher in each classroom will give the students instructions. Teachers must take attendance once students have evacuated the building. Fire, lockdown, silent evacuation, shelter in place, and weather warning are drills that may take place during the year.

GAMBLING

Playing cards, flipping or matching coins, rolling dice for money, or any other form of gambling will not be permitted. Teachers will confiscate any money or material and refer students involved to an administrator for school disciplinary action. Furthermore, playing cards and dice are not permitted in school, even if not used for gambling.

GENERAL BEHAVIOR

Students are expected to follow the requests of all faculty and staff. They are expected to be in assigned classes and study halls at all times, unless released by pass to go elsewhere. Students are not to leave the building without permission from the administration and from a parent/guardian.

GRADING SYSTEM

The following are the letter grades that make up the grading system at the high schools.

A	=	93 - 100	C	=	73 – 76
A-	=	90 - 92	C-	=	70 – 72
B+	=	87 - 89	D+	=	67 - 69
B	=	83 - 86	D	=	63 - 66
B-	=	80 - 82	D-	=	60 – 62
C+	=	77 - 79	F	=	59 and below

Grades are based on the student's achievement/performance using the modifications necessary to fulfill the subject area requirements. The district's grading policy/system applies to students receiving regular or modified curriculum.

Grading Options for English Language Learners in Mainstream Classes

Teachers should modify assignments and assessments for English Language Learners (ELLs) to allow them to participate fully in their courses. However, ELLs enrolled in ESL I (their first year of study in the U.S.) can be graded in one of three ways in their mainstream content-area subjects, as described in the chart below. If a content-area teacher believes that a “pass/fail” or “audit” grade is most appropriate, the final determination must be made by a Student Response Team (SRT) consisting of the content-area teacher, the student’s ESL/Bilingual teacher, a building administrator, and the parent/guardian. The parent/guardian must be in agreement if the pass/fail or audit option is being used.

Grading Option	Suitable for:	Grading Option Decided by:
Letter Grade	Students enrolled in ESL I who can participate enough in the content-area course to earn a "C" or higher	Content-area teacher
Pass/Fail	Students enrolled in ESL I who cannot participate enough in the content-area course to successfully complete all the requirements, but can complete enough to justify credit.	SRT
Audit	Students enrolled in ESL I who arrive during the fourth quarter who cannot participate enough in the content- area course to justify credit.	SRT

GUIDANCE SERVICES

Upon entering school, every student is assigned a guidance counselor to assist him/her in making plans for future educational or vocational pursuits. Students should contact their counselor for information regarding course selection, vocational information, and post-secondary options (*admission requirements, scholarship information, etc.*). A student who wishes to meet with his/her guidance counselor is requested to make an appointment. Forms are available in the guidance office.

Each year, scholarship information is sent to the guidance department. This information is available from the counselor. Bulletins are sent to 12th grade homerooms and announcements are made frequently. Students in need of financial aid should contact their counselor for current scholarship information and application procedures.

HALL PASSES & STUDENT ID CARDS

A written pass is required while traveling through the corridors during the time that classes are in session. This pass must include the student's name, the date, time, point of origin, destination, and the teacher's signature.

All students are provided with photo identification cards at no cost. They are required to carry these cards in school, and may be required to present them at school functions. The cost of a replacement card is \$10, which will be treated as a school financial obligation. Students must present their identification card to any staff members who request it.

HEALTH RECORDS

When a student transfers out of our school system but remains within Connecticut, the Norwalk Schools will send the original cumulative health record to the receiving school as per Connecticut State Education Law Chapter 169, section 10-226 (d).

Cumulative health records will be maintained for six (6) years following graduation, after which they will be destroyed. Health records of students who withdrew prior to graduating will be destroyed according to the schedule of graduated students. Immunization information must be maintained by the district for fifty (50) years beyond graduation. Cumulative health records are maintained at the last school attended. Six (6) years beyond graduation those records are relocated to the Central Office records department.

HEALTH SERVICES

Students with Special Health Care Needs

Parents/guardians are encouraged to share any and all information that will ensure that their children with special health care needs receive the supports and services necessary to remain safe. This is a key factor in ensuring that students who have chronic and acute health conditions maintain their baseline health status during school.

Hearing, Vision, and Scoliosis Screenings

The school nurse performs hearing and vision screenings for students at the secondary level as mandated by the State of Connecticut. The hearing screening tests the ability to hear at normal speech frequencies. Vision screening provides information on distance acuity to identify visual difficulties that may affect learning ability and school adjustment. Scoliosis (postural) screening is mandated for grade 9 students. This screening is done to detect curvature of the spine. The school nurse notifies the parent/guardian when the student's screening results indicate a need for referral.

Medication in School

To receive any medication (*including over the counter medications*) during the school day or school activities, there must be a medication authorization form on file, signed by a doctor and a parent/guardian. All medications must be brought by the parent to the school nurse assigned to that school. It must be delivered by the parent or other responsible adult to the school nurse. All medications must be brought to school in their original containers. No more than a forty-five (45) school day supply of a medication for a student shall be brought to school. Parents/guardians should contact the school nurse for necessary forms and information when medication needs to be administered at school. Parent/guardian or a responsible adult must pick up a student's medication when the order has been discontinued or by the last day of the school year, whichever comes first. All medication not picked up by the last day of school will be destroyed.

Nurse

All of Norwalk's secondary schools have a health office and the services of nurses who are trained to promote optimum student health so that all students have the potential to do their best in our classrooms. This means that the school nurse must be constantly alert to possible health problems and must communicate health needs to staff and parents/guardians.

The school nurse maintains the cumulative health record for all students. These records include the evidence of physical examinations and immunizations which are required by law. In additions, results of mandated screenings as well as other health related information is maintained in the student's cumulative health record.

Because we believe in good family health practices, it is suggested that physical examinations and immunizations be provided by your child's regular health care provider. If your child does not have a regular health care provider or if you do not have health care insurance for your child, advice or suggestions may be obtained from the school nurse.

Physical Examinations and Immunizations- New Enrollees

A physical examination as well as evidence of adequate immunizations for a student new to the Norwalk School System is a condition of school entrance. Any student who does not comply with this state and

district requirement will not be permitted to attend school. Continued attendance will be denied if ongoing immunization requirements are not met.

Periodic Physical Examinations and Updated Immunizations- Continuing Students

Physical examinations are required of all students entering grades six (6) and nine* (9). In addition, students will be required to meet all state mandated immunization requirements. Students not meeting the state requirements for physical examination and/or immunizations will be denied continued attendance.

*Grade 9 physical examination will become effective for students entering grade 9 in the 2009-2010 school year. The current requirement for the grade 10 physical examination will remain in effect for all students in grade 10 through the 2009-2010 school years.

Sports Physical Examinations

A physical examination for sports participation is required for all students participating in interscholastic sports at the high school level. The examination should be performed/dated July 1 or after for the upcoming school year. This allows student eligibility for the school year during all sports seasons.

HOMEBOUND PROCEDURES

1. Connecticut Agency Regulations 10-76d-15 provides that homebound instruction “shall be provided when a child’s condition will cause an absence of at least three weeks’ duration” and that “provided nothing in the child’s condition precludes it, such instruction shall begin no later than two weeks from the first day of absence,” or upon receipt of note.
2. In the event that a student will be out, according to the physician’s statement, the school will make the determination whether or not the homebound procedure should be initiated. The counselor, with parental consultation, will arrange to send lessons to the home. Upon return to school, the student may receive additional time to make up outstanding work.
3. Upon receipt of the physician’s report, the Homebound form, will be forwarded to the *Pupil Personnel* office for procurement of homebound instructors. When the teachers are selected by the *Pupil Personnel* office, they will be notified of their responsibility to make arrangements to meet with the student’s teachers and/or counselor for a pre-homebound instruction conference.
4. A staff member (counselor, social worker, nurse, or administrator) can complete the Homebound Instruction form for medically diagnosed, physical or emotional reasons.
5. A parent or guardian must be present at all times during homebound instruction.
6. Homebound Instruction will be terminated after the school receives notification from the physician, from the Planning and Placement Team meeting, or from the Director of Pupil Personnel.

HOMELESS STUDENTS

Homeless students in the district will have access to education and other services needed to ensure that an opportunity is available to meet the same academic achievement standards to which all students are held.

A liaison for students in homeless situations will be designated by the district to carry out duties as required by law.

The district will ensure that homeless students are not stigmatized or segregated on the basis of their status as homeless. A homeless student will be admitted to the district school in the attendance area in which the student is actually living or to the student's school or origin as requested by the parent and in accordance with the student's school of origin at the request of the parent, or in the case of an unaccompanied student, the district's liaison for homeless students.

HOMEROOM

Periodically students will be required to report to a homeroom to receive important information (e.g. report cards and interim reports).

HOME/SCHOOL COMMUNICATION

In order to keep parents aware of the many positive events going on in both schools, information is disseminated through:

1. *The Newsletter* (BMHS) and the *FACT FINDER* (NHS) newsletter
2. Direct mailing
3. Telephone calls
4. District website (www.norwalkpublicschools.org)
5. Parent organizations
6. The local paper

The following information is provided to enhance the communication between home and school. Parents should be aware of these items and make inquiries whenever necessary.

Interim Reports

Distributed to students four (4) times per year in October, December, March, and May. (*Contact the counselor for information.*)

Report Cards

Distributed to all students three (3) times per year in November, February and April. The final report card is mailed home in June. (*Contact the counselor for information.*)

Telephone Calls

Made periodically during the year by all staff members. If you have an unlisted phone or change your number, please be sure to call the housemaster so that a record is made of the new number.

Attendance Notifications

Mailed periodically.

HOMEWORK

The Norwalk Board of Education has determined that homework is essential to the educational process.

Homework is defined as "...tasks assigned to students by teachers that are meant to be carried out during non-school hours." (Cooper, H.M., 1989). These tasks may include reading/writing assignments, book reports and projects (individual and group).

Homework is a logical extension or expansion of classroom activities. Homework should have different purposes at different grade levels. In the lower grades, homework should foster positive attitudes, habits and character traits. In the upper grades, it should facilitate knowledge acquisition in prescribed areas. It should never be used as punishment.

Homework is a three-way partnership among parents, students and teachers. Students should feel that homework is a form of self-improvement and gain intrinsic satisfaction from it. Parents need to provide students with a time and place to carry out their assignments either at home or at a designated study-related facility. With this philosophy in mind, students and staff must comply with reasonable and logical homework expectations. Appropriate sanctions will be imposed for failure to comply.

In establishing homework regulations, it is of prime importance to consider the individual differences of students at all ages and the demands on student time. Therefore, the duration of the assignments will vary according to the particular needs of students and according to the content of specific courses.

The following *daily* requirements are recommended:

A. Academic Courses

- | | |
|---|---------------|
| 1. Advanced Placement courses each course | 30 - 60 mins. |
| 2. Honors and accelerated courses | 25 - 50 mins. |
| 3. Regular courses | 20 - 45 mins. |

B. Related Arts and Skill Courses 20 - 40 mins.

C. Special Education

Homework assignments for students in special education programs should reflect the special needs of the students and should be a definite part of their total school responsibility as appropriate.

Holiday and weekend assignments depend on the teacher's professional judgment as to whether the lesson in progress requires it.

In addition, the following guidelines for teachers, students and parents are suggested.

Guidelines for Teachers

1. To explain the purpose of any given assignment.
2. To give clear directions and suggested methods for accomplishing the assignment.
3. To insure availability of all necessary resources to carry out the assignment.

4. To acknowledge receipt of homework and to evaluate it.
5. To explain the method of evaluation of the homework assignment.
6. To explain that written homework will be graded on the basis of content, structure and appearance.
7. To suggest a reasonable time allotment on a daily assignment.
8. To give assignments as far in advance as is possible.
9. To make and enforce clear deadlines and penalties.
10. To insist upon integrity in all homework assignments.

Guidelines for Students

1. To be responsible for obtaining and making up work when absent.
2. To understand the purpose, the directions and the means of evaluation of the assignment.
3. To understand that content, structure and appearance of all written homework assignments are important elements in the grading process.
4. To budget time realistically.
5. To assume responsibility for obtaining the proper resources and materials.
6. To establish a time for a regular pattern of review.
7. To understand that there is never a time when students do not have homework. They may review, preview or improve their present assignments.
8. To demonstrate integrity by not giving or receiving so much help that the value of the homework will be destroyed.
9. To meet the deadlines and understand the penalties.
10. To understand that jobs and other after-school activities are not acceptable excuses for not carrying out a homework assignment. The Norwalk Board of Education has determined that homework is essential to the educational process.

Guidelines for Parents/Guardians

1. To understand the philosophy and guidelines of the Board of Education concerning homework.
2. To be supportive of the homework policy, as it is an integral part of the student's learning process.
3. To be sure that the student and/or parents themselves pick up assignments missed when the student is absent.
4. To provide students with a time and place to carry out their assignments
5. To contact the teacher, counselor or administrator in the event of questions or concerns.

