

# NORWICH CITY SCHOOL DISTRICT

*Home of the Purple Tornado*



***Connect \* Inspire \* Empower***

**2022-2023 Student Planner**

Teamwork makes the dream work!

One of the first ways we can work together as a team is by setting high standards for academic achievement.

This helps everyone understand we are on the same page and our goal is to be successful!

This planner provides you with a detailed description of all policies and procedures in place for NHS. This is often referred to as the plain language code of conduct. Students are responsible for the standards outlined in this planner, so please be sure to read through it carefully.

A full version of all policies is available on our website under board policies.

By following these practices, we can create a learning environment that promotes high quality instruction and ensures the safety of everyone at NHS.

Thank you for your help and cooperation in making this happen



2022-2023

# Student Planner

Name \_\_\_\_\_

Grade \_\_\_\_\_

Homeroom \_\_\_\_\_

## In Case of an Emergency, please contact:

Name \_\_\_\_\_

Address \_\_\_\_\_

Home Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

Work Phone \_\_\_\_\_

### Important Information:

Physician \_\_\_\_\_

Phone \_\_\_\_\_

Blood Group \_\_\_\_\_ Rh Factor \_\_\_\_\_

Allergies \_\_\_\_\_

Other Medical Information \_\_\_\_\_

Norwich High School  
2022-2023  
Bell Schedule

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<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5/Lunch</b>	<b>6/Lunch</b>	<b>7/Lunch</b>	<b>8</b>	<b>9</b>
8:25-9:07	9:10-9:52	9:55-10:37	10:40-11:22	11:25-12:07	12:10-12:52	12:55-1:37	1:40-2:22	2:25-3:07

Lunch Bells

5-11:25 – 12:07

6-12:10 – 12:52

7-12:55 – 1:37



# Additional Assistance

Many questions arise throughout the course of the school year.  
This chain of command guidelines should help you in dealing with  
your concerns in the most efficient manner possible.

Questions about	1 <sup>st</sup> Contact	2 <sup>nd</sup> Contact	3 <sup>rd</sup> Contact	4 <sup>th</sup> Contact
Academics	Teacher	School Counselor	Building Principal	Superintendent
Classroom Procedures	Teacher	Building Principal	Superintendent	
Scheduling	Teacher	School Counselor	Building Principal	Superintendent
Behavior	Teacher	Associate Principal/ Principal	Superintendent	Superintendent
Cafeteria	Director of School Lunch	Director of Teaching and Learning	Superintendent	
Health Office	Building Nurse	Building Principal	Superintendent	
Athletics	Coach	Athletic Director	Superintendent	
Co-Curricular	Advisor	Building Principal	Superintendent	
Special Education	Teacher	Building Principal	Director of Special Programs	Superintendent
Transportation	Bus Driver	Director of Transportation	Building Principal	Director of Teaching and Learning

*Be different*



*Be yourself*

# Community Relations

**Telephone Contacts** - The main number for the District is (607) 334-1600.

Specific offices may be reached at the extensions noted below.

❖ High School Principal.....	Mr. Scott Graham.....	1439
❖ Secretary to Principal.....	Mrs. Doreen Mackay.....	1439
❖ High School Office/Attendance.....	Mrs. Teresa Hager .....	1036
❖ Academic Success Coordinator.....	Mrs. Lori Race.....	1636
❖ Associate Principal.....	Mr. Joe Alger.....	1453
❖ CARE Coordinator .....	Mr. Michael Taylor . .....	1025
❖ Athletic Coordinator.....	Mr. Rich Turnbull.....	1139
❖ Athletic Secretary .....	Mrs. Teresa Hager.....	1637
❖ Health Office.....	Mrs. Nellene Palmere.....	1038
❖ District Enrollment .....	Mrs. Kimberly Hackett.....	5415
❖ Buildings & Grounds.....	Mr. James Mucha.....	1320
❖ Technology Help Desk.....	BT BOCES RIC.....	766-3800
❖ School Lunch Director.....	Ms. Dee Shalna.....	5410
❖ Technology Coordinator.....	Mr. Jake Resnick.....	1436

## District Administration and Staff

Mr. Scott Ryan, Superintendent

Mrs. Lauren Van Beers, Secretary to the Superintendent .....5504

## Transportation Staff

Mr. John Natoli, Director of Transportation.....1600

## High School Student Services:

Mrs. Tracy Maynard..... (Students A-F) .....ext. 1839

Mr. Richard Fornito..... (Students G-O) .....ext. 1639

Ms. Angela Garruto..... (Students P-Z) .....ext. 1539

Mrs. Kelly Collins-Colosi, School Social Worker.....ext. 1237

Mrs. Donna Stanistreet, Psychologist.....ext. 1638

Student Services Secretary ..... Ms. Dorothy Beardslee..... ext. 1039

Student services FAX number.....334-6680

# Visitors

Visitors must sign in at the Main Office when they enter the building and show photo id to obtain a visitor's pass which is issued through the Raptor system. The visitor's pass is to be displayed at all times. When leaving, visitors are to sign out.

