



Norwalk Public Schools

**MIDDLE SCHOOL#**  
**Student & Family HANDBOOK**  
*Grades 6-8*

**2010-2013**





## NORWALK PUBLIC SCHOOLS

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**Susan F. Marks, Ed.D.**  
*Superintendent of Schools*

Dear Students and Families,

Welcome to a new school year, and I know that this will be your best school year ever! Our staff looks forward to engaging in many partnerships with our families and community. Working together to ensure that our students have many opportunities to learn at high standards means that all our students will be ready for college and the world of work.

This handbook is a reference that we hope you find useful. It provides information on various school policies and practices such as, student rights and responsibilities, grading and reporting and the code of conduct. Please read the handbook with your child, and if you have any questions about its contents, please feel free to contact the administration of your school.

The Norwalk Public Schools is committed to the role of families as valued partners in their children's education. Family involvement is a critical link to achieve academic success and to ensure a safe and secure learning environment. Our staff will do our part by reaching out to our families and providing our families with ongoing and clear communication.

If you have any questions about this handbook or your child's school program, please do not hesitate to contact your child's school.

All the best for a great school year,

A handwritten signature in cursive script that reads "Susan F. Marks".

Susan F. Marks  
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, beginning on page 50. 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 periodically, 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.

**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
<b>ELEMENTARY SCHOOLS</b>		
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	1 Starlight Drive 06851	899-2980
<b>MIDDLE SCHOOLS</b>		
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
<b>HIGH SCHOOLS</b>		
Brien McMahon	300 Highland Avenue 06854	852-9488
Briggs	350 Main Avenue 06851	899-2820
Norwalk High	23 Calvin Murphy Drive 06851	838-4481
<b>CENTRAL OFFICE</b>		
Norwalk Public Schools	125 East Avenue 06852-6001	854-4000

# **SECTION I.**

## **WHAT TO DO WHEN YOU HAVE A CONCERN**

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### **LADDER OF REFERRAL**

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 steps outlined below.

Parent concerns about a student related to 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:

#### **Teacher**

As soon as you have a concern, send a note, call, or email the teacher during school hours. Leave your name, phone number and time you can be reached. Please also follow this procedure for concerns about special programs and/or services. Teachers wish to hear more, not less, from parents. The majority of misunderstandings can be resolved with the teacher.

#### **Guidance Counselor**

The Guidance Counselor should be contacted before contacting the Principal.

#### **Assistant Principal**

If the issue has not been resolved to your satisfaction, send a note, call, or email the Assistant Principal.

#### **Principal**

If the issue has still not been resolved to your satisfaction, send a note, call, or email the Principal.

#### **Central Office**

If necessary, the principal will direct you to staff at Norwalk Public School's Central Office.  
For Instruction areas: Assistant Superintendent for Curriculum and Instruction;

<b>For</b>	<b>Contact</b>
Pupil Personnel issues	Director of Pupil Personnel Services
Human Relations issues	Director of Human Relations
Health-related issues	Coordinator of Student Health Services
Bus-related concerns	Transportation Coordinator

#### **Superintendent and Board of Education**

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.

If you have questions or concerns about a teacher, please begin by contacting the teacher first. If your concern is not addressed to your satisfaction, then please follow the procedure outlined below:

- |  |
|--|
| <p>Please contact</p> <ul style="list-style-type: none"> <li>• The Teacher</li> </ul> <p>then</p> <ul style="list-style-type: none"> <li>• The Guidance Counselor, Psychologist, or Social Worker</li> </ul> <p>then</p> <ul style="list-style-type: none"> <li>• The Assistant Principal</li> </ul> <p>then</p> <ul style="list-style-type: none"> <li>• The Principal</li> </ul> <p>then</p> <ul style="list-style-type: none"> <li>• The Director</li> </ul> <p>then</p> <ul style="list-style-type: none"> <li>• The Assistant Superintendent</li> </ul> <p>then</p> <ul style="list-style-type: none"> <li>• The Superintendent</li> </ul> <p>and last</p> <ul style="list-style-type: none"> <li>• The Board of Education</li> </ul> |
|--|

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:

TEACHER	NURSE	GUIDANCE	ASST. PRINCIPAL	PRINCIPAL
Program Classroom Policies Homework	Health Health Records Immunizations Physicals	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 and/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 MIDDLE SCHOOL**

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### **ACADEMICALLY TALENTED PROGRAM**

The Academically Talented Program (AT) is a differentiated humanities curriculum for students in Grades Three through Eight who demonstrate academic talent. The program offers opportunities for peer groups to challenge and learn from one another and develop the desire for excellence and sense of individual responsibility to the school community.

Students who participate in the program take AT in place of **one section of** Language Arts. The program consists of four distinct quarters taught by four different teachers and covers the areas of Arts and Humanities, Language Arts, Science and Mathematics.

Students who have been successful in the elementary school Academically Talented Program will automatically be eligible for participation in the middle school Academically Talented Program.

#### **Nomination Process**

Students may be considered for the program at the end of each semester for inclusion the following semester. Eighth graders will be admitted only at the beginning of the school year.

Middle School Teams may nominate students for inclusion in the program. Parents may nominate their children once during Middle School. Students may self-nominate once during Middle School. Forms for parent and student nominations are available from the guidance counselor in each building.

Students who are nominated will be given the Structure of the Intellect Test (SOI), a test designed to identify giftedness in the areas of comprehension, memory, problem-solving, critical thinking, and creativity. In addition to these test results, a committee of Academically Talented teachers and Central Office administrators will review all nominees' standardized test results (CMT's), academic records, and team, parent and student nomination forms. In some cases, students will be called for an interview.

If a child is denied admission to the program, parents may exercise their right to appeal once during Middle School. A written appeal should be directed to the building guidance counselor.