HONOR ROLL AND CALCULATION OF GPA & CLASS RANK

Every course taken in grades 9, 10, 11, and 12 becomes a part of the student's official high school transcript. This record of credits and marks earned determines a student's grade point average, rank in class, and qualifications for promotion and graduation.

A grade point average of 3.4 or better is needed to be on the *High Honor Roll*. A grade point average of 3.0 or better is needed to be on the *Honor Roll*. In computing the grade point average, the following points must be noted:

1. AP courses carry one additional quality point, A = 5, B = 4, C = 3, D = 2, F=0.
2. A subject course which does not meet every day and meets for the whole year will be weighted one-half (.5) of the amounts given below. Thus, a student earning an "A" would be credited two quality points, not four, to the total.
3. A subject such as physical education or health which does not meet every day, will be weighted one-fourth (.25) of the amount given below for each quarter. Thus, a student earning an "A" in physical education would be credited one quality point (1.0) to the total.
4. A mark of Incomplete makes one ineligible for the Honor Roll until the mark is changed to a letter grade at which time the student will become eligible.

Grade Point Average

Marking Period G.P.A. Computation

Full Year Course		
	Unit Wt.	Quality Points
A	=	4.0
A-	=	3.7
B+	=	3.3
B	=	3.0
B-	=	2.7
C+	=	2.3
C	=	2.0
C-	=	1.7
D+	=	1.3
D	=	1.0
D-	=	0.7
F	=	0

Half Year Course		
	Unit Wt.	Quality Points
A	=	2.0
A-	=	1.85
B+	=	1.65
B	=	1.5
B-	=	1.35
C+	=	1.15
C	=	1.0
C-	=	.85
D+	=	.65
D	=	.50
D-	=	.35
F	=	0

P.E.- Health (.25)		
	Unit Wt.	Quality Points
A	=	1.0
A-	=	.925
B+	=	.825
B	=	.75
B-	=	.675
C+	=	.575
C	=	.5
C-	=	.425
D+	=	.325
D	=	.25
D-	=	.175
F	=	0

The following examples illustrate the actual calculation of the Grade Point Average (GPA):

Class	Grade	Weight		Credit	Quality Points
English 4	C-	1.7	X	1.0	= 1.7
Journalism	C	2.0	X	1.0	= 2.0
Astronomy	F	0	X	.5	= 0
AP Spanish	D+	2.3	X	1.0	= 2.3
Word Processing	B-	2.7	X	.5	= 1.35
Photo	D+	1.3	X	1.0	= 1.3
P.E.	D	1.0	X	.25	= .25
				5.125	8.9 Total Quality Points
8.9 (quality points) / 5.25 (Credits) = 1.70 (Grade Point Average)					

Class	Grade	Weight		Credit	Quality Points
English 3	B-	2.7	X	1.0	= 2.7
Algebra 3	C+	2.3	X	1.0	= 2.3
Civics	A	4.0	X	.5	= 2.0
Chemistry	B-	2.7	X	1.0	= 2.7
English/Latin	A	4.0	X	1.0	= 4.0
Child Development	A-	3.7	X	1.0	= 3.7
P.E.	A	4.0	X	.25	= 1.0
				5.75	18.4 Total Quality Points
18.4 (quality points) / 5.75 (credits) = 3.2 (Grade Point Average)					

Weighted Grades for Dropped AP Courses

A student who transfers from an Advanced Placement (AP) course into another level of the same course [e.g., from AP Spanish into Honors Spanish] will receive weighted grade credit for the quarter[s] the student completed in the AP course. However, a grade of F for any quarter will receive no weighted grade credit. The AP course dropped will not appear on the student's transcript.

A student who drops an AP course but does not replace it with another level of the same subject is governed by the same rules as those for dropping other courses/subjects.

INDEPENDENT STUDY

Independent study is an opportunity for a student to pursue an area of personal interest outside of the formal classroom structure. It is a privilege granted to a student who has expressed an interest in this type of educational format and who has demonstrated responsibility to carry out the terms of an independent study contract. Credit for independent study requires the prior approval of the teacher and school administration.

INSURANCE

Home

Valuable items, which are brought to school, i.e., *musical instruments, athletic equipment, etc.*, should be covered under your homeowner's policy. For further information, please call your insurance company.

Student

Student accident insurance is available at a nominal cost for all students and is optional. The insurance provides coverage for medical expenses that result from student accidents.

Two types of coverage are offered; (1) coverage, which is limited to the time the child, is at school and going to and from school and (2) twenty-four hour coverage which includes school time and all other time out of school and summer. *(Please note that only #2 above remains in effect should the child move to another school district during the year.)*

During the month of September, information relative to the cost and coverage is sent home with students. Students new to the school system after September will still have the option of taking the insurance. If you do not receive the information regarding this accident insurance and may wish to participate, please inquire in your school office.

The school merely makes this available to all pupils and assumes no liability for injury or subsequent negotiations with the insurance company. Parents are urged to consider school insurance and its possible benefits.

LIBRARY MEDIA CENTER RESOURCES

The *Library Media Center* provides learning resources and information technology for all students, faculty, and staff. Patrons use the library to acquire content knowledge, communicate ideas, and to pursue personal interests. The library media center provides a positive, comfortable learning environment.

The print collection includes over twenty thousand volumes, as well as subscriptions to many newspapers and magazines. There are several stand-alone computer workstations, which can be used for word processing, and to access programs including multimedia CD-ROM encyclopedias. Access to the Internet, through any of the school's networked computer laboratories, is available to any student whose Acceptable Use Policy is on file.

Regular library hours are from 7:15 am to 3:00 pm. Most materials circulate for two weeks and can be renewed. Some reference materials can be taken out overnight. Fines are charged for overdue items, and students must clear all obligations.

In the comprehensive high schools, professional library media specialists and library assistants collaborate with students and teachers to identify the information they need.

All students and faculty are encouraged to take advantage of the materials and equipment available in the Library Media Center and to seek assistance from staff on duty.

LOCKERS

Lockers and locker combinations are assigned at the beginning of the year. Each student is responsible for the condition and contents. Students are responsible for the following:

1. Keeping locker locked at all times.
2. Not leaving money or valuables in the locker.
3. Using only the locker that has been assigned and not sharing lockers.
4. Reporting any incidence of tampering to the office.
5. Emptying and cleaning locker as requested.

In the event that an item of value must be brought to school, the student should check it into the office for safekeeping. *The school cannot accept responsibility for lost or stolen items.*

The Board of Education, through the school administration, maintains ultimate control over all student desks and lockers. Consequently, the school administration may open and examine any desk or locker when the physical safety of members of the school community or the prevention of disruption to school operations warrants such action. *(Board Policy #5145.12)*

LOITERING OR CAUSING A DISTURBANCE

Any person is guilty of loitering on school grounds when he/she loiters or remains in or about a school building or grounds, not having any reason or relationship involving custody of or responsibility for a student or any other license or privilege to be there. For this reason it is required that all visitors register in the office of the principal. Staff members should be alert to the presence of any unauthorized visitors and report their presence to the principal promptly.

LOST-FOUND

The school cannot be responsible for lost or stolen property, but every means is employed to prevent the loss of articles and to restore recovered articles to their owners. Articles that are found throughout the building should be returned to the office.

1. Do not leave valuable articles in your locker overnight.
2. Do not bring large sums of money to school.
3. On days when you attend gym class, do not bring any valuables such as money, cell phones, i-pods, or jewelry which you cannot wear while exercising.
4. Never leave your personal effects unguarded.

LUNCH PROGRAM/DELI BAR

At the beginning of each school year, the Federal Government provides all participating public schools with guidelines for free and reduced price lunches and breakfasts. Each parent/student receives a letter and an application from the individual school outlining the free and reduced lunch and breakfast policy. Those students requesting either free or reduced lunch and breakfast must complete these applications each year. School staff makes a determination based on Federal guidelines. Students approved for food stamps and/or AFDC must submit their proof of eligibility to their school, and they will qualify automatically. The Federal Government requires audits of selected applications.

High schools offer a variety of complete nutritious lunches and breakfasts available for all participating students, including paid, reduced price, and free. The status of a student participating in the lunch program is confidential. All students are assigned a personal identification number (PIN) to access their individual account.

The cooperation of all is needed in keeping the cafeteria area free of litter. NO FOOD MAY BE TAKEN FROM THE CAFETERIA.

MAKE-UP WORK

Students who are absent for any reason will be required to make up work missed in each class. It is the student's responsibility to obtain all make up work immediately upon return to school.

Ordinarily, all work should be made up within one week. Any extension beyond this must have the prior approval of the teacher involved. In the event that a student receives an "I" (*Incomplete*) on the report card, a two-week period will be allowed to make up the work. After that, the "I" (*Incomplete*) will be changed to the grade earned. The final grade for a course cannot be "INCOMPLETE".

MEDICAL EXCUSES FROM PHYSICAL EDUCATION

1. Medically excused students must present a doctor's note to the school nurse.
2. The school nurse processes all medical excuses, and modified physical education programs are provided when appropriate to meet the physical limitations of the students. CLASS ATTENDANCE IS A MUST.
3. When a student is unable to participate in gym for an extended period of time, the counselor will adjust the student's schedule accordingly.

METAL DETECTORS

The primary concern of the Board of Education is the safety of students and staff. The administration shall be authorized to use mobile metal detectors when there is reasonable cause to believe that weapons are in the possession of students, when an event involving weapons has occurred in the

community, and there is reasonable suspicion that weapons may be brought into the school, or when violence involving weapons has occurred in school or at school sponsored events (Refer to Board Policy # 5145.123a).

MUSIC PROGRAMS

Any student enrolled in an instrumental music class is expected to attend a weekly lesson. The music teachers schedule these lessons on a rotation basis and other teachers will honor passes to the lessons.

Since music is a performing subject, students are required to attend all concerts. If there is a conflict, it is the student's responsibility to contact and discuss the situation with the staff member. Performances at concerts, parades, etc., will count toward a student's grade.

NATIONAL HONOR SOCIETY

"The purpose of this organization is to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in the students of secondary schools" (from the U.S. Constitution). A faculty council chooses members whose decisions are made following input from the candidates and their current and former teachers. Criteria for membership include: distinguished records in the areas of scholarship, character, service, and leadership. Inductions take place in the spring of the junior year.

OFF-CAMPUS/OFF-SCHOOL GROUNDS ACTIVITIES

Conduct off school grounds that violates Board Policy (#5114, #5131) and seriously disrupts the educational process will be cause for suspension and/or expulsion.

OPEN END

Morning Open End

ONLY Juniors and Seniors who have no assigned first period class/time block may be granted the privilege of morning open end. Those students should report to school in time for the start of 2nd period/class/time block.

Students who arrive earlier and loiter on school grounds and/or roam the halls will have their open-end revoked and they will be assigned to a morning study hall. This applies also to students who take the school bus.

Afternoon Open End

ONLY Juniors and Seniors who have no assigned last period class /time block may be granted the privilege of afternoon open-end. For those students, there are two (2) options:

1. Leave campus immediately after the last scheduled class.
2. Study in the library for the entire period.

Afternoon open-end students who loiter in the building or on school grounds will be assigned to a study hall.

Note on Open-Ends:

- All students who are eligible for open end must complete the appropriate paperwork at the start of the school year.
- Students may not have a double open end.
- Morning and afternoon open-ends are not options for freshmen and sophomores. They are assigned to a study hall.
- In the event of issues with attendance, discipline and/or academics, an administrator may revoke open-end privileges.

PAGERS AND CELLULAR MOBILE PHONES

State of Connecticut Regulations (PUBLIC ACT No. 96-108) effective July 1, 1996, is the basis for the following regulation:

1. No student may possess or use a remotely activated paging device in school or on school property.
2. No student may use a cellular mobile telephone in school or on school property during school hours.
3. Cellular mobile telephones may be used after 2:20 pm.

Disciplinary action will be taken by the school administration for all offenders of this regulation.

PARKING

Student parking areas are available at both high schools. Depending on the space availability and the number of drivers, some restrictions may be imposed at the beginning of each year. Such restrictions may include registration of automobiles with a fee, limiting parking to upper classmen, etc. Students who drive on campus, are responsible for the following:

1. Obeying the rules of the road.
2. Heeding special posted regulations relating to traffic flow.
3. Moving at reasonable speeds where students are coming and going.
4. Observing the fire lanes, visitors, and handicapped parking regulations.
5. Parking only in *parking areas* - not on grass or in receiving areas.
6. Using student-parking areas - not those reserved for the staff.
7. Displaying bumper/windshield stickers in the proper manner.

Failure to comply will result in school parking fines, loss of parking privileges, and/or police action. ANY ACT CONSIDERED RECKLESS, A NUISANCE OR HAZARDOUS WILL RESULT IN SCHOOL AND/OR POLICE ACTION.

The point to remember is that good common sense rules for driving must prevail at all times.

Any accident that occurs on school grounds must be reported to the office immediately. Students are reminded to keep their car *LOCKED AT ALL TIMES!*

PESTICIDE APPLICATION

No person other than a pesticide applicator with proper certification may apply pesticide within any school building, unless there is an emergency application to eliminate an immediate threat to human health.