- Students who attend other schools and wish to visit NHS must obtain approval from the Building Principal in advance.

Parents are asked to make appointments, in advance, when wishing to meet with teachers, counselors, and administrators to discuss student progress or programs.

## **Emergencies**

The determination to close school is made by the Superintendent and will be announced on the following radio stations: Central New York Radio Group, Binghamton WAAL/WKGB/WNBF/WHWK/WYOS/MIX 103.3/STAR 105.7/ WCDO/ "The Bear" 1430 WENE/680 WINR, Syracuse WNTQ 93Q, or through local TV Stations: Binghamton WSKG, WBNG Channel 12, WICZ TV 40, Syracuse WTVH Channel 5, WSTM Channel 3, News 10 Now, or the Evening Sun and Press & Sun Bulletin websites. It will also be posted on the NCSD website or through the app.

# Instruction

## **Course Load Requirements**

- A. The Norwich High School program is a minimum of four years in duration. The school program is based upon full-time, daily attendance (8:25 a.m.-3:07 p.m.). Any exception to this provision will be reviewed on a case-by-case basis by the Principal and Superintendent of Schools.
- B. All students in grades 9-12 are required to carry approximately 6.5 units of credit. These credits would include no more than one approved independent study. Any exception to this provision will be reviewed on a case-by-case basis by the Principal and Superintendent of Schools.
- C. Graduation
  - All students must fulfill the graduation requirements for a diploma, as per Board Policy and NYS Education Department, in order to be allowed to participate in the graduation ceremony.
  - The Board of Education is responsible for establishing the procedures of the graduation ceremony. As graduation is a solemn celebration, the standards and procedures established by the Board of Education and the administration will be followed.

## **College Credit in High School**

**Advanced Placement Courses:** Our school offers Advanced Placement courses in several disciplines, including English, Science, and Social Studies. Advanced Placement courses allow academically capable students to pursue collegiate-level studies while still in high school. As part of their AP coursework, students may have the option to complete an AP Exam. Based upon course grades and AP Exam scores, students may receive college credit for their study. Most, but not all, colleges and universities award

AP credits to incoming freshmen based upon class performance and exam scores. Students taking AP courses are responsible for the exam fee.

**Norwich High School also offers classes through:**

### **SUNY Broome Community College**

Solutions in Fitness and Wellness (PED 118 and 119)

### **SUNY Morrisville:**

Personal Finance (BUAD 109)

Composition and Research (COMP 101)

Introduction to Speech (COMM 111)

Introduction to Mass Communication (Jour 101)

Selected topics in Pre-Calculus (MATH 147)

Calculus 1 (MATH 161)

The Film Experience (HUMN 210)

World Regional Geography (GEOG 101)

### **SUNY Oneonta**

Issues, Philosophy, and Foundations of Education (EDCU 106)-

### **Tompkins Community College Courses (TC3)**

Spanish (102)

Spanish I (201)

Spanish II (202)

French (102)

French I (201)

Foundations of Business (BAUD 108)

### **SUNY Morrisville**

Intro to Psychology (PSYC 101)

Intro to Sociology (SOCL 101)

**In addition, there are options for blended and online classes through DCMO BOCES.**

### **Career and Technical Education (CTE)**

Students may elect to pursue studies through the Career and Technical Education (CTE) at DCMO BOCES. Prior to beginning studies in Occupational Education, students must meet the following prerequisites:

1. You must be at least a Junior to be considered for BOCES Occupational Education courses.
2. You must be a student in good standing. Good standing means:
  - A student will be current with all of their coursework.
  - A student will have earned credit for their Regents courses by the end of their sophomore year.



## Procedure for awarding credits in CTE Programs

Students who attend CTE programs at BOCES can receive high school credits for Math, Science, English, Social Studies and Career and Financial Management courses given the following conditions:

1. Successful completion of the required Regents.
2. Successful completion of the CTE program.

## Homebound Instruction (Tutoring)

Homebound Instruction (tutoring) is provided to students who are unable to attend school due to medical difficulties. In this event, the parent must notify the Principal or School Counselor immediately. The parent must obtain a written medical request for homebound instruction from the child's physician. The medical request should include beginning and ending dates.

No tutor can be assigned until the physician's request is received. Students under the age of compulsory attendance are provided tutoring if they are unable to attend school due to disciplinary action. Secondary students receive the equivalent of two (2) hours of tutoring instruction per day. Students receive credit for their work while on homebound instruction.

## Grade Status

Grade Level	Credits Needed
Sophomore	5
Junior	10
Senior	Must be able to meet graduation requirements by JUNE of that school year. 22

## Student's Grade Level

1. Students must have a minimum of 5 credits to be considered a sophomore (grade 10).
2. Students must have a minimum of 10 credits to be considered a junior (grade 11).
3. In order to be considered a senior (grade 12), students must have 14 credits and/or be able to meet graduation requirements by June of that school year.