#### **For September entrance in Grades 6, 7, and 8**

- End of third quarter – Completed nomination forms from parents, students and teams, and other required materials due to AT teacher
- Beginning of May – Students given SOI (Parent permission necessary)
- June/July – Students selected for program

#### **For mid-year entrance in Grades 6 and 7**

- End of first quarter – Completed nomination forms from parents, students and teams, and other required materials due to AT teacher
- Second week in December – All SOI testing complete (Parent permission necessary)
- Mid-January – Students selected for program

## **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.

## **ASSEMBLIES**

This is a privilege extended to students, which may be revoked because of poor behavior. It is the student's responsibility to:

- Pass quietly to and from the assembly with the class
- Follow the teacher's directions for seating
- Be courteous and polite to those who are conducting or participating in the program

## **ATTENDANCE/ABSENCE**

Attendance and punctuality at school is required by state law for all students under age sixteen. The primary responsibility for student attendance rests with the parents.

A student who has been absent must, upon his/her return, bring a note to his/her homeroom teacher indicating the dates of, and reasons for the absence. **Without a written note or phone call, the student's absence will become an unexcused absence.** By state law, any student with four unexcused absences in any one-month is classified as a truant. Truancy, of course, requires referrals for administrative or social agency action.

Below are some guidelines that we use for absences:

Excused absences when accompanied by parental/guardian notification:

- sickness
- death in the family
- religious observance/instruction
- family emergency of short duration
- medical/dental appointment  
(We strongly urge that appointments be made outside the school day.)

Unexcused absences:

- any absence without a phone call or note from parent/guardian
- missing the school bus
- car trouble or other problems getting to school regarding transportation
- staying home to baby-sit
- oversleeping
- inclement weather
- family vacations

In keeping with the philosophy that students need to maintain regular attendance at school, we strongly discourage families from scheduling any trips other than during the normal school vacations. If unusual circumstances arise, contact the guidance counselor.

## **BICYCLES**

Students are allowed to ride bicycles to school. Safety rules should always be followed. Upon arriving at school, a student is to walk the bike along the sidewalk and park it in the designated area. Bikes are to be locked at all times. The school is not responsible for the loss of or damage to bicycles.

## **BOOKS AND MATERIALS**

The school furnishes both textbooks and supplementary references. When assigned to students, the books must be properly cared for and returned in a condition comparable to the condition at the time of issue. Average usage and wear are expected. Books may be inspected periodically and fines will be levied for damage or loss. Students will be held accountable for all financial obligations.

## **BUS TRANSPORTATION**

The Norwalk Public Schools will transport eligible students at public expense from their area to their assigned schools, whether by use of publicly owned equipment or by contracted services and equipment. Transportation is not provided to babysitters' homes, nurseries, grandparents' homes, day care centers, or places of work.

Norwalk school buses have a capacity of 77 passengers and should travel no longer than 40 minutes to arrive at their assigned school in order that each bus can service a high school, a middle school, and an elementary school daily in the morning and repeat the trips again in the afternoon.

Parents and students should be advised that bus transportation to and from school is a privilege that may be rescinded temporarily or permanently should students fail to behave appropriately on buses and at bus stops.

### **ELIGIBILITY FOR TRANSPORTATION**

Transportation will be provided for students in grades 6 through 8 who reside more than two miles from the school to which they are assigned.

## **PARENT/GUARDIAN REQUESTS AND CONCERNS**

In spite of much advanced planning and careful scheduling, it is conceivable that some problems may occur with the school bus schedule especially during the first few weeks of the opening of school. Each year the volume of public inquiries and complaints concerning school bus transportation has been greater than can be handled by the small staff in the Transportation Office. Parents/guardians with questions regarding transportation should follow the guidelines below.

Call the principal of your child's school for information relating to ongoing problems with:

- late buses
- early buses
- bus passenger capacities
- bus passes
- safety/hazardous conditions
- accidents
- location/placement of bus stops
- pupil control on buses or at stops
- bus numbers
- bus schedules
- new pupil enrollees
- eligibility to ride the school bus

Call the Transportation Office of the Norwalk Public Schools at 854-4074 during the hours of 7:30 a.m. to 4:30 p.m. on school days if you have complaints pertaining to an immediate problem with:

- late buses
- early buses
- buses that never came
- bus passenger capacities
- behavior of driver (including rudeness, speeding, etc.)
- hazardous conditions
- safety conditions other than those that relate to pupil control
- accidents

**NOTE:** For additional information regarding Bus Transportation, please refer to the Student Transportation Handbook, available through your school.

## **CAFETERIA PROCEDURES**

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 receives a letter and an application from the central office outlining the free and reduced price lunch and breakfast policy. Those students requesting either free or reduced price lunch or breakfast must complete these applications. The central office staff will make a determination based on federal guidelines. Students approved for food stamps and/or AFDC must submit their proof of eligibility to their school, and will qualify automatically. The federal government requires that a certain number of applications must be verified.

Norwalk has breakfast programs in all Norwalk Public Schools. Participating students are offered a great variety of food components. Students may select as many choices as they can reasonably consume.

We continue to promote Hot Lunch Programs in our four middle schools, offering a variety of complete lunches and desserts. We have also expanded our High School Deli Bars to the middle schools.

General information is posted in classrooms. Information that is more detailed will be provided by the teacher escorting students to the cafeteria.

Students are reminded:

1. No food is to leave the cafeteria.
2. All students have a right to eat in a clean cafeteria, and each student has the responsibility to clean his/her table area before leaving.
3. During recess, must remain outside until time to return to class.
4. Students are to follow all instructions given by staff members supervising in the cafeteria at during recess.
5. Students owing more than ten dollars in their accounts will not be permitted to purchase items of their choice. They will be provided with a modest lunch.

## **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 counseling office of any telephone number or address changes. Parents must provide proof of residence (the lease, deed, or mortgage statement) and two utility bills to the counseling center.

## **CLASS ATTENDANCE**

Students are expected to follow their assigned schedule and be on time for homeroom and all classes. Attendance is taken in every class. Students who cut classes will be subject to disciplinary action. School attendance is reported on each interim report form and report card.