The staff of each school, and the parents or guardians of each child enrolled in each school may register for prior notice of pesticide applications at the school. Before applying any pesticide within any building or on school grounds, the Board of Education shall provide for a mailing of notice to persons who registered for prior notice and such notice shall be received no later than 24 hours prior to application. Notice may be given by any means practicable to the school staff who registered for such notice. The notice shall include: (1) the name of the active ingredient of the pesticide being applied to the target pest; (2) the target pest; (3) the location of the application on the school property; (4) the date of the application; and (5) the name of the school administrator or designee who may be contacted for further information.

No application of pesticide may be made to any school or on the grounds of any school during regular school hours or during planned activities at any school except that an emergency application may be made to eliminate an immediate threat to human health if (1) it is necessary to make the application during that period, and (2) such emergency application does not involve a restricted-use pesticide. No child may enter an area where an application has been made until it is safe to do so according to the provisions on the pesticide label

PHYSICAL EXAMINATIONS

Physical examinations are required for all grade 10 students and all students new to the Norwalk school system. All physicals must be recorded on the blue Connecticut State Health Assessment Record and must include a vision and hearing test. Any student who does not comply with this state requirement will not be permitted to attend school. All physical forms are due to the school nurse by October 15. Failure to do so will result in exclusion from school.

Physical examinations are also required each year a student participates in the sports program. The physical must be recorded on the Sports Participation Health Record and must be dated after July 1 of the school year.

All students new to the district, returning to the district after an absence of more than 4 months, or returning after an absence of any duration when residence has been established in a foreign country, must complete a health assessment. The exam must be done within one year of entering and recorded on the State of Connecticut Health Assessment form (blue).

PLAGIARISM

Cheating in any form is a serious violation of all codes of academic ethics. *Plagiarism*, the presentation of another's work or ideas without proper credit, is another violation of these codes. Students can expect that serious academic and administrative penalties will be imposed for such infractions as stated in the Code of Conduct

POSTERS

There are several bulletin boards throughout the school. The appropriate administrator must approve any announcements placed on these boards before they are put on display.

All posters or announcements to be displayed anywhere in the building, other than on the bulletin board, must also be approved by the appropriate administrator. Attach only to surfaces that will not be marred by masking tape. Paste, cellophane tape or thumbtacks, should not be used. Posters should not be attached to painted walls or varnished surfaces.

PROGRAMS FOR HANDICAPPED STUDENTS: SECTION 504

It is the policy of the Norwalk Board of Education to identify and evaluate students who, within the intent of Section 504 of the Rehabilitation Act of 1973, need special services or programs in order that such students may receive the required free appropriate education.

For this policy, a student who may need special services or programs within the intent of Section 504 is one who: (1) Has a physical or mental impairment that substantially limits one or more major life activities, including learning; or (2) has a record of such impairment; or (3) is regarded as having such impairment.

Students may be eligible for services under the provisions of Section 504 even though they do not require services pursuant to the Education of the Handicapped Act, P.L. 94-142 (EHA/IDEA). Students who are identified as individuals with exceptional needs, according to EHA/IDEA criteria, are not addressed under this policy.

If you believe your child might be eligible for services, please contact the building principal.

PROMOTION/GRADUATION REQUIREMENTS

Promotion is based on the cumulative number of credits earned each year. Note the following:

Grade Designation	Credits
Freshman to Sophomore	5
Sophomore to Junior	10
Junior to Senior	15
Graduation	20

Norwalk Public Schools requires that students fulfill the following requirements in order to graduate.

1. successfully complete Course Credit Requirements
2. satisfactorily meet Performance Standards.

Note: Any student who has NOT fulfilled all graduation requirements will NOT be eligible to participate in the June graduation ceremony.

Course Credit Requirements

A student must earn a minimum of 20 credits and meet credit distribution requirements in the following specific subject areas:

<u>Credits</u>	<u>Subject Area</u>
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4.0	English
3.0	Social Studies, 1.0 must be in World History, 1.0 must be in U.S. History, and 0.5 must be in Civics
3.0	Mathematics (A total of one credit may be taken in Business Math or Accounting)
3.0	Science
1.0	the Arts (Arts, Crafts, Business Technology, Technology Education, Music, and Family and Consumer Sciences)
1.0	Physical Education
0.5	Health Education
0.5	<u>Computer Literacy (Students may test out of this requirement)</u>
16.0	TOTAL CREDITS FROM REQUIRED SUBJECTS

4.0	<u>Elective CREDITS</u>
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20.0	TOTAL CREDITS REQUIRED FOR GRADUATION
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Seniors must take 5 1/2 credits and must pass a minimum of four (4) credits. This means that a senior who accumulates the required number of credits by June of the senior year but who has not *earned* and *passed* 4 credits in the senior year will not be eligible for graduation in June.

A senior who has completed all of the requirements (*20 credits*) but who has not obtained 4 units, will have to do the following in order to obtain the diploma:

1 credit	Summer School
2 credits	Summer School
More than 2 credits	Return in September to Adult Education

Performance Standards

Norwalk Public Schools has set Graduation Performance Standards in addition to the credit requirements outlined above. The following graduation performance standards apply to the Class of 2006 and beyond.

1. Read both fiction and nonfiction with comprehension.
2. Write effectively using Standard English for a variety of purposes and audiences.
3. Demonstrate knowledge and application of the basic concepts of arithmetic, geometry, measurement, and algebra.
4. Demonstrate an understanding of basic scientific principles.

Graduation Prep Course

Please note the following critical information which is particularly important for SENIORS.

Students who do not successfully meet the Graduation Performance Standards will be required to take a quarter long Grad Prep course in Grade 12. Each student taking the Grad Prep course will be required to

take one or more of the following disciplines: reading, writing, science, math. Seniors may fulfill graduation requirements by reaching proficiency on the Grad Prep Assessment in each area not previously passed. Grad Prep is a non-credit course.

Note the Following Guidelines:

1. Students who are required to take Grad Prep in any area will be guaranteed only one opportunity to do so. Students will be permitted to take Grad Prep a second time if the schedule permits.
2. An abbreviated 10-hour session, through adult education, will be offered as a tutorial *during the fourth quarter only* for students to complete only one or two units of work. The tutorial will be offered only to eligible students who have successfully completed at least two of the four units/papers/exams required in the full quarter of Grad Prep. This option will only be open to those students who have not completed their portfolio and who cannot fit another Grad Prep class into the schedule.
3. The regular attendance policy will be in effect for Grad Prep courses. Students will be permitted no more than two unexcused absences or a combination of seven tardies and absences. Students who “H” Grad Prep will be required to repeat the entire quarter course. These students will not be eligible to take the Adult Education tutorial.
4. Any student who fails Grad Prep two times (failure of three or more of the four units/exams/tests) will not be eligible to take the course again and will, therefore, be ineligible to graduate.
5. Students who are ineligible to graduate may enroll in a Grad Prep tutorial for ten hours as part of the Summer School program. At that time, they will work with a teacher to complete all sections of their portfolio from the course that they failed.

PUPIL SEARCHES

The building principal or his/her designee is authorized to search a student’s person where there exist reasonable grounds for suspecting the search will produce evidence that the student has violated or is violating either the law or a school rule.

In all cases of a proposed search of a student's person, the Superintendent of Schools will first be consulted when possible. The building principal or his/her designee shall be expected to use sound professional judgment in deciding whether a search should be conducted. In exercising such judgment, the principal or principal's designee shall determine whether a search would be intrusive in light of the student's age and the nature of the infraction. Only a person of the same sex as the student shall conduct a search of a student’s person. Furthermore, student searches may include searches of automobiles that are located on school premises (Board Policy # 5145.12).

RESTROOMS

A student may use the restrooms before and after school, between class periods and at the beginning or end of the lunch period. Students are expected to keep them clean and not loiter or smoke there. It is hoped that students will exert some positive peer pressure to prevent vandalism. Any student who feels ill should report to the nurse's office. The student should not remain in the restroom.

SAFETY HAZARDS, ANNOYANCES AND FADS

Students are not permitted to bring to school such items as canes, sticks, water pistols, beepers, cell phones, walkmen, laser pens, etc. Students are not to carry athletic equipment in the halls. Please note

that students are not permitted to wear hats or any other head coverings. Any student who does any of the above may be subject to disciplinary consequences as outlined in the Code of Conduct.

Anything that, in the judgment of the principal, is considered to be a safety hazard or general school annoyance will be prohibited from the school. In cases where a student brings such an item into school, it will be *confiscated and will not be returned*.

SAFETY RULES FOR DRIVERS ON SCHOOL PROPERTY

The following safety rules were prepared to avoid dangerous situations for all drivers entering and leaving school property:

1. Drivers should advise children never to pass between buses or cars to a waiting vehicle.
2. Accidents are more prone to occur in the school parking lot. Backing up, speeding and the general distraction that occurs at this time are the main causes of accidents.
3. When drivers are picking up more than one child, the driver should park in a designated parking space. After the driver parks, the children should be gathered and then walked to the vehicle.
4. Drivers should not stop directly in front of the school entrance or in the middle of the parking lot, as a traffic congestion will result and the safety of children jeopardized.
5. Drivers should not park their vehicles in areas designated as No Parking Fire Lane. There is a fine for this offense. This area is needed at all times for emergency use.
6. Drivers should not park in the handicapped parking spaces. The law requires that only handicapped persons with permits use these spaces.
7. The maximum speed is 10 mph or less for all cars entering or leaving school grounds.
8. Drivers should stay in line and should not try to pass each other. When dropping-off or picking-up children, drivers should slowly move forward in line. This will prevent a serious accident, and there will be less confusion for everyone involved.
9. In drop-off and pick-up designated areas, drivers should stay in their vehicles at all times. This area is also used for emergency access. An unattended vehicle could cause a serious hazard for response time. If it is necessary to get out, the vehicle should be parked in a designated parking space.
10. School buses should be granted the right of way when picking up or dropping off children. The State Statute requires vehicles to stop 10 feet behind or in front of the school bus when lights are flashing. Never pass a school bus that has flashing red lights.
11. Drivers should not call out for unattended children to cross the parking lot or street. Younger children show little or no awareness when moving vehicles are near them, and simply assume that the motorist will see them and act accordingly.
12. Security guards will be utilized to the extent possible to assist with the safety of children. The Norwalk Police Department will strictly enforce all traffic and parking rules.

SCHOOL-BASED HEALTH CENTERS

Brien McMahon, Briggs, and Norwalk High Schools provide space for the Human Services Council to operate *School-Based Health Centers*. A school based health center is a licensed health care facility, separate from, but located in a school. Services are available to any student with written parental consent. The essential purpose of a School Based Health Center is to provide primary and preventive physical and mental health services and health education. These core services are provided by nurse

practitioners (advanced practice nurses) or physicians' assistants, and clinical social workers. All centers have a medical director, who provides consultation and supervision as appropriate. Some centers also provide dental care. Additional staff may include: medical assistants, outreach workers, health educators, and substance abuse counselors.

SCHOOL CHOICE OPTION

Parents and students are encouraged to explore other educational opportunities that are offered in the school district locally and regionally. These options may include magnet, charter, lighthouse and vocational-technical schools; inter-district programs; and vocational agriculture centers. Contact the Guidance Department for further information on these School Choice options.

SCHOOL CLOSING & SCHEDULE CHANGES DUE TO INCLEMENT WEATHER

When the weather is unusually severe and traveling conditions appear to be hazardous, pupils and parents/guardians are urged to listen to new s broadcasts to determine whether the schools will be open, be delayed, or remain closed. Radio broadcasts will begin between 6:00 a.m. over the following radio stations:

WICC	-	600 AM	WEFX	-	95.9 FM
WLAD	-	800 AM	WKHL	-	96.7 FM
WFAS	-	1230 AM	WDAQ	-	98.3 FM
WNLK	-	1350 AM	WEZN	-	99.9 FM
WSTC	-	1400 AM	WFAS	-	103.9 FM

Television Stations: WTNH (Channel 8) – CABLEVISION News 12

Closings and delays will also be posted on the Norwalk Public Schools' website (www.norwalkpublicschools.org) and announced on the Norwalk Schools' Information Line: 854-4123

We urge all parents/guardians to be alert to the possibility that severe weather conditions can affect school sessions; these weather conditions include snow, sleet, and high windstorm such as hurricanes, heavy rain that can cause flooding, and electrical storms, which can cause power failure.

When these conditions exist, or are predicted, there is a strong possibility that school officials will close schools or change school hours. When these decisions are made, they are always made with concern for the safety and comfort of pupils. *These decisions are always announced over WNLK and other radio stations with as much advance notice as possible. Therefore, we ask parents/guardians to be aware of the weather and weather reports.* When severe weather exists or is predicted, parents/guardians should make a habit of listening to local radio stations for announcements on the following:

Delayed Openings

Announcements on delayed openings will be made beginning at 6:00 a.m. Delayed openings are usually necessary in order to give the city time to provide for traffic safety or to give our bus transportation system time to prepare buses for safe operation. Delayed openings will mean that your child will start school either one or two hours later than usual.