## Graduation Requirements

### REGENTS DIPLOMA

English .....	4
Social Studies .....	4
Mathematics .....	3
Science .....	3
LOTE.....	1
Art/Music .....	1
Health .....	1/2
Physical Education .....	2
Electives .....	3.5
Total .....	22

### Required Regents Exams

(Passing Score of 65 or higher) English Regents, Mathematics Regents, Global Studies Regents, U.S. History Regents, Science Regents

### REGENTS WITH ADVANCED DESIGNATION DIPLOMA

English .....	4
Social Studies .....	4
Mathematics .....	3
Science .....	3
*LOTE.....	3
Art/Music .....	1
Health .....	1/2
Physical Education .....	2
Electives .....	1.5
Total .....	22

### Required Regents Exams for Regents with Advanced Designation

(Passing Score of 65 or higher) English Regents, Algebra Regents, Geometry Regents, Trigonometry Regents, Global Studies Regents, U.S. History Regents, Living Environment Regents, Earth, Chemistry or Physics Regents

*An average score of 90 on these exams qualifies a student for a Regents with Advanced Designation with Distinction*

## **Request to Graduate Early**

Any student wishing to graduate prior to their commencement date (based on the year they entered ninth grade) must submit a request to their School Counselor. The request must indicate when they wish to graduate and what their plans are immediately following. The request must have both the signature of the student and the parent/guardian.

Requests should be submitted to the student's School Counselor no earlier than January of the student's sophomore year. Students will not be permitted to double-up core academics until they have completed their sophomore year.

Once approval has been granted, students will receive a letter of acknowledgement from the high school principal.

At the completion of the student's sophomore year, the student will be granted senior status. This means he/she will be included in senior class rank and average, will be able to take part in all senior activities (including senior trip), and will be eligible to participate in all graduation activities.

### **Potential August Graduates:**

- Will be considered Junior Status
- After successful completion of summer school, potential August graduates will have the option to participate in June's graduation ceremony the following school year.

### **Marking Periods**

The marking periods for the 2022-2023 school year are:

November 11, 2022

January 28, 2023

April 1, 2023

June 24, 2023

### **Report Card/Progress Reports**

Report Cards are issued every 10 weeks and interim report every five weeks. In addition to numerical grades, teacher comments are also included. Teachers send information home and make phone calls to alert parents about students experiencing academic or behavioral difficulties.

### **Adding a Course**

Students may add a class to replace a study hall during the first ten days of an academic year only if space is available.

### **Incompletes**

Incompletes may be given at the discretion of the classroom teacher and are intended for students with extended absences due to medical or unforeseen circumstances. Students receiving home tutoring will follow a different set of guidelines.

## **Dropping a Course after the Ten Day Add/Drop:**

During the initial ten-day period of an academic year, students may drop a course only if it is replaced with another credit-bearing course that meets during the same bell.

Once the first ten days of the academic year have passed, requests to drop a course will not be considered until the end of the first marking period. At that point, any requests to drop a course will require extenuating circumstances. For example, coursework is beyond the student's academic ability and/or circumstances outside the school setting are making it difficult to continue in the course. Consideration for dropping a course will not be given if dropping that course puts the student below the minimum credits. Prior to initiating such a request, students must have:

- Initiated discussion with their classroom teacher and counselor
- Demonstrated that they have completed all coursework and sought additional help
- Request that their teacher complete the drop form

After the teacher contacts the parent/guardian regarding a course drop, the request will be forwarded to the building principal for review.

The building principal will make the determination as to whether the request is approved or denied. If approved, the student will receive a grade of WF (Withdraw Fail) or WP (Withdraw Pass) depending on the student's grade in the course at the time of the drop. The WF or WP will show on the student's final transcript but will not be calculated into the overall GPA.

## **Level Changes**

On occasion, students may need to change the level of the class in which they are enrolled. In order for this to occur, students must:

- Initiate a level change discussion with their classroom teacher and counselor
- Demonstrate that they have completed all coursework and sought additional help
- Request that their teacher complete the drop form

After the teacher contacts the parent/guardian, the request will be forwarded to the building principal for approval. Students must remain in class until the counselor makes the level change.

The grade at the time of withdrawal from the class is the grade that accompanies the student to his/her new class.

*NOTE: For all completed marking periods, five points will be added to the student's average if they are going from Honors to a Regents level course and ten points will be added to the student's average if they are going from an Advanced Placement to a Regents level course.*

If a level change is unable to be accommodated due to the student's current schedule, a study hall will be added, and the student will need to pick up the appropriate course the following school year.

## **Service Learning**

Service learning is arranged as a personal investment of time and energy in an activity that benefits others. Students in grades 10-12 may participate in service learning. A student may use their study hall time to volunteer. There are currently 10 sites set up in the community at which a student could choose to volunteer. If a student volunteers 40 or more hours during a school year, he/she is eligible to receive .5 academic credit. In addition, if a student volunteers 80 or more hours he/she is eligible to receive 1.0 academic credit. For more information, please see Mrs. Colosi.