## **CONFERENCES**

Conferences with teachers, teams, and guidance counselors can be held anytime during the school year. These conferences can be initiated by parents, pupils, teachers, counselors, or the administration. Anytime there is a concern about a student's performance, behavior, or well being, there is sufficient cause for a conference to be arranged. The conference will be arranged by the counselor. Too often

parents are reluctant to communicate with the school because they do not wish to impose upon the teacher's time. We want to emphasize that home/school communication is vital to our total program. Our effectiveness is greatly enhanced by cooperative and concerned parents. We encourage you to arrange a conference whenever you feel there is a need.

## **CRISIS PROCEDURES**

In the event of a crisis in the Norwalk Public Schools (*i.e., earthquakes, severe storms, hazardous material spills, tornadoes, hurricanes*), the Crisis Procedures outlined in the Emergency Response Manuals immediately go into effect. All principals and administrators are familiar with communication procedures, alternate school locations, responsibilities, transportation options, checklists for custodians and teachers, and safety locations. A copy of the manual is available at each school.

## **CURRICULUM OFFERINGS**

**In the 6th grade**, required subjects are language arts, math, science, social studies, health, and physical education. Electives are offered in the areas of art, music (general and performing), family consumer sciences, technology education, computers, and world language. Computer skills are integrated with individual subject areas. Academically Talented Program is offered to students identified by special criteria.

**In the 7th grade**, required subjects are language arts, math, science, social studies, physical education, and health. Computer skills are integrated with individual subject areas. Electives are offered in the areas of art, computers, music, family consumer sciences, technology education, computers, and world language. The Academically Talented Program is offered to students identified by special criteria.

**In the 8th grade**, required subjects are language arts, math, science, social studies, health, and physical education. French and Spanish are also offered. Electives are offered in the areas of art, music, family consumer sciences, technology education, and computers. Academically Talented Program is offered to students identified by special criteria. Algebra is offered to students who meet the established criteria.

## **DANCES**

School dress and behavior codes apply at school dances and all other extracurricular activities. Guests are not permitted to attend the dances. Students are required to make arrangements for their own transportation prior to and after the dances.

## **DELIVERY OF MESSAGES AND ITEMS TO STUDENTS**

In the best interest of students and their educational program, it is not our procedure to interrupt classroom instruction to deliver messages about medical appointments, music lessons, etc. or articles such as lunch. Parents are urged to remind students of appointments before students come to school. Parents are also asked not to call the school to make phone requests unless messages are of an emergency nature. When parents bring needed items to school, they are requested to put the student's name on the item and leave it with the clerical staff in the main office.

## **DETENTION**

Detention (after school and lunch) is assigned for violations of school or classroom rules. A twenty-four hour notice is given so students may make any necessary travel arrangements. Parents will be notified in writing (detention form) and/or by phone.

## **DRESS CODE**

All students are expected to dress appropriately for school.

Dressing or grooming in a manner as to constitute a health or safety problem or disrupt educational activities is prohibited. Clothing regulations include but are not limited to:

- No head coverings are to be worn inside the school during school day. (Religious purposes excluded)
- Appropriate footwear must be worn at all times (must have heel straps).
- No clothing, caps or jewelry that advertise alcohol, illegal substances, or contain obscene or suggestive words or pictures (related to sex, alcohol, drugs, gangs).
- Pants and shorts must be worn appropriately. Underwear must not be visible.
- No midriff tops, halter tops, cut-off sleeves, or spaghetti strapped shirts and dresses allowed.
- Any mode of dress, immodest appearance, that creates an “unbusinesslike” appearance on campus is deemed inappropriate by the administration and will be prohibited. Inappropriate items may be confiscated.
- No bandanas.
- No heavy jewelry. No piercings except in ears.
- No long chains.

## **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.

## **EARLY DISMISSALS**

If for any reason it is necessary for a student to be excused early from school, his/her parent must provide a phone number for verification and written permission stating the date and reason for such an excuse. This excuse must be presented to the attendance secretary in the office before 8:30 a.m. on the day the student is to be excused. Parents are required to sign out students in the main office. Students are required to check out at the main desk of the office before leaving school (*Medical and dental appointments should be made after school hours or during vacation days*).

Any student who leaves the building between 8:15 a.m. and 2:50 p.m. without permission or authorization, will be subject to disciplinary action.

## **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).

## **EMERGENCY PLAN**

The Norwalk Public School System has a planned procedure to safeguard your child in the event of a natural disaster or other severe emergency. This document is available in each building for parent perusal. In the event of a disaster/emergency, the local radio station (*WNLK-1350 AM or WEFX-95.9 FM*) will inform the public and give specific directions.

Should the need arise to contact parents, the school will use the phone numbers supplied by parents. Thus, it is MOST IMPORTANT that parents keep the school informed of any phone number changes.

## **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**

A wide variety of activities is offered by the middle schools to service the interest and needs of our students. These after school programs are not intended to be highly competitive but rather for the enjoyment of all whom wish to participate. These programs are provided through the assistance of NPS staff. They are open to all students in grades 6, 7, and 8 and are conducted between the hours of 2:55 - 4:00PM. (*Any student who wishes to participate must submit a permission slip signed by his/her parent.*)

## **FIELD TRIPS**

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 event. Every effort will be made to keep the cost reasonable.

## **FIRE DRILLS**

Fire drills are held once a month throughout the year. Teachers will inform students of the fire drill procedures. During fire drills, use both sides of the stairwells to ensure a rapid exit from the building. Fire drills must and will be quiet and orderly. Students are to remain with their classes during the drill. Attendance is taken after a class exits from the building. It is extremely important that students follow the directions of any adult during a fire drill. Failure to behave appropriately during fire drills will result in disciplinary action.

## GENERAL BEHAVIOR

Students are expected to follow and abide by the directives of teachers and administrators. They are expected to be in their assigned classes at all times unless released by pass to go elsewhere. Students are not to leave their classrooms without permission from a staff member, and the building without permission from the administration. This is necessary not only for educational reasons but also for reasons of safety, health, and accountability.