Early Dismissals

Occasionally weather conditions will be such that after school openings on a given day, it becomes necessary to have an early closing, usually after four hours of school. In this situation, we again utilize the radio stations to make announcements. All schools will be notified by telephone. We cannot call every parent/guardian to give individual information; therefore, it is essential that you listen to your radio or call the Norwalk Schools Information line.

Please arrange some plan for your child to follow in case of an early dismissal. Your child should know where to go in case of an emergency, i.e., a relative, a friend, or a neighbor. It would be most helpful if you would let the school know where your child should go if dismissed early in an emergency.

We try to keep emergency school closings at a minimum because of our inability to communicate effectively during such a short span of time. However, there are times when this decision cannot and, in the interest of overall safety, should not be avoided.

SCHOOL DAY

A great deal of staff effort is expended to honor student requests in the scheduling of classes during the normal day, 7:30 a.m. to 2:15 p.m. Special requests for early dismissal **cannot**, under ordinary circumstances, be honored, not only because they are hindrances to provide a well-balanced educational program, but also because they put unfair burdens on the staff. We urge students to arrange their employment, medical appointments, etc. after the close of the regularly scheduled school day. Work is **not** an acceptable reason for special scheduling arrangements.

SCHOOL NEWSPAPER POLICY

1. The school newspaper is considered an integral part of the school curriculum. Its primary academic mission is to encourage responsibility, analytical thinking, writing skills and interviewing techniques. When published, the paper must reflect the best journalistic writing style. School newspapers will be governed by the following guidelines:
2. News will be presented in an impartial and unbiased manner.
3. All material must be factual and accurate in its presentation.
4. Material that is libelous or violates the rights of privacy will not be used.
5. The use of obscene, indecent language or implied obscenity or indecency through subtle word play or innuendo will not be permitted under any circumstances.
6. Material that criticizes or demeans any race, religion, sex or ethnic group or distorts through emphasis or omission will not be used.
7. The publication of any material that could cause substantial disruption to the school is forbidden. This includes the threat of physical violence in the school or school community and/or the disruption of the school's educational program.
8. The newspaper will not be used for the endorsement of political candidates or their positions by articles in editorials, in letters, in photographs or in cartoons. Candidates, who run for school office, must be provided equal treatment under all circumstances.
9. The school newspaper must adhere to the highest standards of ethical and moral conduct in its production.

Note:

The assigned faculty advisor for the newspaper will have the primary responsibility for reviewing, editing, deleting or rejecting all student material prior to its publication.

The school principal or his/her designee may also review all material prior to its publication. The principal may delete, reject or edit materials in the best interest of the school when needed.

SCHOOL RESOURCE OFFICER

In order to make schools more orderly, safe, and secure, the district may utilize police officers to deliver security services as School Resource Officers. The role of the SRO is to help reduce school violence in an effort to provide a safe learning environment for all. Additionally, the SRO's goals are to improve school/law collaboration, and to improve perceptions and relations among students, staff, and law enforcement officials (Refer to Board Policy # 5142.4a).

SCHOOL TO CAREER

The School to Career Program identifies students in their sophomore year at Norwalk High School and Brien McMahan High School. They interview for job placements at local companies and accrue a minimum of 400 hours on the job in Grades 11 and 12. The goal of the School to Career Program is to expose students to various opportunities and to prepare them for the world of work. The Greater Norwalk Chamber of Commerce co-sponsors this program.

SEARCH & SEIZURE

Locker and Desk Searches

The Board of Education provides lockers and desks as depositories for pupils' personal belongings and school-related materials. Pupils are required to store personal belongings and school-related materials exclusively in their desks or lockers. Pupils shall be responsible for maintaining desks and lockers in an orderly and sanitary condition.

The Board of Education, through the school administration, maintains ultimate control over all pupil desks and lockers. Consequently, the school administration may open and examine any desk or locker when the physical safety of members of the school community or the prevention of disruption to school operations warrants such action.

Pupil Searches

The building principal or his/her designee is authorized to search a pupil's person where there exist reasonable grounds for suspecting the search will produce evidence that the pupil has violated or is violating either the law or a school rule.

In all cases of a proposed search of a pupil's person, the Superintendent of Schools will first be consulted where possible. The building principal or his/her designee shall be expected to use sound professional judgment in deciding whether a search should be conducted. In exercising such judgment, the principal or principal's designee shall determine whether a search would be intrusive in light of the pupil's age and the nature of the infraction. A search of a pupil's person shall be conducted only by a person of the same sex as the pupil and in the presence of a witness of the same sex as the pupil, except in cases of emergency.

SECURITY GUARDS

Security Guards are part of the school staff. As such, they are directed to perform specific jobs throughout the building in order to insure a positive educational environment. They report any infractions of school rules or civil law to the appropriate administrator for action. These individuals expect the cooperation of *all* students within the building.

SMOKING

Students / Staff / Parents / Visitors:

The use of tobacco substances is not permitted in any building of the Norwalk Public Schools. Use of tobacco substances is prohibited in all areas at all times on the grounds of the Norwalk Public Schools. Students who violate this policy will be subject to suspensions and fines.

SPECIAL EDUCATION

The Norwalk Public School System provides a continuum of special education instruction and related services to meet the needs of all students who meet eligibility requirements as defined by Federal and State regulations. The Planning and Placement Team (PPT) develops the Individual Educational Plan (IEP) for each student in need of special education services in a cooperative effort between school personnel and parents.

The purpose of the PPT is to review diagnostic and evaluative data for each student who has been referred as possibly requiring special education services. The goal is to assure that each student needing special education services is identified and provided with a free appropriate public education which includes an IEP. The IEP is a prescriptive program planned for an exceptional student by the PPT.

Procedural safeguards for special education (parental rights) are available through

- The district website (www.norwalkpublicschools.org)
- the Connecticut State Department of Education website
- the guidance department of each school
- the mail prior to the PPT meeting through the initial invitation

Programs in Norwalk

A variety of special education program options are available within the Norwalk Public Schools. This enables the Planning and Placement Team to prescribe individual programming for identified children, which is appropriate to their particular learning needs. The individual program for each child identified as eligible for services, the IEP, is developed in a joint effort between parents and members of the school staff defined by Federal and State regulations.

Norwalk's broad continuum of special education instructional services include the following:

1. Full-time regular classroom instruction with special education support.
2. Cooperative teaching with special education and regular education in the mainstream classroom.
3. Special education self-contained classes with regular education opportunities.
4. In-district and out-of-district alternative programs.

Related Services

Related services in the Norwalk Public Schools are provided by the School Psychologist, Social Worker, Guidance Counselor, Nurse, Speech and Language Pathologist, Physical and Occupational Therapists, Teachers of the Visually Impaired and Hearing Impaired, and the Transportation Department. Other specialists may be involved in the process of assessing, identifying, and teaching students with special needs as recommended by the Planning and Placement Team.

Eligibility

The law requires that each child between the ages of 3 years and 21 years be identified for determination of a child's eligibility to receive special education and related services. In the Norwalk Public Schools, services are available to children with special needs beginning at age three.

Definition of an Exceptional Child

"An Exceptional Child means a child who deviates either intellectually, physically, socially or emotionally so markedly from normal expected growth and development patterns that he or she is or will be unable to progress effectively in a regular school program and needs a special class, special instruction, or special services." (10-76a(c))

Category of Special Needs

STUDENTS WITH:

- Intellectual Disability
- Visual Impairment
- Emotional Disturbance
- OHI – ADD/ADHD
- Deaf-Blindness
- Traumatic Brain Injury
- Multiple Disabilities
- Hearing Impairment
- Speech or Language Impairment
- Orthopedic Impairment
- Specific Learning Disability
- Autism
- Other Health Impairment
- Developmental Delay (ages 3 – 5 only)

Referral Process

Persistent learning and/or behavioral difficulties may be an indication that your child needs special education or related services. If you suspect that your school age child may have special education needs, you should contact your child's teacher, guidance counselor or school administrator to discuss the concerns you may have regarding your child's performance in school.

Student Response and Planning and Placement Team

A Student Response Team (SRT), made up of school personnel, may meet at your child's school to review his/her performance and progress. An action plan may be developed to provide specific strategies within the regular school program to help your child. If necessary, a referral may be made to the Planning and Placement Team (PPT) to assess your child's educational needs and possible eligibility for special education.

If a PPT referral is made, you will be informed in writing of the reason for the meeting and invited to attend. Notification of a PPT meeting will be sent to you at least five days before the meeting. The PPT meeting should be scheduled at a time that is mutually convenient for the parents and the school staff. Procedural safeguards for parents of children in special education will be mailed to you at the time your child is referred for special education.

A Planning and Placement Team is made up of professional staff, the student's parent(s), and sometimes the student. PPT members will generally include a school administrator, a teacher who is familiar with your child, and appropriate members of the Special Education and Student Services staff. The PPT is responsible for determining whether your child needs special education and/or related services.

Surrogate Parent

The rights of a child are protected by the appointment of a surrogate parent in the following circumstances:

- when no parent can be identified, the whereabouts of the parents is unknown, OR
- the child is a ward of the state.

The surrogate parent represents the child in all matters relating to the identification, evaluation, and educational placement and the provision of a free appropriate public education to the child. In such instances, notice is issued from the Department of Children and Family Services. The district's Director of Special Education will request from the State Department of Education the assignment of a surrogate parent.

The surrogate parent has the same legal rights as granted to parents or guardians with respect to special education and related services. These include the following:

1. Consent for pre-placement evaluation, initial placement and placement in private facilities
2. Written notices in dominant language and issuance of such notices five days before the Planning and Placement Team meeting
3. Right to participate in IEP development
4. Right to see the assigned student's records
5. Right to initiate due process

SPECTATOR CODE OF CONDUCT

The member schools of the *Fairfield County Interscholastic Athletic Conference (FCIAC)* are interested in promoting an environment conducive to fair competition. In order to develop such an atmosphere the following rules of conduct and procedure for spectators have been developed:

1. There shall be no booing or yelling during play.
2. Once a spectator leaves the building, re-entry is not allowed.
3. No smoking is permitted in a public building or on NPS property.
4. No tickets will be sold once the second half of the event begins. At basketball games, no one will be allowed to enter the gymnasium after this time.
5. During athletic events, there shall be no loitering in the lobby of the gymnasium, outside the building, or in the parking lot.
6. The school community will not tolerate the use of profanity or fighting by spectators at any time. It is a privilege to attend a game, not a right.
7. Food or beverages are not allowed in the gymnasium.
8. Alcoholic beverages are NOT allowed at any school function.

Policies on discipline apply during all spectator events.

SPORTSMANSHIP GUIDELINES

The high schools expect a high standard of conduct from student spectators at athletic contests. Students whose behavior reflects poorly upon themselves and the school will face the loss of spectator privileges, along with stronger action, if warranted.

"Sportsmanship is that quality of honor that desires always to be courteous, fair and respectful and it is interpreted in the conduct of players, spectators, coaches and school authorities." High school students should set a good example in the matter of sportsmanship and quickly condemn unsportsmanlike conduct on the part of other students or adults. To this end they should:

1. Remember that a student spectator represents his/her school the same as does the athlete.
2. Recognize that the good name of the school is more valuable than any game won by unfair play.
3. Respond with enthusiasm to the calls of the cheerleaders.
4. Learn the rules of the various athletic games.
5. Accept decisions of officials without question.
6. Recognize and applaud an exhibition of fine play or good sportsmanship.
7. Be considerate of the injured.
8. Insist on the courteous treatment of both teams.
9. Acquaint the adults of the community and the students with the ideals of sportsmanship that are acceptable to the high school.
10. Impress upon the community its responsibility for the exercise of self-control and fair play at all athletic contests.
11. Advocate that any spectator who continually evidences poor sportsmanship be requested not to attend all athletic contests.
12. Insist on fair, courteous, and truthful accounts of athletic contests in local and school papers.
13. Be familiar with the state rules of eligibility and support their strict enforcement.

STUDENT ACTIVITIES

All areas of student activities are under the direct supervision of the principal, who may designate one of the housemasters as the person-in-charge. Persons desiring assistance or having questions or suggestions regarding the activities program should contact the principal. In addition, any person or organization desiring to do the following must contact the principal.

1. To post items or reserve dates on the school calendar for events relating to any student activity
2. To use school facilities not regularly assigned to that particular activity
3. To take a club or school field trip
4. To raise funds in the school through sales, projects or solicitations which will involve students

STUDENT RECORDS/PARENTAL RIGHTS

Parent/Student Notification Prior to Destruction of Student Records

Enrolled Special Education Students: Parents will be notified verbally or in writing by the Custodian of Records if after a review of the records, it is determined that certain student information is no longer necessary for educational purposes. It is recommended that whenever possible this review take place at or immediately after a PPT (but while the parent is present).

Graduated Non-Special Education Students: A notification will be placed in local newspapers stating that confidential records for students who were not identified as handicapped at the time they graduated or left the school system before graduation will be destroyed. This notice will appear six years following the student's expected graduation date.