## **Summer School**

A high school student who fails a course may be eligible for summer school to earn course credit. Some also attend summer school to review prior to retaking a Regents Exam in August. A student can take up to two academic courses each morning during the summer school program. Information regarding summer school classes is available through Student Services.

*Note: August Regents will be offered each summer at the Regional Site. Students must pre-register if planning to retake a Regents exam in the summer. Contact your School Counselor to register for August Regents exams.*

Transportation is provided by the District from Norwich High School to the summer school site. All school rules and student conduct expectations are in effect during summer school. Students who fail to adhere to the transportation safety rules will be dismissed from the program.

The grade earned during summer school will replace the grade earned during the school year.

## **Field Trips**

Field Trips are arranged by teachers to strengthen student learning through activities not available in the classroom. Preparation work in advance of the field trip and reflection following the trip are required. Students who miss other classes to attend field trips are expected to secure assignments and notes missed during class.

## **Health / Physical Education / AIDS Instruction**

Each student in grades 9-12 must successfully complete the Physical Education Course during each year of attendance in school in order to qualify for graduation. Two units of Physical Education (1/2 unit per year) are required by the Commissioner of Education for a diploma. Students must have the following change of clothing for P.E. classes: sneakers, t-shirt, socks, and shorts. Clothing for Physical Education must comply with the dress code.

In compliance with the Regulations of the Commissioner of Education, the District will provide classroom instruction concerning Acquired Immune Deficiency Syndrome (AIDS) as

part of a sequential and comprehensive Health Program for all students in K-12. The school provides age-appropriate instruction which must include the following

information: the nature of the disease, methods of transmission of the disease, and methods of prevention of the disease (stressing abstinence as the most effective and appropriate protection against AIDS).

A copy of the course outline (by grade level) is available on-line or through the teachers. Parents may request to have their student excused from the segment of AIDS instruction regarding the methods of prevention of the disease by filing a request with the Building Principal. The request must give assurance that instruction will be given at home.

### **Driving Permits**

Forms are available in the main office and students must bring in a copy of their license and proof of registration. Upon approval by the Associate Principal, you will receive a permit which will be then be placed on the rear driver's side window. Permits need to be renewed annually. Students must park in the large parking lot near the front of the school by the baseball fields. Students who abuse driving privileges by being in the parking lot during school time, driving in an unsafe manner, transporting other students without permission, or leaving school without permission face the loss of driving privileges.

Abuse of driving privileges can result in the canceling of the permit. The speed limit in the school parking lot is 10 MPH. The District is not responsible for any harm or damage done to the vehicle during the time it is on school property.

***All BOCES students must take District transportation to/from BOCES and NHS. As per BOCES, students are not permitted to drive to/from their home school.***

**All New Visions students should obtain their driving permits through the Associate Principal.**

### **Assemblies**

Student assemblies are scheduled to broaden the overall educational program in diverse ways. Faculty will escort students to all assemblies. Students should treat presenters with courtesy and respect.

Expectations for student conduct include:

1. Take assigned seat quietly
2. Do not speak (in an emergency speak only in a whisper)
3. Pay attention to the speaker/performer(s)
4. Applaud only when appropriate

## **Parent/Teacher Communication**

**Parent Conferences:** We believe the well-informed parent is more able to contribute to the success of our students. For this reason, parent/teacher contacts are encouraged via written communication, telephone conferences and/or personal meetings. Parents may initiate a conference with the teacher by contacting their child's teacher directly. Parents may also use email to contact teachers directly and maintain communication. Links to individual teacher email addresses can be found on the school website [www.ncsd.org](http://www.ncsd.org).

### **Student/Parent Concerns**

Successful partnerships between students, parents, and school personnel are essential to the goal of student success. There may be times when students voice concerns that leave parents wondering what they can do to help. At such times we encourage students to take responsibility for solving the problem or concern. The protocol below will encourage students to participate in problem solving, while assuring that if they are not successful, there is help to solve the problem.

**Step 1:** Parent encourages student to speak to the teacher directly, coaching the student how to approach the problem.

**Step 2:** If the student is not successful, the parent contacts the teacher to discuss the situation.

**Step 3:** If the parent is not successful, the student and/or parent contacts the School Counselor to share the concern in an effort to solve the problem.

### **Teacher/Extra Help**

Teachers are available to provide additional help to students. This includes opportunities before school, during study halls and after school. Each teacher will post available times in their classroom to encourage students to seek help.