Students are expected to conduct themselves like ladies and gentlemen at all times. Students who do not comply with this request are subject to suspension.

In an effort to continuously improve the educational environment in the middle schools, guiding principles have been established.

Maximum learning takes place when the teacher spends less time on discipline. Good discipline takes place when rules are set and understood by all.

Disciplinary procedures are effective only if these elements are present:

1. Everyone is aware of the expected disciplinary behaviors.
2. There is good home-school communication and cooperation.
3. Everyone is aware that there are consequences for negative behavior.
4. Positive behavior is recognized as well as negative behavior.

A pupil may be suspended or expelled in accordance with Norwalk Board of Education Policy. See code of conduct for specifics.

## GRADING OPTIONS FOR ENGLISH LANGUAGE LEARNERS

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.

<b>Grading Option</b>	<b>Suitable for:</b>	<b>Grading Option Decided by:</b>
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 COUNSELORS**

In middle school, students must begin making decisions that will have lasting effects in the years ahead. Guidance counselors are trained to assist students in learning how to make these decisions wisely and to get as much out of school life as possible. Students will be scheduled to meet in groups as well as individually with a counselor. All students are assigned and will remain with to a guidance counselor for three years.

### **Get To Know Your Counselor**

A student may request a conference with his/her counselor by obtaining a guidance request form from the homeroom teacher or from the guidance office. The form must be completed and returned to either the homeroom teacher or counselor.

## **HALL TRAFFIC**

In order to avoid accidents, confusion, excessive noise, and tardiness while passing, certain rules should be observed:

WALK on the right side in the halls and stairwells.

Keep moving and do not congregate in the stairwells, corridors, or lavatories.

## **HEALTH RECORDS**

When a student transfers out of our school system but remains within Connecticut, the Norwalk Public 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 addition, 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.

## **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.

## HOMEWORK

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

Homework is defined as *“tasks assigned to students by teachers that are meant to be carried out during non-school hours.”* These tasks may include reading assignments, book reports, projects, worksheets and studying for tests and quizzes.

Homework is a logical extension or expansion of daily 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 students, parents, 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.

### **Homework - Middle School**

At the beginning of each school year, the interdisciplinary teams as well as the world language and related arts teachers will meet to review the homework policy.

As long as the teams stay within the guidelines stated in the homework policy, the nature of the assignments will be left to the discretion of the individual teams according to the specific needs of each student. The world language and related arts teachers, too, will consider the individual differences of students when designing their homework assignments.

Therefore, the following requirements are recommended:

1. Language Arts, Math, Science and Social Studies combined
  - Grade 6 - 75 minutes daily
  - Grade 7 - 90 minutes daily
  - Grade 8 - 100 minutes daily
2. World Language
  - Grade 6 - 20 minutes daily
  - Grade 7 - 25 minutes daily
  - Grade 8 - 30 minutes daily
3. Related Arts (all subjects other than those mentioned above) for Grades 6, 7, and 8: At the discretion of the teacher and depending on the discipline, one homework assignment every two weeks is a general guideline.

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

#### **Guidelines for Teachers**

1. To establish a clear and consistent homework policy that is shared with students and parents.
2. To set up standards at the beginning of the year for the legibility and neatness and to work with the students throughout the year to assure that their papers meet acceptable standards.
3. To make sure that homework is relevant to the course of study.
4. To expect proper language usage and to note errors in papers.
5. To check all homework and give students feedback on all work done.
6. To be reasonable in their expectations of the time allotment for homework.

#### **Guidelines for Students**

1. To understand the directions for homework before leaving class.
2. To be responsible for handing in assignments on time and understand the consequences if they do not.
3. To have a clear understanding of the given assignment.
4. To be responsible for obtaining and making up any work missed due to absences from class.

5. To realize that homework will be part of their grade.
6. To assume responsibility for obtaining the proper resources and materials.
7. To consult with their teacher or teachers when the cumulative amount of homework on a given day may exceed reasonable limits.

**Guidelines for Parents/Guardians**

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

**HONOR ROLL (ACADEMIC)**

A student must maintain at least a 3.0 for Honors or at least a 3.4 for High Honors in the following areas: Language Arts, Social Studies, Mathematics, Science, World Language, Technology Education, Art, Computer, General Music, Piano, Guitar, Band, Orchestra, Chorus, Academically Talented, Health, Physical Education, Family & Consumer Sciences, and Reading.

A student will automatically be excluded from the Academic Honor Roll for an incomplete or missing mark in an academic subject. If an incomplete grade is not satisfied within ten days, the student is ineligible for the academic honor roll.

When an incomplete or missing mark is replaced by an achievement mark, then the student will become eligible for a recalculation of the academic honors by the school's guidance department. Effort marks will not be considered for academic honors.

The quality points used in calculating the grade point average are as follows:

A = 4.0	B+ = 3.3	C+ = 2.3	D+ = 1.3	F = 0
A- = 3.7	B = 3.0	C = 2.0	D = 1.0	
	B- = 2.7	C- = 1.7	D- = .7	

**HONOR ROLL (EFFORT)**

A student will receive Effort Honors if the student has no "below average" effort marks and no more than one "average" effort mark in any of the following subjects: Language Arts Fiction, Language Arts Non-Fiction, Social Studies, Mathematics, Science and World Language, Technology Education, Arts and Crafts, Computer, General Music, Piano, Guitar, Band, Orchestra, Chorus, Physical Education, Health, Academically Talented and any additional Applied Arts or Academic subject. When a missing effort mark is replaced by an effort mark, the student will become eligible for recalculation of the Effort Honors by the school's guidance department. The effort marks used are as follows:

- 1 = above average
- 2 = average
- 3 = below average

## **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.

## **INTERIM REPORTS AND REPORT CARDS**

The school year is divided into four marking periods of approximately nine weeks each. Report cards are issued to students at the end of each quarter except for the fourth quarter when they are mailed home. In addition, in the middle of each marking period, interim report notices are issued to students to be taken home.