Graduated Identified Special Education Students: A letter will be mailed to the last known address and a notification will be placed in local newspapers regarding the destruction of Confidential records for students who were identified as handicapped at the time they graduated or left the school system. This notification process will take place six years following the student's expected graduation date. The Supervisor of Special Services will only implement the procedure if he/she feels the information in the records will not be helpful to the handicapped student to obtain benefits from other government or private agencies in the future.

Cumulative Records: Notification will be placed in local newspapers regarding the destruction of cumulative records fifty years after the student's expected graduation date.

Permission for Destruction of Student Records

Before records are destroyed, the written approval of four officials must be obtained: (1) The School Superintendent, (2) The Chief Administrative Officer of the Municipality, (3) The State Public Records Administrator and (4) The State Librarian.

Parental Rights Regarding Records

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading.

Parents or eligible students may ask the School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with

whom the District has contracted to perform a special task (such as attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, DC 20202-4605

Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

The PPRA affords parents as well as students who are 18 and emancipated minors (“eligible students”) certain rights regarding the conduct of student surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

1. Consent before students are required to submit to a survey that concerns one or more of the following subjects (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)
 - Political affiliations or beliefs of the student or student’s parent
 - Mental or psychological problems of the student or student’s family
 - Sex behavior or attitude
 - Illegal, anti-social, self-incriminating, or demeaning behavior
 - Critical appraisals of others with whom respondents have close family relationships
 - Legally recognized privileged relationships, such as with lawyers, doctors, or ministers
 - Religious practices, affiliations, or beliefs of the student or parents or
 - Income, other than as required by law to determine program eligibility.
2. Receive notice and an opportunity to opt a student out of
 - Any other protected information survey, regardless of funding
 - Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law
 - Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others, except to the extent notification of such activities is not required by law.
3. Inspect, upon request and before administration or use
 - Protected information surveys of students
 - Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes
 - Instructional material used as part of the educational curriculum.

Parents/eligible students who believe their rights have been violated may file a complaint with:

High School Principal
Or
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605

Pupil Directory Information

Information contained in the educational record of an enrolled student is hereby designated as **directory information** and may NOT be disclosed by school officials without the prior consent of a parent or eligible student, except the following:

- The student's name
- The student's photograph/yearbook
- The student's dates of enrollment
- The student's grade level
- The student's participation in officially recognized activities and sports
- The student's weight and height as a member of an athletic team
- Honors and awards received by the student
- Alumni parent or student addresses

A parent or eligible student may refuse to allow Norwalk school officials to designate any or all of the above listed types of information as directory information. Any such refusal must be made in writing to and must be received by the principal.

Notification of Intent to Release Student Information to Military Recruiters without Prior Consent

Pursuant to the No Child Left Behind Act of 2001 and the National Defense Authorization Act of 2002, the school district is required to provide, upon request made by military recruiters or an institution of higher education, access to secondary school students' names, addresses, and telephone listings. In addition, the school district is required to provide military recruiters with the same access to secondary school students and on-campus recruiting opportunities, as well as to directory information as provided for herein, as is provided generally to post-secondary educational institutions or to prospective employers of those students.

A parent or eligible student may refuse to allow school officials to designate any or all of the above listed types of information as directory information. A parent or eligible student may also request that school officials not release the student's name, address, and telephone listing to military recruiters or an institution of higher education without the prior written consent of the parent or eligible student. Any such request must be made in writing to and received by the Principal.

STUDY HALLS

All students who are not scheduled for a class will be assigned to a study hall. Within the limits of our staff resources, study halls will be held in regular classrooms rather than in large areas such as the cafeteria or auditorium. Using the study hall as a base, students may exercise several options:

1. Request a library pass - depending on library availability.
2. Make up work with a classroom teacher by presenting teacher's request to the study hall supervisor.
THIS REQUEST MUST BE OBTAINED PRIOR TO THE STUDY HALL!
3. Remain in the study hall and utilize the time wisely for homework purposes.

Regardless of the option selected, all students are encouraged to make good use of study hall time and to utilize whatever staff resources are available.

SUBJECT/COURSE SELECTION

The selection of a program of studies is one of the most important decisions students have to make each year. The *Guide to Subject Offerings* has been prepared to acquaint students and parents with the possible selections that may be made at the high school. All are encouraged to make good use of the resources available before selecting courses.

Student course selection begins in February. Parents and counselors must approve student requests for classes. Extenuating circumstances may result in a schedule change to satisfy the educational need of the student.

All subjects at the high school level are assigned units of credit. These credits are determined by the number of class sessions and the amount of preparation necessary to achieve a satisfactory standard of performance. The values used by the Norwalk schools are equivalent to those assigned by other secondary schools and institutions of higher learning.

Every course taken in grades 9, 10, 11 and 12 becomes a part of the student's official high school record. This record of units of credits and marks earned determines a student's average, rank in class, and qualification for promotion and graduation.

It is the responsibility of the student and parent to select the required and elective units of credit for purposes of graduation.

It is expected that all students carry a minimum number of credits of scheduled classes each semester as follows:

Grade 9 - 6 ½

Grade 10 - 6

Grade 11 - 6

Grade 12 - 5 ½

Exceptions may be made on an individual case basis with administrative approval.

Honors Courses

An honors program for the highly motivated and academically talented is available for students in grades 9 through 12. This program is in addition to the Advanced Placement (AP) classes. Specific information regarding the types of honors courses and eligibility for entrance can be obtained from the *GUIDE TO SUBJECT OFFERINGS*. Honors courses are academically demanding and will require more than the normal amount of homework. Students who have the talent and motivation are encouraged to participate in this program.

Honors courses do not carry extra weight in the class ranking system. They are designated as honors courses on the report card and official transcript.

Advanced Placement Courses

Advanced Placement courses, like honors courses, are intended for the highly motivated and academically talented. AP courses are weighted in computing class rank.

Dropping Subjects

1. A full year subject dropped after the first quarter will be recorded as an "F" for failure for the year on the permanent record. No notation will be made for subjects dropped during the first quarter.
2. Half-year subjects dropped after twenty (20) school days will be recorded as an "F" for failure for the year. No notation will be made for subjects dropped during the first twenty (20) school days.
3. A course carrying .25 credit must be dropped before the 5th class is held. After the 5th class, that subject will be dropped with an "F".
4. In those cases where a student *drops* and *adds* a course with an H in the dropped course, the H will follow to the add course. No distinction is made among similar related or unrelated courses. The H as well as unexcused absences will follow in all cases.

SUSPENSION, EXPULSION, REMOVAL FROM THE CLASSROOM

Section I – Definitions

- A. "Exclusion" is defined as any denial of public school privileges to a student for disciplinary purposes.
- B. "Removal" is defined as an exclusion from a classroom for all or part of a single class period, provided such exclusion shall not extend beyond 90 minutes.
- C. "Suspension" is defined as an exclusion from school privileges and/or from transportation services for not more than ten (10) consecutive school days, provided such exclusion shall not extend beyond the end of the school year in which such suspension was imposed.
- D. "Expulsion" is defined as an exclusion from school privileges for more than ten (10) consecutive school days and shall be deemed to include, but not be limited to, exclusion from the school to which such student was assigned at the time such disciplinary action was taken, provided such exclusion shall not extend beyond a period of one (1) calendar year. Such period of exclusion may extend to the school year following the school year in which such exclusion was imposed.
- E. "Emergency" is defined as a situation under which the continued presence of the student in the school imposes such a danger to persons or property or such a disruption of the educational process that a hearing may be delayed until a time as soon after the exclusion of such student as possible.
- F. "Days" is defined as days when school is in session.
- G. "School sponsored activity" is defined as any activity sponsored, recognized or authorized by a board of education and includes activities conducted on or off school property.
- H. "Possess" means to have physical possession or otherwise to exercise dominion or control over tangible property.
- I. "Deadly weapon" means any weapon, whether loaded or unloaded, from which a shot may be discharged, or a switchblade knife, gravity knife, billy, blackjack, bludgeon, or metal knuckles.

- J. "Dangerous instrument" means any instrument, article or substance which, under the circumstances in which it is used or attempted or threatened to be used, is capable of causing death or serious physical injury, and includes a motor vehicle and a dog that has been commanded to attack.
- K. "Firearm" means 1) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; 2) the frame or receiver of any such weapon; 3) any firearm muffler or firearm silencer; or 4) any destructive device. Firearm does not include any antique firearm. For purposes of this definition "destructive device" means any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than 4 ounces, missile having an explosive or incendiary charge of more than 1/4 ounce, mine, or device similar to any of the weapons described herein.
- L. "Vehicle" means a "motor vehicle" as defined in Section 14-1 of the Connecticut General Statutes, snow mobile, any aircraft, or any vessel equipped for propulsion by mechanical means or sail.
- M. "Martial arts weapon" means a nunchaku, kama, kasari-fundo, octagon sai, tonfa or Chinese star.
- N. "Bullying" means any overt acts by a student or a group of students directed against another student with the intent to ridicule, humiliate or intimidate the other student while on school grounds or at a school-sponsored activity which acts are repeated against the same student over time.

PROCEDURES TO ADDRESS BULLYING

Reporting Alleged Incident of Bullying

Any alleged incident of bullying observed by staff (teachers, custodians, etc.) MUST BE REPORTED to the building administrations in writing. The names, date, and a brief description should be included in the report. Buildings may use their current teacher referral forms for purposes of reporting to building administration.

Students and families are entitled to report any alleged incident of bullying to the building administrator. This maybe done anonymously if desired.

Investigating

Reported incidents must be investigated by building administration to verify if in fact the alleged incident was one of bullying. Counselors or social workers should be involved in this process.

Follow-Up Procedures

If the incident is confirmed to be a bullying incident as defined in the Board of Education Policy # 5131.91, the building administration must address the issue directly with ALL students involved in the incident as well as with staff present during the incident. Counseling must be offered to any and all students involved whether a victim of the bullying or the one bullying.

Record Keeping

If the incident is confirmed to be a bullying incident as defined in the Board of Education Policy # 5131.91, the building administration is required to notify the parents or guardians of the victim and the student committing the bullying. A log needs to be created to keep record of school-home communication and incidences of bullying.

Building Administration must in turn report all incidents of bullying in their data suspension report to the Office of Information Technology. Reports from buildings should also include a brief description of the incident.

Section II- Removal from Class

- A. Each teacher shall have the authority to remove a student from class when such student deliberately causes a serious disruption of the educational process within the classroom, provided that no student shall be removed from class more than six times any year, no more than twice in one week unless such student is referred to the building principal, or his/her designee, and granted an informal hearing as set forth in section IV C of this policy.
- B. Whenever any teacher removes a student from the classroom, such teacher shall send the student to a designated area and shall immediately inform the building principal or his/her designee as to the name of the student against whom such disciplinary action was taken and the reason therefore.

Section III- Standards Governing Suspension And Expulsion

- A. Conduct on school grounds or at a school sponsored activity as set forth in Section C, herein, or that violates any other Board policy or that violates any code of student conduct in effect in the school that:
 - 1. Seriously disrupts the educational process, *or*
 - 2. Endangers persons or property will be cause for suspension and/or expulsion.
- B. Conduct off school grounds as described in paragraph A, above, that:
 - 1. Violates Board policy *and*
 - 2. Seriously disrupts the educational process will be cause for suspension and/or expulsion.
- C. The following conduct is prohibited and will be considered cause for suspension and/or expulsion:
 - 1. Threatening in any manner, including orally, in writing, or via electronic communication, injury to a member of the school community, including any teacher, member of the school administration or any other employee, or a fellow student;
 - 2. Use of physical force against another person, which is not reasonably necessary or self-defense;
 - 3. Theft of personal or school property, or taking or attempting to take personal property or money from another person, or from his/her presence, by means of force or fear;
 - 4. Willfully causing, or attempting to cause, damage to school property;
 - 5. Possession, use, transmission or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind;
 - 6. Possession or transmission of a facsimile of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, or marijuana;
 - 7. Knowingly being in the presence of those who are in possession of, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage or intoxicant of any kind;
 - 8. Possession or transmission of any firearm, deadly weapon, dangerous instrument, martial arts weapon, or knife, or facsimile of any weapon or instrument;

9. Using or copying the academic work of another and presenting it as his/her own without proper attribution;
 10. Possessing or consuming tobacco products if other than a high school student, or consuming such products in an unauthorized area if a high school student;
 11. Open defiance of the authority of any teacher or person having authority over the student, including verbal abuse;
 12. Intentional and successful incitement of truancy by other students;
 13. Bullying, which includes any overt acts by a student or a group of students directed against another student with the intent to ridicule, humiliate or intimidate the other student while on school grounds or at a school-sponsored activity which acts are repeated against the same student over time;
 14. Violation of any other board policy, rule, agreement, or directive dealing with student conduct, including that dealing with conduct on school buses and the use of school district equipment and;
 15. Violation of any federal or state law which would indicate that the violator presents a danger to any person in the school community or to school property.
- D. Expulsion proceedings pursuant to section V, shall be required whenever there is reason to believe that any student
1. was in possession of a firearm, deadly weapon, dangerous instrument or martial arts weapon, on school grounds or at a school-sponsored activity;
 2. off school grounds, did possess a firearm or did possess and use such a firearm, dangerous instrument, deadly weapon or martial arts weapon in the commission of a crime; or
 3. on or off school grounds, offered for sale or distribution a controlled substance as defined in Connecticut General Statutes, 21a-240(9), whose manufacture, distribution, sale, prescription, dispensing, transporting or possessing with intent to sell or dispense, offering or administering is subject to criminal penalties under 21a-277 and 21a-278. A student shall be expelled for a period of one calendar year if the board of education finds that the student engaged in any of the conduct described herein, provided the period of expulsion may be modified on a case-by-case basis.