## **Student Policies and Procedures**

### **Academic Intervention Services**

Academic Intervention Services is a requirement for any student at risk of not passing the state assessment. Additionally, during AIS, we use peer tutors as well as teacher assistance, so most students are scheduled into some form of AIS-either as a student in need of help in an area or a student able to provide help for an academic area. Eligibility for AIS will be determined based upon a student's class performance, standardized test results, attendance record, and teacher and/or parent recommendations. Services and interventions available to students may include:

1. additional assigned time with teachers to work on improving basic academic skills
2. additional supports in the classroom

## **Attendance Policy**

### **A. Objectives of the Attendance Policy are:**

- to ensure sufficient pupil attendance so that pupils may achieve State mandated education standards;
- to accurately track the attendance, absence, tardiness and early departure of students to and from the school;
- to track student location for safety reasons and to account to parents regarding the location of children during school hours.

### **B. Strategies / Incentives that Encourage Student Attendance**

**1. Notice of Absences:** The pupil's parents/guardians shall be notified of a pupil's non-attendance, unexcused absence, tardiness or early departure.

- When a pupil has not been marked as present for the first period of scheduled instruction and the school has not been previously notified of the absence, the District shall attempt to contact the pupil's parents/guardians to learn the nature of the pupil's absence and notify the parent that the pupil has not arrived at school.
- When a pupil has been marked as present, fails to report to an assigned class, and can not be located in the building the District shall attempt to contact the pupil's parent/guardians to notify them of the pupil's absence.

#### **2. Strategies to Achieve Objectives of the Attendance Policy**

- An automated call will be made twice a day to inform parents of student absences from class.
- In grades 7-12, parents/guardians will be notified when a student has exceeded 5, 10 and 15 absences in a full year course. The Attendance Clerk will send a letter and student attendance report to the parent/guardian. The School Counselor and/or Building Principal will follow up with the parent/guardian and student in ways they determine to be most effective in communicating the seriousness of the problem to the student and family. Copies of all notices will go to the principal and counselor and be kept in the student's permanent record file.
- In grades 7-12, after 20 unexcused class absences in a full year course the teacher will inform the School Counselor and Attendance Clerk. The Attendance Clerk will send out a notice informing the parents/guardian that their child has exceeded the maximum number of unexcused absences in that class. The principal or designee will meet with the parent/guardian to review the student's attendance record in all of his or her classes. The principal or his designee will continue to monitor the student's attendance and investigate all absences.
- The parent/guardian may appeal informally to the principal or formally to the Superintendent of Schools on behalf of the student at any time during this process. An appeal to the Superintendent of Schools requesting a review of the student's attendance recorded must be made in writing.



- Written excuses must be provided for each excused absence and the work missed from the absence must be made up in a timely manner.
- Unexcused absences will count against students in earning course credit under this attendance policy (eighteen (18) unexcused absences in a full year course).
- In other words, a student with more than eighteen (18) unexcused absences in a full-year course or more than nine (9) unexcused absences in a half-year course will risk the potential for losing credit for that course.
- Any absence of more than one-half of a class period will count as an absence.

**3. Disciplinary Procedures:** The student may be subject to disciplinary procedures for unexcused absence, tardiness, or early departure. As described in the Code of Conduct, these consequences include verbal and written warnings, detentions, in school suspensions, out of school suspensions and loss of extra-curricular privileges.

- 4. Counseling:** The District shall provide appropriate counseling to students with chronic attendance problems. Students are expected to be in class no later than 8:25 a.m. Students arriving early are not allowed to sit in the halls due to fire and safety regulations.
- Students arriving to their first bell class after 8:25 a.m. will be marked tardy to school. They will need to report to the Attendance Clerk to obtain a pass to enter their first bell class. Notes are required. Excessive tardiness will result in disciplinary action.
  - All students marked tardy/absent must bring in a written note signed by the parent/guardian upon arrival to school. The note must be submitted to the Attendance Clerk. It is the responsibility of the parent/guardian to notify the school between 8:00 and 9:00 a.m. when a child will not be in school/class. An automated call will go to the parent/guardian at home or work if a student is absent and we have not heard from the parent/ guardian.
  - A student who is not in school/class and whose parent/guardian expects them to be in school is considered truant and will receive a disciplinary response.
  - A student under the compulsory age of attendance who is absent from school with parent/guardian approval, but is not absent for a legal reason, is considered truant. Disciplinary responses and notification of the authorities will occur if a student is habitually absent for illegal reasons despite the approval of a parent/guardian.
  - If a student must leave school during the school day because of sudden illness or any other reason he/she must report first to the Health Office. The school nurse will determine the necessary steps. The school nurse is authorized to release a student through the verbal directive of a parent in an emergency situation.
  - Students leaving the building for any reason must sign out with the Attendance Clerk in the presence of the adult who is picking up the student.

- A student who wishes to be released from school early must bring a written note signed by his/her parent/guardian to the Attendance Clerk who will then issue a pass for being released early.
- A student who is returning from being absent must bring a written note signed by their parent/guardian. The note must be submitted to the first block teacher and will be forwarded to the Attendance Clerk.

**Parent notes submitted for any attendance issue must include:**

1. The date of the absence, late arrival, or early dismissal.
2. The specific reason for the absence.
3. The signature of the parent/guardian.