Parents of students who are in danger of failing one or more subjects receive interims by mail.

## **LEAVING SCHOOL**

Students are to leave school grounds in an orderly fashion at dismissal time. Those students remaining for legitimate after school business or activities must be in their assigned areas by 2:55 p.m. Disciplinary action will be taken against students who loiter in the school or on school grounds.

## **LIBRARY**

**Hours: 7:45 A.M. – 3:30 P.M.**

Each student has the right to use the facilities and responsibility to abide by the rules and procedures of the library. Students may conduct research, use A.V. materials, study, or borrow books.

Before and after school, students may visit the library whenever they wish. During the school day, a student must have a library pass issued to him/her by a teacher before entering the library facility. This

pass must be shown to the Library Assistant and signed before the student returns to his/her classroom. Each student may borrow two books at a time.

Upon entering the library, students should be as quiet as possible. Library Assistants are available to assist with any problems that may arise. Remember, the use of the library is a privilege granted and may be suspended if library procedure is not followed.

## **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 main office. Staff members should be alert to the presence of any unauthorized visitors and report their presence to the main office.

## **LOST AND FOUND**

The lost and found department is located in a prominent part of the building. All articles found during the school day should be taken to this office. Students who have lost any of their belongings should inquire at the office. Such inquiries are to be made before and after school only. Lost articles, which are not claimed within a reasonable time, will be sent to a charitable organization.

## **MAKE-UP WORK FOR ABSENCES**

When a student is absent for an extended period during the school year, he/she loses a substantial part of his/her education, which can never be entirely replaced. For this reason, parents are encouraged to consider extended vacations or trips during the school year very carefully before taking children out of school. If students are taken out of school, the responsibility rests completely with the student to make up the work upon the student's return to school within a reasonable period.

## **MEDIA ACCESS TO STUDENTS**

Parent(s) or guardian who denies permission to have his/her youngster interviewed or photographed by the media must do so in writing to the administrator in charge during the first week of school in September.

The following regulations pertain to access of the media to our students:

1. Release of names and addresses of students is subject to the Freedom of Information Act. For students under the age of 18, disclosure of names and addresses may occur only with the written consent of parent(s) or guardian and the approval of the administrator in charge.
2. Photographing or filming of students in special education programs may be authorized by the administrator in charge only with the written consent of parent(s) or guardian.
3. Photographing or filming of events in the schools may be authorized by the administrator in charge with the understanding that the photographing or filming does not interfere with the operation of the school as a safe and orderly environment for learning.
4. Interviewing of students by media representatives in grades K to 8 shall be authorized by the administrator in charge only with the written consent of parent/guardian. The reverse of the

emergency card on file at school includes information regarding parents' consent for media interviews.

5. Interviewing of students by media representatives in grades 9 to 12 shall be authorized by the administrator in charge provided that each parent/guardian shall have received a notice from the Superintendent of Schools via letter or parent handbook, that the administrator in charge has the authority to permit such interviewing as a reasonable activity to take place within the school environment unless the parent/guardian has denied such permission to the administrator in charge in writing.
6. With regard to athletic teams and contests, the coach shall have the duties and responsibilities as listed in numbers 1 through 5 of the administrator in charge.

## **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, 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).

## **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:

- No student may possess or use a remotely activated paging device in school or on school property.
- No student may possess or use a cellular mobile telephone in school or on school property.

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

## **PASSES**

A pass is required for any student moving through the halls while classes are in session.

## **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 6 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 new student who does not comply with this state requirement will not be permitted to attend school. All physical forms for 6<sup>th</sup> grade students are due to the school nurse by October 15. Failure to do so will result in exclusion from school.

All students new to the district must show evidence of a physical exam. The exam must be done within one year of entering and recorded on the State of Connecticut Health Assessment form (blue).

After an absence of more than 4 months, a current health assessment must be completed. After an absence of any duration when residence has been established in a foreign country, a current health assessment must be completed.

## **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/RETENTION**

In order to be promoted to the next grade, students in Grades 6, 7 and 8 must pass all Language Arts, Social Studies, Mathematics, Science and demonstrate satisfactory effort in the Related Arts areas. They must also demonstrate satisfactory effort in their minor subjects. Each student must be considered on an individual basis.

If a student fails Language Arts, Social Studies, Science, or Mathematics he/she will be required to attend summer school and obtain a passing grade. (*See Summer School.*)

Tutoring by a certified teacher for an equivalent number of hours may be substituted for attendance in summer school with permission from the principal and passing summer school final exam.

## **PROMOTION EXERCISE REQUIREMENTS**

In order to participate in eighth grade promotion exercises a student must have successfully completed and passed his/her language arts, mathematics, science and social studies program. In addition students are expected to satisfy all financial obligations.

## **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).

## **SAFETY HAZARDS, ANNOYANCES AND FADS**

Students are not permitted to bring to school such items as canes, sticks, water pistols, lighters and matches, fireworks, cell phones, I-pods, MP3 players, hand-held video games, 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. 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.
2. 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.
3. Drivers should not stop directly in front of the school entrance or in the middle of the parking lot, as traffic congestion will result and the safety of children jeopardized.
4. 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.

5. Drivers should not park in the handicapped parking spaces. The law requires that only handicapped persons with permits use these spaces.
6. The maximum speed is 10 mph or less for all cars entering or leaving school grounds.
7. 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.
8. 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.
9. 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.
10. 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.
11. Crossing guards and parent volunteers 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.
12. Parking is prohibited at any time during the school day in front of the school.

## **SCHOOL CLOSING - INCLEMENT WEATHER**

When the weather is unusually severe and traveling conditions appear to be hazardous, pupils and parents/guardians are urged to listen to news broadcasts to determine whether the schools will be open, delayed, or remain closed.

Radio broadcasts will begin at 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 announced on the Norwalk Public Schools' Information Line: 854-4123 and posted on Norwalk Public Schools' website – [www.norwalkpublicschools.org](http://www.norwalkpublicschools.org).