In the event it is determined by the Superintendent that a student issued a threat against a member of the school community as described in paragraph C.1, above, the matter shall be referred to law enforcement officials for possible criminal prosecution and the Superintendent shall take all available measures to ensure the safety of persons in the school community in the event of the student's return to school.

Section IV- Suspension Procedure

- A. The administration of each school shall have the authority to invoke a suspension for a period of up to ten (10) days of any student for one or more of the reasons stated in section III, above, in accordance with the procedure outlined in Paragraph C of this section. Moreover, the administration is authorized to suspend a student from transportation services whose conduct while receiving transportation violates the standards set forth in section III, above. The administration is authorized to immediately suspend any student when there is an emergency as defined in section I.

If an emergency exists, the hearing outlined in Paragraph C of this section shall be held as soon as possible after the suspension.

- B. In the case of suspension, the administration shall notify the superintendent of schools within twenty-four (24) hours of the suspension as to the name of the student who has been suspended and the reason for suspension. Any student who is suspended shall be given an opportunity to complete any class work including but not limited to examinations missed during the period of his/her suspension.
- C. Except in the case of an emergency as defined in section I, above, a student shall be afforded the opportunity to meet with the administration and to discuss the stated charges prior to the effectuation of any period of suspension. If at such a meeting the student denies the stated charges he/she may at that time present his/her version of the incident(s) upon which the proposed suspension is based. The school administration shall then determine whether or not suspension is warranted. In determining the length of a suspension period, the administration may receive and consider evidence of past disciplinary problems which have led to removal from a classroom, suspension or expulsion.
- D. No student shall be suspended more than ten (10) times or a total of fifty (50) days in one school year, whichever results in fewer days of exclusion, unless a hearing as provided in section V B of this policy is first granted.
- E. No student shall be placed on suspension more than fifteen (15) times or a total of fifty (50) days in one school year, whichever results in fewer days of exclusion, unless a hearing as provided in section V B of this policy is first granted.
- F. Whenever a student is suspended, notice of the suspension and the conduct for which the student was suspended shall be included on the student's cumulative educational record. Such notice shall be expunged from the cumulative educational record by the local or regional board of education if a student graduates from high school.

Section V - Expulsion Procedures

The board of education may expel any student for one or more of the reasons stated in section III if, in the superintendent's judgment, such disciplinary action is in the best interests of the school system. An expulsion hearing is required in any instance in which the superintendent has reason to believe a student has engaged in the conduct described in section IIID. The procedures outlined in Paragraphs A and B, below, shall be followed prior to the effectuation of any expulsion unless an "emergency" as defined in section I, above, exists. If an emergency exists, such a hearing shall be held as soon after the expulsion as possible.

- A. The board of education shall notify the student concerned and his/her parents, or the student if he/she has attained the age of eighteen (18), that expulsion is under consideration. Such notice shall contain the information required under Paragraph B of this section. Three members of the board of education shall constitute a quorum for an expulsion hearing. A student may be expelled if a majority of the board members sitting in the expulsion hearing vote to expel provided that three affirmative votes shall be required for expulsion.
- B. The procedure for any hearing conducted under this section shall be determined by the hearing officer or board chairperson, as appropriate, but shall include the right to:

1. Notice of the proposed hearing, which shall include:
 - a. a statement of the time, place and nature of the hearing;
 - b. a statement of the legal authority and jurisdiction under which the hearing is to be held;
 - c. reference to the particular sections of the Connecticut General Statutes or school policies involved;
 - d. a short and plain statement of the matters asserted, if such matters have not already been provided in a statement of reasons requested by the student; the statement so provided may be limited to a statement of the issues involved if it is not possible to state the issues in detail at the time such notice is served. Upon request from the student concerned, a more definite and detailed statement of the issues shall be furnished; and
 - e. a statement, where appropriate, that the board is not required to offer an alternative educational opportunity to any student between the ages of sixteen and eighteen who (1) has been expelled previously or (2) is found to have engaged in conduct that endangered persons and involved (a) possession on school property or a school-sponsored activity a firearm, deadly weapon, dangerous instrument or martial arts weapon, or (b) offering for sale or distribution on school property or at a school sponsored activity a controlled substance as defined by law. (See section VIII on Alternative Educational Opportunity);
2. The opportunity to be heard;
3. The opportunity to present witnesses and evidence;
4. The opportunity to cross-examine adverse witnesses;
5. The opportunity to be represented by counsel; and
6. Prompt notification of the decision of the board of education which decision shall be in writing if adverse to the student concerned.

C. The record of any hearing held in an expulsion case shall include the following:

1. All evidence received and considered by the board of education, including a copy of the initial letter of notice of proposed expulsion, if any, and a copy of all notices of hearing;
2. Questions and offers of proof, objections and rulings on such objections;
3. The decision of the board of education rendered after such hearing; and
4. The official transcript, if any, of the proceedings relating to the case, or, if not transcribed, any recording or stenographic record of the proceeding.

D. Rules of evidence at expulsion hearings shall include the following:

1. Any oral documentary evidence may be received by the board of education, but a matter of policy, irrelevant, immaterial or unduly repetitious evidence shall be excluded;
2. The board of education shall give effect to the rules of privilege recognized by law;
3. In order to expedite a hearing, evidence may be received in written form, provided the interest of any party is not substantially prejudiced thereby;
4. Documentary evidence may be received in the form of copies or excerpts if the original is not readily available provided, however, that any party to a hearing shall be given an opportunity to compare the copy with the original;
5. A party to an expulsion hearing may conduct a cross-examination of witnesses where examination is required for a full and accurate disclosure of the facts;

6. The board of education may take notice of judicially cognizable facts in addition to facts within the board's specialized knowledge provided, however, the parties shall be notified either before or during the hearing of material noticed, including any staff memoranda or data, and an opportunity shall be afforded to any party to contest the material so noted;
 7. A record of any oral proceedings before the board of education at an expulsion hearing shall be made provided, however, that a transcript of such proceedings should be furnished upon request of a party with the cost of such transcript to be paid by the requesting party.
- E. In determining the length of an expulsion, the board of education may receive and consider evidence of past disciplinary problems, which have led to removal from a classroom, suspension, or expulsion.
 - F. Decisions shall be in writing if adverse to the student and shall include findings of fact and conclusions necessary for the decision. Findings of fact made by the board after an expulsion hearing shall be based exclusively upon the evidence adduced at the hearing.
 - G. Any student who is expelled shall be offered an alternative educational opportunity consistent with the requirements of state law as set forth in Section VII of this policy.
 - H. Whenever a student is expelled pursuant to the provisions of this policy, notice of the expulsion and the conduct for which the student was expelled shall be included on the student's cumulative educational record. Such notice, except for notice of an expulsion based upon possession of a firearm or deadly weapon, shall be expunged from the cumulative educational record if the student graduates from high school.
 - I. Whenever a student against whom an expulsion hearing is pending withdraws from school after notification of such hearing but before the hearing is completed and a decision rendered, notice of the pending expulsion hearing shall be included on the student's cumulative educational record and the board of education shall complete the expulsion hearing and render a decision.
 - J. The board of education may adopt the decision of a student expulsion hearing conducted by another school district, provided that the board shall hold a hearing pursuant to this policy which shall be limited to a determination of whether the conduct which was the basis for the expulsion would also warrant expulsion under the policies of the board of education. The student shall be excluded from school pending such hearing. The excluded student shall be offered an alternative educational opportunity in accordance with statutory requirements and this policy.
 - K. Students requiring special education and related services shall be subject to discipline consistent with state and federal law. Whenever a student requiring special education services is found to have: (1) been in possession of a firearm, deadly weapon, dangerous instrument or martial arts weapon, on school grounds or at a school-sponsored activity; (2) off school grounds, possessed a firearm or possessed and used such a firearm, dangerous instrument, deadly weapon or martial arts weapon in the commission of a crime; or (3) or off school grounds for sale or distribution a controlled substance as defined in Connecticut General Statutes 21a-240(9), whose manufacture, distribution, sales, prescription, dispensing, transporting or possessing with intent to sell or dispense, offering or administering is subject to criminal penalties under 21a-277 and 21a-278, said student shall be referred to a planning and placement team (PPT) for a determination of whether the behavior is a manifestation of the student's disability. If it is determined that the behavior is a

manifestation of the student's disability the PPT shall modify the student's individualized educational plan in order to prevent the reoccurrence of such behavior and to ensure the safety of other children in the school.

Section VI - Notification to Parents or Guardian

The parents or guardian of any minor student against whom disciplinary action is taken under this policy shall be given notice of such disciplinary action within twenty-four (24) hours of the time the student was excluded.

Section VII- Alternative Educational Opportunity

The board of education recognizes its obligation to offer any student under the age of sixteen (16), who is expelled, an alternative educational opportunity during the period of expulsion. Any parent or guardian of such student who does not choose to have his or her child enrolled in an alternative program shall not be subject to the provisions of Section 10-184 of the General Statutes. Any expelled student who is between the ages of sixteen (16) and eighteen (18) and who wishes to continue his or her education shall be offered an alternative educational opportunity if he or she complies with conditions established by the board of education. Such alternative may include, but shall not be limited to, the placement of such student in a regular classroom program of a school other than the one from which the student has been excluded and, for students at least sixteen (16) years of age, placement in an adult education program. In determining the nature of the alternative educational opportunity to be offered under this section the board of education may receive and consider evidence of past disciplinary problems which have led to removal from a classroom, suspension, or expulsion.

State statutes do not require the board to offer an alternative educational opportunity to a student between the ages of sixteen (16) and eighteen (18) who has been expelled previously or who is expelled because of conduct which endangers persons and it was determined at the expulsion hearing that the conduct for which the student was expelled involved (a) possession on school property or a school-sponsored activity of a firearm, deadly weapon, dangerous instrument, or martial arts weapon or (b) offering for sale or distribution on school property or at a school-sponsored activity a controlled substance as defined in subdivision (9) of C.G.S. State Statute 21a-240, whose manufacture, distribution, sale, prescription, dispensing, transporting, or possessing with the intent to sell or dispense, offering, or administration is subject to criminal penalties under C.G.S. State Statutes 21a-277 and 21a-278. If the board expels a student for the sale or distribution of such a controlled substance, the board shall refer the student to an appropriate state or local agency for rehabilitation, intervention or job training, or any combination thereof, and inform the agency of its action. If the board expels a student for possession of a firearm or deadly weapon, the board shall report the violation to the local police department. The board shall give the name of the student and a summary of the board's action in so referring the student, to the commissioner of education within thirty (30) days after the student is expelled.

The provisions of this section shall not apply to students requiring special education who are described in subdivision (1) of subsection (e) of Connecticut General Statutes 10-76a.

VIII - Gun Free Schools Act

The board of education shall submit to the commissioner of education such information on expulsions for the possession of weapons as is required for purposes of the Gun Free Schools Act of 1994, 20 U.S.C. State Statute 8921, et. seq.

Statutory references:

20 U.S.C. 8921 et seq.

Connecticut General Statutes

4-176e through 4-180a	21a-240
4-181a	21a-277
10-76a	21a-278
10-233a through 10-233g	

TARDINESS

Students must be in class when the tardy bell rings. Tardiness to classes could result in a denial of credit as stated in *Board Policy 5114*. Likewise, tardiness to school could have the same results. Chronic tardiness could also bring about a 10-day suspension and referral to the Superintendent's office.

TECHNOLOGY-USE OF COMPUTERS AND NETWORKS

Technology is an integral part of the classroom curriculum. A technology-rich instructional/learning environment better meets the individual learning basic skills as well as communication, critical thinking and creativity. A long-range Technology Plan is in progress throughout the district. A copy of the Technology Plan is available on request. Specific policies and procedures are being established to guide and monitor the use of instructional technology. A Parent/Student Handbook and an Acceptable Use Policy (A.U.P.) for technology will be distributed as these technologies are implemented in the schools.

Regulations for Student Use of Computers and Networks / Technology Acceptable Use Policy:

Computers and networks provide access to resources as well as the ability to communicate with other users worldwide. Such open access is a privilege and requires that individual users act responsibly. Users must respect the rights of other users, respect the integrity of the system and related physical resources, and observe all relevant laws, regulations, and contractual obligations.