**Note:** *Persons arriving to pick up students for specific appointments must sign in at the front desk and report to the Attendance Clerk. No student will be released from school without a signed parent/guardian request.*

*In the event a parent/guardian directs release of a student to a person other than those listed on the Student Information Sheet, the Attendance Clerk must verify the request (by phone) prior to releasing the student.*

**Sign-In/Out Procedure**

The staff at the Norwich High School takes the safety of the students seriously. The student entry and dismissal procedures below are strictly enforced.

- Parents must provide a list of individuals to whom District personnel are authorized to release a student. This is done each year on the Student Data Form. No student may be released to the custody of any individual who is not the parent or guardian of the student unless the individual's name appears on the Student Data Form filled out by the parent.
- A student will be released directly to either parent at any time the parent requests the release of a student. Certified copies of court orders documenting specific custody limitations must be provided to the District if access to the student by the non-custodial parent has been restricted. District personnel will not be able to refuse access to a student without proper documentation.
- Someone seeking the release of a student from school must report to the school Attendance Clerk and present satisfactory identification. If any questions arise regarding release of a student, the building principal or Superintendent will be contacted before the student is released.
- If your child has an appointment that he/she will be driving to, parents must send a written release which includes a phone number where parents may be contacted for verification.

# General Procedures

## **Emergency Release**

In the event of an emergency, the Building Principal or Superintendent may release a student to an individual not appearing on the approved list. This will be done only if the parent has been notified and has approved the release and the Building Principal or Superintendent determines that an emergency does exist.

## **Honors and Recognition**

### **Honor and High Honor Roll**

Quarterly averages are computed by the guidance office at the end of each quarter and are weighed according to course credit; Physical Education grades are not currently included in the weighted average. Based upon their quarterly averages, students will be recognized for outstanding academic achievement. Students earning a quarterly average of 85-89 will be listed on the Honor Roll; students earning a quarterly average of 90-100 will be listed on the High Honor Roll.

### **Care of School Property/Materials Loaned to Students**

While at Norwich High School, students are loaned textbooks, instruments, calculators and other school materials. These materials will be the students' responsibility to take care of until they are returned at the end of the semester/school year. Parents will be billed for lost or damaged materials.

All students must show respect for school property. Any damage of property should be reported to the Main Secondary Office or the appropriate teacher.

Acts of vandalism are crimes against the school District and the community. Students who willfully destroy, damage, or deface school property shall be subject to disciplinary action and may be prosecuted to the fullest extent possible under the law. If a student damages school property, such student and/or his/her parent or guardian shall be

required to pay the District for the value of the damaged property up to the limit of the law.

### **Lockers**

Lockers will be assigned to each student and may not be changed without permission. The locker is the property of the school. Keep your locker clean and neat; it will be inspected periodically without notice.

Students are to note the following:

- Locker combinations will NOT be changed during the school year.
- Memorize locker combinations, and do NOT share the combination with anyone. This will prevent things from being stolen from your locker.
- If students are having a problem with their locker (combination or jam), please come to the office and let the secretary know what the problem is so she can help you.
- Be prepared for class or study hall so that you do not have to go to your locker.

- Refrain from placing money or valuables in the locker.
- Be sure your locker is closed and locked when leaving your locker area.
- Proper care of lockers is expected. There should be no markings or defacement of any kind inside or outside the locker.

### **Employment of Students**

Students under 18 who are interested in working papers may pick up applications in the Main Office. The Student Services Office staff can offer assistance in finding summer employment. Despite the attraction of having a part time job after school hours, students should give careful consideration to the amount of time and energy such a job can demand. Working papers may be obtained by contacting the Main Office.

### **Emergency Preparedness**

Fire drills and lockdowns are held at irregular intervals throughout the school year. By law, we must do 12 drills, 4 of which must be lockdown drills. Reference guides are provided in each classroom that detail the directions for all emergency drills. Students are expected to follow all directions given by adults. During a fire drill, everyone should move in a quiet, orderly fashion out of the building. Cell phone use is prohibited during all drills.

### **Passes**

If you need to travel through the building, you need a pass; all students will be given a pass from their classroom teacher, School Counselor, or main office personnel in order to pass through the building.

### **No Pass/No Privilege List**

Students shall be placed on the No Pass/No Privilege list if they are failing one or more courses or have two or more incompletes. The list is generated using grades from interim reports and report cards. Students may also be placed on the list for violating the Code of Conduct. All students are removed from the list by individual teachers. The No Pass/No Privilege list is updated each week.

### **Senior Courtyard**

Use of the senior courtyard is a privilege provided only to seniors. It is the expectation that seniors who use these areas will keep them clean of garbage. Students will be responsible for the condition of each area. Seniors must remain in the courtyard for the entire bell. Seniors must not have any disciplinary referrals and have no attendance issues such as tardiness to class or school.