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**

In the event of inclement weather once school begins, it may become 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 or check our website – [www.norwalkpublischools.org](http://www.norwalkpublischools.org).

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 SAFETY**

While the Board of Education maintains buildings, grounds and equipment in compliance with local and state code, students have an obligation to themselves, to other students, teachers, Board of Education employees, and visitors to observe the following safety rules:

- No running, pushing or shoving.
- No smoking anywhere in the building or on school grounds.
- No vandalizing school equipment either educational or of the mechanical facility: doors, rest rooms, etc.
- No playing pranks on others.
- Following instructions during fire drills.
- Obeying the rules of the road on school grounds, if you have the use of a motor vehicle.
- Following directions and observing the safety rules pertaining to science, gym, and shop classes.
- No tampering with fire alarms or fire extinguishers.
- Reporting accidents to the nearest available staff member immediately.

\*Please refer to the code of conduct for more detailed information

## **SEARCH & SEIZURE**

### **Locker and Desk Searches**

The Board of Education provides lockers and desks as depositories for pupils' personal belonging 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. A parent will be advised if it is determined that a search is warranted.

## **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](http://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:

- Full-time regular classroom instruction with special education support.
- Cooperative teaching with special education and regular education in the mainstream classroom.
- Special education self-contained classes with regular education opportunities.
- 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:

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

## **STUDENT GOVERNMENT**

A student council organization provides an opportunity, at middle school level, for pupils to exercise leadership.

This organization, through its efforts, contributes to the development of student leaders and a better understanding of civic duties. Through use of the democratic process, suggestions for school improvements may be made and implemented.

## **SUMMER SCHOOL**

Normally, middle school students are limited to take up to two summer school courses at the expense of the parent. Summer School courses are for students who have failed a course. School administrator approval is needed.

## **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.**

**SUSPENSION, EXPULSION, REMOVAL FROM THE CLASSROOM**

**Section I – Definitions**

- "Exclusion" is defined as any denial of public school privileges to a student for disciplinary purposes.
- "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.
- "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.
- "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 any device designed to cut or bludgeon (e.g. utility knife, switchblade knife, gravity knife, billy club, blackjack, bludgeon, 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, at a school-sponsored activity, on the telephone, on the internet, or in writing, in which acts are repeated against the same student over time.

### **Reporting 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 encouraged 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 lead 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) on 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 TO CLASS**

Tardy is defined as not being in an assigned classroom ready to do school work when the bell has rung. Students are expected to arrive to class on time. Those who arrive after the bell are expected to show a pass from a staff member. Students should then be seated in a quick manner and begin working without further disruption. Persistent tardiness to class will result in additional consequences as specified in the code of conduct. Students are allowed adequate time to pass between classes. Students should be in their classrooms when the bell rings or when the period officially begins.

## **TARDINESS TO SCHOOL**

Students who are not in their homerooms by 8:15 a.m. are considered tardy. Students who arrive late must report to the office for passes to class. A note explaining the reason for his/her tardiness is to accompany the student to school. A parent/guardian should accompany their child (when possible) into the office to sign them in. Excessive or unexcused tardiness will result in appropriate school or social service agency action.

## **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.

## TEXTBOOK REGULATIONS

Free 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. They should not be abused.

3. All textbooks must be covered as required.
4. Damaged or lost books must and will be paid for.
5. At the close of the school year, report cards, promotion certificates, and/or school transcripts will not be issued to students who have any financial obligations.

## **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.

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.

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.

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.

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.

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 to request 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.

## SECTION III. CODE OF CONDUCT

These are administrative guidelines for the purpose of establishing consistency and fairness among the middle 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 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
Absence (unexcused) A.All Day (See Parent/Student Handbook) B.Unexcused from class	Requirement for students to be present at school on time and attend classes.	A.Parent contact. 1 day in school suspension. Truant Officer notification.  B.Parent notification. Detention to equal class missed.	A.Student/parent conference. 2-3 days in school suspension. Truant Officer notification.  B.Parent notification. 1 day in school suspension.	A-B.3-5 days in school suspension. Truant Officer notification. Prin. Hearing. Possible referral to Juvenile Court.  Parent conference. 3 days in school suspension.
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. 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	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	Warning Confiscation (item returned to parent only)	Confiscation of the article. Return to parent at the end of school year.	Consistent Defiance of Authority. Confiscation. 3 days in school suspension. Return to parent at the end of school

Examples of Conduct Which Violate Expectations	Definitions/Remarks	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
C.Radios D.Electronic Devices (cell phones & pagers, gaming devices, any electronic recording devices capable of capturing video and/or audio images)(Also see <i>Unauthorized Recording Policy</i> ) E.Laser pointers F.Laser players G.White Out H.Other	making a permanent visible sign or written symbol that is offensive and/or prohibited – also included in this category are spray paints or other types of paint that could be used for marking purposes. Walkman. Radios. Electronic Devices, etc. <u>Any items that disrupt the educational process will be confiscated.</u>			year.
Assault A.Students B.Staff	Definite act of making physical attack.	A.1-5 days out of school suspension. Prin. Hearing. Police involvement.  B.10 days suspension. Supt. Hearing. Police involvement.	A.5-10 days out of school suspension. Supt. Hearing. Police involvement.  B.10 days suspension. Expulsion Hearing. Police involvement.	A-B.10 days out of school suspension. Expulsion Hearing. Police involvement.
Bullying Refer to Board Policy Pattern of Overt Acts	Any overt acts by a student or a group of students directed against another student with intent to ridicule, humiliate or intimidate.	1-5 in-school susp. Prin. Hearing. School Counseling. Parent Notification.	3-5ys suspension. Prin. Hearing. School Counseling. Parent Notification.	10 days suspension. Supt. Hearings. School Counseling. Parent Notification
Burglary	Entry into a building illegally, commit theft. Taking of property without the owner’s permission, etc.	Restitution. Up to 10 days suspension. Supt Hearing. Police involvement. Parent contact.	Restitution. 10 days suspension. Supt. Hearing. Police involvement. Parent contact.	Restitution. Police involvement. Supt. Hearing. Parent contact.
Bus Misconduct A.Minor B.Major (endangering the well being of passengers and passerbys).	Failure to comply with rules of bus safety or disturbing others.	A.Written warning Parent notification.  B.1-3 days in school suspension.	A.1-3 days detention. Parent notification. B.Loss of bus privileges from 1-5 days. 3-5 days in school	A.Loss of bus privileges for 1-3 days. Parent notification. B.10 days suspension. Supt. Hearing. Police involvement.