Use of computers by students and access by students to computer networks and to the Internet are services made available to further the educational mission of the Norwalk Public Schools. In order to be granted these access privileges and to retain them, students must abide by the guidelines set forth in these regulations.

All school computer systems, including equipment and operating systems are the sole property of the Norwalk Public Schools. Use of the Norwalk Public School's computer systems, including internet access and email, is not guaranteed to be private. As such, the user does not have an expectation of privacy in his/her use of such systems, and the Norwalk Public Schools reserves the right to monitor the use of such systems to ensure compliance with school policies and use guidelines such as, bypassing passwords where appropriate.

Information Networks

The Norwalk Public Schools' network connects all schools and offices to make sharing information and communicating possible. This network supports activities that have educational value for administration, instruction and learning by teachers and students. The Internet is a collection of many worldwide networks that support the open exchange of information. The Internet provides immediate access to information anywhere in the world. Users can view or print articles, documents and pictures that can be used in the instructional-learning process.

Student Behavior

Students are expected to use all computer equipment and network access to pursue intellectual activities, to seek resources, to access libraries and for other types of learning activities. Students must explore this new "space" to discover what is available there. They will learn new information and can share their newfound knowledge with classmates, teachers, parents and global learning partners. For the safety of all involved, caution must be exercised when communicating with people anywhere.

Because the Norwalk Public Schools' network is used as part of a school activity, the Code of Conduct for each student's school applies to network activity. Therefore, the Acceptable Use Policy is an extension of each school's behavior code. These rules apply to vandalism of computer equipment, unauthorized access to information, computer piracy, hacking, and tampering with hardware and software.

The network may not be used to annoy, harass, or otherwise offend others. These rules also apply to other types of damage or information loss on the information networks that might be caused by destructive devices such as computer viruses. Any person responsible for a computer becoming infected with viruses, worms or any other type of destructive device will be liable. *Improper behavior may result in penalties, sanctions, and other consequences.*

Copying Software

With a few exceptions, software on the Norwalk Public Schools' computers and network are licensed for use on the Norwalk Public Schools' computers only. Copying software from a computer or network is prohibited unless specifically authorized in writing by an appropriate authority. *Illegal copying of software is subject to civil damages and criminal penalties, including fines and imprisonment.*

Moral and Ethical Issues

The Norwalk Public School District wants to provide a stimulating educational environment in which students, teachers and parents can grow as a learning community. While the Norwalk Public School District wants this valuable educational tool used, the use of inappropriate information on the Internet will not be condoned. Some materials exist which are inappropriate to the instructional setting, and reasonable measures will be taken to prevent them from being accessed. Users must clearly understand that access to such material in any form is strictly forbidden.

The network is designed to achieve and support instructional goals and is *not intended to be used for financial gain*. Any information that does not support classroom learning should be avoided. Although the actual percentage of unacceptable materials is small, it can cause concern for students and parents if a student accesses those materials while doing legitimate research. If you have a question or concern regarding any materials found, students should apprise the teacher or computer lab supervisor.

Digital Content

Materials on the Internet can be considered part of a vast digital library. Electronic database and information search tools to access the Internet are becoming part of school media centers and libraries. Many public libraries also offer some type of Internet access as part of their services. Guidelines for access to information have already been established in the *Library Bill of Rights* of 1980. These principles can be applied to the Internet as well. This document states that "attempts to restrict access to library materials violate the basic tenets of the *Library Bill of Rights*;" however, school librarians are required to devise collections that are "consistent with the philosophy, goals and objectives of the school district."

This means that students have the right to information, but the school has the right to restrict any information that does not apply to the approved curriculum.

Using Resources

Information networks have limited capacities. The more users there are on the network, the more congested the network becomes, and access to information will take longer. The following guidelines will help ease congestion:

- Do not tie up the network with idle activities.
- Do not play games with others on the network or on Internet.
- Do not download huge files unless directed to do so by a teacher.
- Download only information that is needed.
- Use access time efficiently.

TESTING

Below are the answers to the more frequently asked questions regarding the system wide testing program. Do not hesitate to call your child's school for additional information.

Why Is There A Testing Program In The Norwalk Public Schools?

The testing program is used to identify individual strengths and weaknesses and to plan for curriculum development and evaluation. In addition to the day-to-day assessment of knowledge and skills, testing assists teachers with general assessments of how many objectives have been mastered.

Who Takes The Tests?

All students in the grade level being tested take the test. Children with disabilities are included in State and district-wide assessment programs (Section 300.138(a), with appropriate accommodations and modifications in administration, if necessary. Alternate assessments may be recommended by the Planning and Placement Team only.

Students enrolled for one year or less in our English Language Learner (ELL) program may be exempt from certain parts of our testing program.

Which Tests Are Administered To Students And When Does Testing Occur?

All grade 10 students are administered the *Connecticut Academic Performance Test (CAPT)*. The test is given in the spring of each year with results reported to the school in the fall. This test is part of the new wave of test instruments designed to evaluate the high school students' higher order thinking skills and problem solving abilities. Eleventh grade students who have not reached proficiency in one or more parts of the CAPT test must retake the test.

Students who have completed two credits of a career and technical education sequence are administered *Vocational Testing*: The test covers entry-level, job related skills and/or ability to continue in higher education. Norwalk participates in the following programs: Business and Finance Technology, Family and Consumer Sciences, and Technology Education.

ELL Testing:

Upon entry, ELL students take a proficiency test to determine placement in the ELL program. All ELL's must also take the state mandated LASLinks English Proficiency Test. This test is administered annually, and it measures progress in listening, speaking, reading, and writing.

When And How Do Parents/Guardians Receive Test Results?

Individual parent reports are provided for parents/guardians for all system-wide testing. Reporting results for the Connecticut Academic Performance Test are generated at the State level and mailed to the parents/guardians by the local District. CAPT results are available in the fall following the spring testing.

TEXTBOOKS

Textbooks are supplied on condition that students conform to regulations adopted for their care.

1. A book receipt must be filled out for every book received.
2. Students are responsible for the proper care of their books. BOOKS SHOULD NOT BE ABUSED.
3. All textbooks should be covered.
4. Damaged or lost books must and will be paid for.
5. At the close of the school year, diplomas, school transcript, and/or report cards will not be issued to students who have financial obligations.
6. Failure to pay for damaged/lost books, school equipment, or any other financial obligation will result in:
 - Withholding of grades.
 - Withholding of records and transcripts to be forwarded to post secondary institutions.
 - Denial of participation in the graduation exercises.

TRUANCY

The Board of Education believes that regular school attendance is essential to the academic success of students. Therefore, it is the policy of the Board of Education to monitor school attendance so as to identify students who are truant or habitually truant, and to enlist the cooperation of parents and, when necessary, the juvenile justice system, in order to address the problem when it arises.

Truancy Monitoring Procedures

In accordance with the *Truancy Policy of the Board of Education*, the following procedures are hereby adopted.

For purposes of these procedures, "truant" means a child who has four (4) unexcused absences from school in any one month, or ten (10) unexcused absences from school in any school year. "Parent" means the parent, guardian or other person having control of a child.

1. When a student is identified as a "truant", the Superintendent or his/her designee (i.e., Principal, Housemaster, Assistant Principal) will conduct a meeting with the parent, the student, if appropriate, and with such school personnel where involvement is determined appropriate. The meeting will occur not later than ten (10) school days after the child's fourth (4th) unexcused absence in a month or tenth (10th) unexcused absence in a school year and will be for the purpose of reviewing and evaluating the reasons for truancy.

2. The parents of each child enrolled in the school district will be notified in writing annually at the beginning of the school year of their statutory obligation to insure that their child attends school. Parents of children enrolling during the school year will be similarly notified.
3. When parents are notified in accordance with paragraph 2 above, they will be asked to provide the principal of the school in which their child is enrolled with a telephone number or some other means of contacting them during the school day.
4. Parents will be informed by the school principal or his/her designee that it is their responsibility to contact the school office when it is necessary for their child to be absent from school. If a child is absent and no notification has been received from the parent, the school principal will designate a staff member to notify the parent of the child's absence.
5. If the parent of a child who is truant fails to attend the meeting held pursuant to paragraph 1 above, or fails to otherwise cooperate with the school in attempting to solve the truancy problem, the Superintendent will file a written complaint with the Superior Court pursuant to Connecticut General Statutes 46b-149, alleging that the acts or omissions of the child are such that his/her family is a family with service needs.

VISITORS

Parents and the public are always welcome at our schools. It is recommended that all visitors, including parents, call the school in advance for an appointment for a school tour or classroom visit. All visitors must report directly to the main office upon entering the school. All visitors must register in the school office by signing in and signing out as well as obtaining a Visitor's Pass.

In order to protect the safety and welfare of children while they are under the supervision of the school, visitors are expected to leave promptly when their business is completed. This also protects the school from the risk of liability for unauthorized visitors.

WITHDRAWAL FROM SCHOOL

The Administration/Guidance Department handles withdrawals from school. Parents are requested to communicate this information in writing to the counselor so that an orderly process is followed. In all cases, students must return books, equipment, and satisfy any financial obligations.

WORKING PAPERS

Working Papers are issued through the school office between the hours of 8:00 a.m. and 2:45 p.m. on a year round basis. In order to be eligible for working papers, the student must meet the following requirements:

1. SIXTEEN YEARS OLD and show proof of age, i.e., BIRTH CERTIFICATE, DRIVER'S LICENSE, ALIEN REGISTRATION CARD.
2. Have a "PROMISE OF EMPLOYMENT", which is a statement from the prospective employer stating what type of position, i.e., cashier, stock clerk.

SECTION III. CODE OF CONDUCT

These are administrative guidelines for the purpose of establishing consistency and fairness among the high school administrative teams. These guidelines ***are not intended*** to constrain or limit the professional judgment of the administrator ***or the authority of the board of education to expel a student.***

The principal and/or/his/her designee shall execute the following guidelines with discretion. Each incident will be thoroughly investigated and “due process” will be followed. It is important to realize that these guidelines pertain to all students when they are in the school, on school grounds, on a school bus or at bus stops or at any school activity.

Parents will be notified of any disciplinary action.

Examples of Conduct Which Violate Expectations	Definitions/Remarks	1 st Offense	2 nd Offense	3 rd Offense
Absence (unexcused) (See Parent/Student Handbook)	Requirement for students to be present at school on time and attend classes to acquire prescribed credit toward graduation.	Parent/student notification.	Parent/student notification & detention.	Parent notification. Loss of credit for quarter
Alcohol A.Use B.Possession C.Sales/Distribution	Possessing, having under one’s control, or using any controlled substance or alcoholic beverages is prohibited. A student shall not possess, sell, offer to sell, use or be under the influence of alcohol or drugs on school property and school functions.	A&B 10 days suspension Supt. Hearing Drug Counseling required. Police involvement. C.10 days suspension Expulsion Hearing. Police involvement.	A-B-C 10 days suspension. Expulsion Hearing. Police involvement.	
Arson	Intentionally starting or promoting any fire, combustion or explosion on school property.	10 day suspension. Expulsion Hearing. Police involvement.		
Articles that may disrupt the educational process/prohibited use of A.Markers (Permanent) B.Walkman C.Radios D.Electronic Devices (cell phones, pagers, gaming devices, any electronic recording devices capable	Possession of personal property prohibited by school rules and otherwise disruptive to the teaching and learning process: e.g., Items listed, but not limited to : Markers, any marking device that is capable of marking a permanent visible sign or written symbol that is	Confiscation (item returned to parent only).	Confiscation of the article. Return to parent at the end of school year. 1-3 days detention	Defiance of Authority. 3-5 days suspension (Confiscation)

Examples of Conduct Which Violate Expectations	Definitions/Remarks	1 st Offense	2 nd Offense	3 rd Offense
of capturing video and/ or audio images)(Also see <i>Unauthorized Recording Policy</i>) E.Laserpointers F.White Out B-D are not to be in view or in use during the school day.	offensive and/or prohibited – also included in this category are spray paints that could be used for marking purposes. Walkman. Radios. Electronic Devices, etc. <u>Any items that disrupt the educational process will be confiscated.</u>			
Assaults, Threatening Behavior A.Against Students B.Against Staff C.Computer Generated	The act of threatening to strike, (verbal, written, physical) attack or harm any person in school or at any sponsored or supervised activity, or intentionally placing another person in reasonable apprehension of physical injury.	A&C 5-10 days suspension. Prin. Hearing. Police involvement. B. 10 day suspension. Supt Hearing. Police involvement	A.&C. – 10 days suspension. Supt. Hearing. Police involvement B. 10 days suspension. Expulsion Hearing. Police involvement.	A.B.C. 10 days suspension. Expulsion Hearing. Police involvement.
Bullying	Any overt acts by a student or a group of students directed against another student with intent to ridicule, humiliate or intimidate.	1-5 days suspension. Prin. Hearing. Counseling	10 days suspension. Supt. Hearing. Counseling	10 days suspension Expulsion Hearing. Counseling
Burglary	Entry into a building illegally to commit theft. Taking of property without the owner’s permission, etc.	Restitution. 10 days suspension. Supt Hearing. Police involvement	Restitution 10 days suspension. Police involvement. Expulsion Hearing.	
Bus Misconduct A.Minor B.Major (endangering the wellbeing of passengers and passerbys).	Failure to comply with rules of bus safety or disturbing others.	A.1-3 days detention B.Parent notification. 1-3 days suspension. Loss of privileges for 1-5 days. Police involvement.	A.1day suspension B.Parent notification. Loss of bus privilege. 5-10 days suspension. Prin. Hearing. Police involvement.	A.3 day suspension Loss of privileges for 10 school days. B.10 days suspension. Loss of privileges/year. Supt. Hearing. Police involvement.
Computer Usage/Improper A.Threat or Abuse of Others	Engaging in any activity on the computer for reasons other than those expressly	A.See threatening behavior	A.See threatening behavior.	A.See threatening behavior.