### **Electronic Devices (Wireless communication devices, cell phones)**

Students are permitted to carry their cell phone during the school day, however, it must be silent and not disrupt the learning environment. Unless under the specific direction of a teacher, cell phones are not to be used in classrooms. Students will be asked to check their cellphones into a designated area when they enter a classroom and are responsible for collecting their device at the conclusion of the period. Students who fail to abide by the policy may have their device confiscated and given to administration. If this becomes a constant problem, there will be a meeting with the building principal, parent, and student.

## Health Services

- If your child is absent due to illness for more than 3 days, please send him/her with a doctor's note for re-entry into school.
- If your child is absent, please call the main office at 334-1600, ext. 1036 to inform the school and follow up by sending in a written note. This will help keep our attendance records up to date.
- If your child is ill, running a fever, vomiting or has diarrhea, please keep him/her home until they are symptom free for 24 hours.
- If your child has injuries or is ill and cannot participate in Physical Education, the doctor must send a note stating "no PE" for a specific amount of time.
- If a child becomes ill during school hours, the school nurse will make the appropriate contact with the parent or guardian to release him. The parent, guardian or emergency contact person must sign the student out at the front desk. Students may not be released to anyone that is not documented on the student information form provided by the parent/guardian.
- If prescription or over the counter medication such as Benadryl, Tylenol or Advil is to be given at school, a medication authorization form from the health office will need to be signed by a parent/guardian and a written doctor's order will be required to release the board and its employees of liability for the administration of medication. Medication needs to be sent in an original container that will remain at school. The pharmacy will prepare a bottle for the school if asked. Medications need to be brought to the health office by an adult.
- The school nurse will provide emergency care for students in accidental or unexpected medical situations. If medical treatment is necessary for a student who is injured in school or at a school sponsored activity, parents must follow the procedure below:
  1. contact Health Office staff immediately
  2. submit claims to your own health insurance provider
  3. submit proof of payment or claim denial from your health insurance provider to the business office

The school covers only the cost not covered by your own insurance. Thank you for your cooperation in these health matters. If you have any questions contact the Health Office at 334-1600, ext. 1038.

## School Meals Program

**Breakfast AND lunch are free during the 2022-23 school year for ALL students.**

All students are given an account with the School Meals Program.

Students must have a permission note/form signed by their parent or guardian stating that they are allowed to charge snack and/or extras to their account. Accounts are to be used as debit accounts. Money is to be placed in the account before charging is allowed. If a student owes more than five dollars (\$5.00) on their account, they will be unable to charge snacks or extras until the account is brought current.

## Student Records

The procedures for the confidentiality of student records shall be consistent with federal statutes, including the Family Educational Rights and Privacy Act of 1974 (FERPA) and its implementing regulations and the Commissioner's Regulations. (See FERPA and PPRA).

## Student Complaints and Grievances

Students who feel they have a complaint/grievance should report to the high school office and explain the situation. Then they will be given the proper form to file their complaint/grievance. The completed form will then be directed to the proper authorities for review. Formal complaints may be submitted to initially report a complaint or as a follow-up to an unsatisfactory resolution of an informal attempt to resolve a complaint. Students may also present concerns directly to the Student Council Grievance committee.

# Clubs and Activities

## Co-Curricular and Extracurricular Activities

Norwich High School recognizes the educational values inherent in student participation in the co-curricular life of the school for such purposes as building social relationships, developing interests in an academic area, and ongoing understanding of the responsibilities of good citizenship.

### The following activities are available to students:

Freshman Class	First Robotics	Pep Club
Sophomore Class	Jazz Ensemble	Ski Club
Junior Class	Marching Band	Student Government
Senior Class	Mock Trial	Adventure Club Musical
YES Leads/ADSIP	SADD	Adventure Club
Musical	Art Club	National Honor Society
Winterguard	Youth Philanthropy Council	

## Dances

Dances are for Norwich High School students and their high school or alumni guests. Guests may be admitted to the dance if accompanied by a NHS student. Alumni who are one year out of high school are permitted with a guest pass. Guests younger than 9th grade are not permitted. Guest passes may be obtained in the high school office and signed by the Associate Principal 24 hours prior to the dance.

After entering the dance, students may not leave the building; if he/she does leave the dance, they will not be readmitted. All expectations for student conduct are the same as the school expectations.