Examples of Conduct Which Violate Expectations	Definitions/Remarks	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
			suspension. Prin. Hearing. Police involvement.	
Computer Usage/Improper A.Threatening or Abusive to Others B.Obscene Materials C.False Identification D.Use of School ID Off Premises E.Unauthorized Entry F.Copying School Software Property G.Internet Violation H.Other	Engaging in any activity on the computer for reasons other than those expressly 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.	A.See Threatening Behavior.  B-H.1-3 days loss of computer privileges. Restitution. Police involvement if necessary.	A.See Threatening Behavior.  B-H.Loss of computer privileges up to 10 days. 1-5 days in school suspension. Restitution. Police involvement if necessary.	A.See Threatening Behavior.  B-H.Loss of computer privileges. 10 days suspension. Restitution. Police involvement. Supt. Hearing.
Defiance of Authority A.Refuses a reasonable request B.Refuses Detention C.Refuses to Report to Office D.Food or Drink Where Prohibited 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.	One (1) day in school suspension. Parent notification.	Up to 3 days in school suspension. Parent conference.	3-5 days in school suspension. Prin. Hearing. Parent contact.
Disrespect toward staff	Written, verbal, or non-verbal abuse directed at a staff member.	1-3 days in school suspension. Parent conference.	3-5 days in school suspension. Prin. Hearing.	5-10 days out of school suspension. Supt. Hearing.
Disruptive Behavior A.Throwing Objects B.Harassing/Teasing C.Other	A student shall not engage in conduct which interferes with teaching or learning.	1-3 days in school detention. Parent notification.	1-3 days in school suspension. Parent notification.	3-5 days in school suspension. Parent notification.
Dress/Inappropriate Attire	Dressing or grooming in a manner as to constitute a health or safety problem or disrupt educational activities. Clothing regulations include but are not limited to: No head coverings are to be worn inside the school during school day. (Religious	Student required to change. Parent notification.	1-3 days detention. Student required to change. Parent notification.	Defiance of Authority. 1-3 days in school suspension. Required to change. Parent notification.

Examples of Conduct Which Violate Expectations	Definitions/Remarks	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
	<p>purposes excluded)            Appropriate footwear must be worn at all times.            No clothing, caps or jewelry that advertise alcohol, illegal substances, or contain suggestive words or pictures (related to sex, alcohol, drugs, gangs).            Pants and shorts must be worn appropriately.            No midriff tops.            Any mode of dress, immodest appearance, that creates an “unbusinesslike” appearance on campus is deemed inappropriate by the administration and will be prohibited. Inappropriate items may be confiscated.            No bandanas.            No heavy jewelry.            No long chains.</p>			
<p>Drug Offense            A.Sold/Distribution            B.Use/Possession            C.Imitation Drug            D.Paraphernalia            E.Inhalant/e.g,Glue, Paints            F.Inappropriate Medications            G.Other</p>	<p>Possessing, having under one’s control or using any controlled substances is prohibited. A students shall not possess, sell, offer to sell, use or be under the influence of drugs, or other substances/materials and paraphernalia, which are dangerous to health or safety or which disrupt the educational process, e.g., inappropriate prescription/over the counter drugs, glue, aerosol paint cans, etc.</p>	<p>A.10 days suspension.            Expulsion Hearing.            Police involvement.             B-G.10 days suspension.            Supt. Hearing.            Police involvement.</p>	<p>B-G. 10 days suspension.            Expulsion Hearing.            Police involvement.</p>	
<p>Endangering Health and Safety of Others            A.Other Students            B.School Employees            C.Others</p>	<p>A student shall not engage in conduct that endangers, or reasonably appears to endanger, the health or safety of other students, school employees or other persons.</p>	<p>1-5 days in school suspension.            Prin. Hearing.            Police involvement.</p>	<p>5-9 days out of school suspension.            Supt. Hearing.            Police involvement.</p>	<p>10 days out of school suspension.            Expulsion Hearing recommended.            Police involvement.</p>
<p>Extortion</p>	<p>Forcing other individuals to act against their will such as a demand for money. A</p>	<p>1-5 days suspension in or out of school            Parent contact.</p>	<p>10 days suspension.            Supt. Hearing.</p>	<p>10 days suspension.            Expulsion Hearing.            Police Involvement</p>

<b>Examples of Conduct Which Violate Expectations</b>	<b>Definitions/Remarks</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>
	student shall not take, use or borrow any property by expressed or implied threat.	Prin. Hearing. Police involvement.	Police involvement.	
False Alarm & Bomb Scares		10 days suspension. Supt. Hearing. Police action.	10 days suspension Expulsion Hearing. Police action.	
Fighting-Mutual Combat	Involves the exchange of mutual, physical contact, such as pushing, shoving, hitting, or punching with or without injury.	1-5 days in school suspension. Parent conference.	1-5 days out of school and/or 1-5 days in school suspension. Prin. Hearing.	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 in school detention. Parent notification.  Zero for Academic work.	1-3 days in school suspension. Parent notification.  Zero for Academic work.	3-5 days out of school suspension. Parent notification.  Zero for Academic work.
Gambling Unauthorized selling	Playing a game of skill or chance for money or anything of value. Selling non-school sponsored items.	1-3 days detention. Parent contact.	1-3 days in school suspension Parent contact.	3-5 days in school suspension. Prin. Hearing. Parent notification.
Harassment (Verbal) Non-discriminatory	Disturbing consistently, by pestering or tormenting in the classroom or elsewhere on the school site.	1-3 days detention. Peer mediation. Parent notification.	1-3 days in school suspension. Peer mediation. Parent conference.	5 days in school suspension. Prin. Hearing Parent conference.
Leaving School Grounds Without Authorization		1-3 days in school suspension. Parent contact.	3-5 days in school suspension. Parent contact.	5-10 days in school suspension. Parent contact Principal's Hearing.
Littering	Refuse, trash or food, carelessly strewn or left, placed outside of proper waste containers.	Parent contact. 1-2 days work detention.	Parent contact. 2-4 days work detention.	Parent contact. 1-3 days in school suspension.