Examples of Conduct Which Violate Expectations	Definitions/Remarks	1st Offense	2nd Offense	3rd Offense
B. Obscene Materials C. False Identification D. Use of School ID Off Premises E. Unauthorized Entry F. Copying School Computer Software G. Internet Violation H. Other	given by a teacher for educational purposes. Example: Improper computer usage consists of, but not limited to, the following: threats or abuse of others, obscene materials, false identification to gain access, use of school ID off premises, unauthorized entry, copying school computer software, etc.	B-H. 1-3 days suspension. Restitution. Police involvement if necessary. Loss of computer privileges up to 1 year.	B-H. Loss of computer privileges for one year. 3-5 days suspension. Prin. Hearing. Restitution. Police involvement if necessary.	B-H. 5-10 days suspension. Restitution. Police involvement. Loss of computer privileges. Supt. Hearing.
Defiance of Authority A. Failure to present proper school ID to identify oneself B. Refuses a reasonable request C. Refuses Detention D. Refuses to Report to Office E. Other, e.g. Rude Behavior	Failing to comply with a proper and authorized direction or instruction of a staff member. A student shall obey the reasonable orders of teachers, administration, and other district employees and shall respond to requests for information from these persons in a truthful manner.	A-E 1-3 days suspension	A-E 3-5 days suspension. Parent conference.	5-10 days suspension. Prin. Hearing
Demonstration A. (Unauthorized) B. Inciting demonstration	An act or instance meant to publicly display displeasure or disagreement with school authorities by not complying and/or disrupting regular school procedures, e.g., walking out of school and not attending classes according to schedule, etc.	A. 5-10 days suspension. Parent contact. B. 10 days suspension. Supt. Hearing.	A 10 days suspension. Supt. Hearing B. 10 days suspension. Expulsion Hearing.	A-B. 10 days suspension. Expulsion Hearing.
Disrespect toward staff	Written, verbal, or non-verbal abuse directed at a staff member. Responding in a rude or impertinent manner.	1-3 days suspension. Housemaster Hearing.	3-5 days suspension. Prin. Hearing.	5-10 days suspension. Supt. Hearing
Disruptive Behavior A. Throwing Objects B. Harassing/Teasing C. Other	A student shall not engage in conduct which disrupts the educational process or interferes with teaching or learning.	1-3 days detention. Parent contact.	1-3 days suspension. Parent contact.	3-5 days suspension. Housemaster Hearing. Parent contact.
Dress/Inappropriate Attire	Dressing or grooming in a manner as to constitute a health or safety problem or disrupt educational	Parent notification. Student required to change.	3 days detention. Student required to change.	Defiance of Authority. 3 days suspension.

Examples of Conduct Which Violate Expectations	Definitions/Remarks	1 st Offense	2 nd Offense	3 rd Offense
	persons.			
Extortion	Forcing other individuals to act against their will such as a demand for money. A student shall not take, use or borrow any property by expressed or implied threat.	10 days suspension. Prin. Hearing. Police involvement.	10 days suspension. Supt. Hearing. Police involvement.	10 days suspension. Expulsion Hearing. Police involvement
False Alarm & Bomb Scares		10 days suspension. Supt. Hearing. Police action.	Expulsion Hearing. Police action. 10 days suspension.	
Fighting-Mutual Combat	Involves the exchange of mutual, physical contact, such as pushing, shoving, hitting, or punching with or without injury.	1-5 days suspension. Parent conference.	5-10 days suspension. Prin. Hearing. Police involvement.	10 days suspension. Supt. Hearing. Police Involvement.
Forgery/Misrepresentation Cheating A. Altering Notes B. False Information C. Cheating D. Plagiarism E. Other	Altering official documents for the purposes of misrepresentation. Falsifying information by failure to provide accurate information to school officials or staff, either in writing or verbally. An individual's use or the attempt to use another person's identity, signature, academic work or research as if his/her own. Academic cheating may result in loss of credit.	1-3 days detention. Parent notification. Zero for Academic work.	1-3 days suspension. Parent notification. Zero for Academic work.	3-5 days suspension. Parent notification. Zero for Academic work.
Gambling	Playing a game of skill or chance for money or anything of value.	Parent contact. 1-3 days suspension.	Parent contact. 3-5 days suspension.	Parent contact. 5-10 days suspension. Prin. Hearing.
Harassment (Verbal) Non-discriminatory	Disturbing consistently, by pestering or tormenting in the classroom or elsewhere on the school site.	1-3 days detention	Parent notification 1-3 days suspension	Parent notification. 1-3 days suspension. Principals Hearing.
Inciting a Campus Disturbance	Unauthorized redress of problems by verbally or physically provoking others to react in an inappropriate manner, which could lead to violence or damage to property and disturbance of educational process.	10 days suspension. Supt. Hearing. Police involvement	10 days suspension. Expulsion Hearing. Police involvement.	

Examples of Conduct Which Violate Expectations	Definitions/Remarks	1st Offense	2nd Offense	3rd Offense
Leaving School Grounds Without Authorization		3-5 days detention.	1-3 days suspension.	3-5 days suspension. Prin. Hearing.
Littering	Refuse, trash or food, carelessly strewn or left, placed outside of proper waste containers.	Parent contact. 2 hours work detention.	Parent contact. 4 hours work detention.	2 days suspension. Parent contact.
Overt/Public Display of Affection	Students shall not engage in overt public display of affection.	Warning. Parent notification.	Parent notification. 1-2 days detention.	3-5 days detention. Parent notification.
Profanity/Vulgarity/ Racial Slurs A.Swearing B.Obscene Gestures/Language C.Spitting D.Indicent Exposure E.Derogatory/Spoken/ Written/Language/ Materials	Writing, saying, or making gestures which convey disparaging or grossly offensive, obscene, or sexually suggestive tolerance for racial, ethnic or religious slurs.	A.B.C. 1-2 days detention. Parent contact. D.E. 10 days suspension. Parent contact. Human Relations notified.	A.B.C. 2-3 days detention. Parent contact. D.E. 10 days suspension. Prin. Hearing. Human Relations notified.	A.B.C. 1-5 days suspension. Parent contact. D.E. 10 days suspension. Supt. Hearing. Human Relations notified.
Robbery	Taking property from a person by force, threat, or aggression.	10 days suspension. Expulsion Hearing. Police involvement.	10 days suspension. Expulsion Hearing. Police involvement.	
Sexual Harassment Offense	Sexual harassment consists of unwelcome sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature when made by a student to another student or staff member. The victim does not have to be the person harassed but could be anyone affected by the offensive conduct.	Parent contact. Refer to Human Relations.	Contact Human Relations.	
Tardies (unexcused) A.Class/School	Tardy is defined as not being in assigned classroom ready to do school work when the bell has rung.	2 tardies equal 1 unexcused absence	4 tardies equal 2 unexcused absences	6 tardies will result in Denial of Credit for quarter.
Theft/Possession of Stolen Property A.School Property B.Staff Property C.Student Property D.Major Offense	Taking property belonging to the school, individual, or group without prior permission. Having in one's possession property obtained without the	A-C. 1-3 days suspension. Restitution. Housemaster Hearing. Police	A-C..3-5 days suspension. Restitution. Prin. Hearing. Police involvement.	6-10 days suspension. Restitution. Supt. Hearing. Police involvement.

Examples of Conduct Which Violate Expectations	Definitions/Remarks	1 st Offense	2 nd Offense	3 rd Offense
	permission of the owner.	involvement. D. 10 day suspension Supt. Hearing. Police involvement.	D. 10 day suspension Expulsion Hearing. Police involvement.	
Tobacco Products A.Use	Use of tobacco products by students is prohibited. Refer to Board Policy.	2 days suspension. \$10.00 Fine.	4 days suspension. \$15.00 Fine	5 days suspension. \$25.00 Fine. 4 th occurrence-10 day suspension. Prin.Hearing. \$50 Fine 5 th occurrence-10 day suspension. Supt. Hearing. \$50 fine
Traffic Rules/Violation A.Parking B.Moving Violation	Student shall follow all school and other traffic rules when in operation or possession of a vehicle on campus or at a school event.	A.Ticket. \$5.00 Fine. Parent notification. B.1-3 days suspension.	Ticket. \$10.00 Fine Parent notification. B.3-5 days suspension.	Suspension of parking privileges for 15 school days. \$25.00 Fine. Parent notification. B.10 days suspension.
Trespassing/Unauthorized Visitation A.Within Campus B.Other Campus C.Non-Norwalk Public School Students D.Skipping Homeroom/AC&C and Study Hall	Entering any school property or into school facilities without proper authority. Includes any school entry during a period of suspension. Unauthorized presence within the home campus, on or in the vicinity of another school campus or any private property during school hours is prohibited.	A.1-3 days detention. Parent notification B.1-3 days suspension Notification of home School. Police involvement. C. Police involvement. Notification of home school. D. 1 day detention	A 1-3 days suspension. Parent notification. B.3-5 days suspension. D. 1-2 days detention	A.3-5 days suspension. Parent contact. B.5-10 days suspension. Supt. Hearing. Police involvement. D. 1-2 days suspension/Saturday detention
Unauthorized Recording Policy: A.Use of	A.Inappropriate drawings, unauthorized pictures, video or audio recording of students, staff or others on	A.Police notification to determine if criminal offense	A.Police notification to determine if a criminal offense	A.Police notification to determine if a criminal offense

Examples of Conduct Which Violate Expectations	Definitions/Remarks	1 st Offense	2 nd Offense	3 rd Offense
B.Distribution of	<p>school property or at school-related events, when such unauthorized action violates commonly accepted rules of decency or <i>damages the reputation of others or is intended to humiliate.</i></p> <p>B.Distribution, broadcasting/publication (via telephone, television, radio, internet, print media, flyers, etc.) of inappropriate drawings, unauthorized pictures, video or audio recording of students, staff or others on school property or at school-related events, when such unauthorized action violates commonly accepted rules of decency or <i>damages the reputation of others or is intended to humiliate.</i></p>	<p>has occurred; up to 10 days suspension and possible expulsion hearing.</p> <p>B.Police notification to determine if a criminal offense has occurred: 10 days suspension, Supt. Hearing and possible expulsion hearing.</p>	<p>has occurred; up to 10 days suspension and possible expulsion hearing</p> <p>B.Police notification to determine if a criminal offense has occurred; 10 days suspension and expulsion hearing.</p>	<p>has occurred; 10 days suspension and expulsion hearing.</p> <p>B.Police notification to determine if a criminal offense has occurred; 10 days suspension and expulsion hearing.</p>
Vandalism/Graffiti A.Minor B.Major	<p>Maliciously and intentionally causing damage to school property or the property of others. Includes situations in which minor damage can be repaired or replaced at no cost to the school.</p>	<p>A.3 days detention. Restitution.</p> <p>B.10 days suspension. Restitution. Police involvement. Supt. Hearing.</p>	<p>A.1-3 days suspension. Restitution. Police involvement.</p> <p>B.10 day suspension Restitution. Expulsion Hearing. Police involvement.</p>	<p>A.5-10 days suspension. Restitution. Police Action</p> <p>B.10 days suspension. Restitution. Police involvement. Expulsion Hearing.</p>
Weapons and Dangerous Instruments A.Gun (Automatic Police Referral with Recommendation for Expulsion) B.Knife/Razor Blades C.Live Ammunition D.Fireworks/ Explosives E.Other	<p>A student shall not possess or use weapons, explosives, dangerous items, or items that can be interpreted as being able to cause bodily harm to a person or persons. Weapons and dangerous items includes but are not limited to: Guns, chains, knives, razor blades, clubs, brass knuckles, fireworks, explosives, etc.</p>	<p>10 days suspension. Expulsion Hearing. Police involvement.</p>		

Any form of appearance which violates basic norms of neatness and cleanliness, or which could be construed as cultic, gang related or cause disunity within the School Community, even though conforming to the specific guidelines, is out of order and subject to sanction. The administration of the school will be the final judge of what is or is not acceptable. Students out of dress code may be sent home or may not be allowed to attend class until the violation is corrected. The absence will be considered unexcused. Students who cannot abide by these policies will face the appropriate disciplinary consequences that may result in suspension or expulsion.

-- NOTES --

Norwalk Public Schools
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