<b>Examples of Conduct Which Violate Expectations</b>	<b>Definitions/Remarks</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>
Overt/Public Display of Affection	Students shall not engage in overt public display of affection.	Warning. Parent contact.	1-3 days detention. Parent conference.	1-3 days in school suspension. Human Relations notified. Parent notification.
Profanity/Vulgarity/ Racial Slurs A.Swearing B.Obscene Gestures/Language C.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.1-2 days in school suspension. Parent notification.  C.5-10 days suspension. Human Relations referral.	A-B.3-5 days in school suspension. Parent conference.  C.10 days suspension. Human Relations referral.	A-B.3-5 days out of school suspension.  C.10 days suspension. Supt. Hearing. Human Relations referral.
Robbery	Taking property from a person by force, threat, or aggression.	10 days suspension. Supt. 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 to a staff member. The victim does not have to be the person harassed but could be anyone affected by the offensive conduct.	Preliminary investigation/action. Parent contact. Human Relations referral.		
Tardies (unexcused) A.Class B.School	Tardy is defined as not being in assigned classroom ready to do school work when the bell has rung. (By Quarter)	A.Teacher assigned detention.  B.1-5 days tardy detention. Parent notification.	A.Teacher assigned detention. B.6-9 days tardy 2 days in school suspension. Parent meeting.	A.Teacher assigned detention. B.10 days tardy, warning letter. 5 days in school suspension. Prin. Hearing.
Theft/Possession of Stolen Property A.Minor-School Property Staff Property, Student Property	Taking property belonging to the school, individual, or group without prior permission. Having in one's possession property obtained without the permission of the owner.	A.1-2 days in school suspension. Restitution. Parent conference. Possible police involvement.	A.3-5 days in school suspension. Restitution. Prin. Hearing. Parent contact. Police involvement.	A.3-5 days out of school suspension. Restitution. Prin. Hearing Parent contact. Police involvement.

<b>Examples of Conduct Which Violate Expectations</b>	<b>Definitions/Remarks</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>
B.Major		B.10 days suspension. Restitution. Prin. Hearing. Police involvement.	B.10 days suspension. Restitution Prin. Hearing. Police involvement.	B.10 days suspension. Restitution. Police Involvement. Expulsion Hearing.
Threatening Behavior A.Against Students B.Against Staff C.Threats to Person's Life D.Computer Generated	The act of threatening to strike, (verbal, written, physical, computer) 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. This also includes bullying	A.1-5 days in school suspension. Parent contact. Prin. Hearing. Police involvement.  B.C.D.10 days suspension. Police involvement. Supt. Hearing	A.1-5 days in school suspension. 1-5 days out of school suspension. Parent contact. Prin. Hearing. Police involvement. B.C.D.10 days suspension. Expulsion Hearing. Police involvement.	A.B.C.D.10 days out of school suspension. Police involvement. Expulsion Hearing.
Tobacco Products A.Use B.Possession	Use or possession of tobacco products by students is prohibited. Refer to Board Policy.	A.2 days suspension. Parent notification. \$10.00 fine.  B.2 days in school suspension	A.4 days suspension \$15.00 Parent contact. B.3-5 days in school suspension.	A.5 days suspension. \$25.00 fine. Parent contact.  B.6-10 days in school suspension.
Trespassing/ Unauthorized Visitation A.Within Campus B.Other Campus C.Non-Norwalk Public School Students	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-B 1-3 days detention. Parent notification. Notification of home school.  C.Police involvement	A&B 1-3 days suspension. Parent notification. Notification of home school.	A.-B.1-5 days suspension
Unauthorized Recording Policy:  A.Use of	A.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	A.Police notification to determine if criminal offense has occurred; up to 10 days suspension and possible expulsion hearing.	A.Police notification to determine if a criminal offense has occurred; up to 10 days suspension and possible	A.Police notification to determine if a criminal offense has occurred; 10 days suspension and expulsion hearing.

Examples of Conduct Which Violate Expectations	Definitions/Remarks	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
B.Distribution of	decency or <i>damages the reputation of others or is intended to humiliate.</i>  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>	B.Police notification to determine if a criminal offense has occurred: 10 days suspension, Supt. Hearing and possible expulsion hearing.	expulsion hearing  B.Police notification to determine if a criminal offense has occurred; 10 days suspension and expulsion hearing.	B.Police notification to determine if a criminal offense has occurred; 10 days suspension and expulsion hearing.
Vandalism/Graffiti A.Minor  B. Major	Maliciously and intentionally causing damage to school property or the property of others. Includes situations in which can be repaired or replaced at no cost to the school.	A.1-3 days detention. Restitution.  B.10 days suspension. Restitution. Police involvement. Supt. Hearing.	A.1-3 days in school suspension. Restitution. Parent contact. B.Expulsion Hearing. Police involvement.	A.3-5 days in school suspension. Restitution. Prin. Hearing.
Weapons and Dangerous Instruments A.Gun (Automatic Police Referral with Recommendation for Expulsion ) B.Knife/Razor Blade C.Live Ammunition D.Fireworks/ Explosives E.Other	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.	10 days suspension. Supt. Hearing or Arrest/Expulsion Hearing. Parent contact. Police involvement.		

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 -



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