# Athletic Program Guidelines

**Athletic Programs:** Norwich High School has interscholastic teams in the following areas:

## Fall Sports

Football-- Varsity, JV	Cheerleading-- Varsity, JV
Golf—Varsity	Tennis—Varsity Girls'
Girls' Soccer—Varsity, JV	Boys' Soccer— Varsity, JV
Varsity Boys' & Girls' Cross Country	Swimming/Diving—Varsity Girls'
Girls' Volleyball— Varsity, JV	Volleyball-Varsity

## Winter Sports

Basketball—Varsity, JV Boys'	Basketball—Varsity, JV Girls'
Wrestling—Varsity, JV	Cheerleading—Varsity, JV
Swimming/Diving—Varsity Boys'	Winter Track—Varsity
Bowling—Varsity, JV Boys' & Girls'	

## Spring Sports

Baseball—Varsity, JV	Softball—Varsity, JV
Track—Boys'	Tennis—Varsity Boys'
Track and Field—Varsity Boys' & Girls'	

**PLAIN LANGUAGE**  
**NORWICH CITY SCHOOLS**  
**Administrative Guidelines B402.1**  
**CODE OF CONDUCT**

**I. INTRODUCTION**

The Norwich City School District is committed to providing a safe and orderly school environment where students may receive and District personnel may deliver quality educational services without disruption or interference. Responsible behavior by students, teachers, other District personnel, parents and other visitors is essential to achieving this goal.

The District has a long-standing set of expectations for conduct on school property and at school functions. These expectations are based on the principles of civility, mutual respect, citizenship, character, tolerance, honesty and integrity.

The District recognizes the need to clearly define these expectations for acceptable conduct on school property, to identify the possible consequences of unacceptable conduct, and to ensure that discipline when necessary is administered promptly and fairly. Unless otherwise indicated, this code applies to all students, school personnel, parents and other visitors when on school property or attending a school function. For a complete copy of the Code of Conduct see Board Policy A402.1.

**II. STUDENT DRESS CODE**

**Purpose:** The Norwich City School District aims to connect, inspire and empower all students in attendance. To build upon this, the district recognizes the need for students to feel welcome and comfortable in their own bodies as well as all buildings across the district. Therefore, our dress code is designed to reflect this purpose: **Underlying Principle:** The responsibility for a student's dress rests primarily with the student and their parent(s) or guardian(s).

**• Students must wear:**

1. Attire that is safe, appropriate and does not disrupt or interfere with the educational process.
2. Attire that is without items that are vulgar, obscene, and libelous or denigrate others on account of race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender and sex.
3. Attire that is without images or language depicting/suggesting drugs, alcohol, vaping or paraphernalia (or any illegal item or activity).
4. Attire that is without profanity.
5. Attire that completely covers undergarments, naval, and buttocks.
6. Appropriate footwear for all scheduled classroom activities.

**• Students may wear:**

1. Yoga style pants, leggings, and "skinny jeans."
2. Ripped jeans provided that one's undergarments or buttocks are not exposed.



3. Hats and other headwear - Face must be visible to staff, and not interfere with the line of sight of any other student or staff.
4. Tank tops, including spaghetti straps and halter tops.
5. Sandals - provided appropriate footwear is available for scheduled classes (Physical Education, recess, labs, shop, etc.)
6. Athletic Attire

• **Students cannot wear:**

1. Hoods
2. Body armor, including bullet proof vest and tactical gear.
3. Accessories that could be considered dangerous or could be used as a weapon.
4. Any item that obscures the face or ears (except as a religious observance)

**Discipline relative to dress code violations**

Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item and, if necessary or practical, replacing it with an acceptable item. Any student who refuses to do so shall be subject to discipline. Any student who repeatedly fails to comply with the dress code shall be subject to further discipline, up to and including out of school suspension.

**III. PROHIBITED STUDENT CONDUCT**

The Board of Education expects all students to conduct themselves in an appropriate and civil manner, with proper regard for the rights and welfare of other students, District personnel and other members of the school community, and for the care of school facilities and equipment. Students must learn to assume and accept responsibility for their own behavior, as well as the consequences of their misbehavior. District personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the students' ability to grow in self-discipline. The Board recognizes the need to make its expectations for student conduct while on school property or engaged in a school function specific and clear. The rules of conduct listed below are intended to do that and focus on safety and respect for the rights and property of others. Students who will not accept responsibility for their own behavior and who violate these school rules will be required to accept the penalties for their conduct. Students may be subject to disciplinary action, up to and including suspension from school, when they:

**A. Engage in Conduct that is Disorderly**

**Examples of disorderly conduct include:**

1. Running in hallways.
2. Making unreasonable noise.
3. Using language or gestures that are profane, lewd, vulgar or abusive.
4. Obstructing vehicular or pedestrian traffic.
5. Engaging in any willful act which disrupts the normal operation of the school community.

6. Trespassing. Students are not permitted in any school building, other than the one they regularly attend, without permission from the administrator in charge of the building.
7. Computer/electronic communications misuse, including any unauthorized use of computers, software, or internet/intranet account; accessing inappropriate websites; or any other violation of the District's acceptable use policy.
8. Possession/use of cell phones, beepers, etc.

#### **B. Engage in Conduct that is Insubordinate**

##### **Examples of insubordinate conduct include:**

1. Failing to comply with the reasonable directions of teachers, school administrators or other school employees in charge of students or otherwise demonstrating disrespect.
2. Lateness for, missing or leaving school without permission.
3. Skipping detention.
4. Failing to report to AI (Alternative Instruction).

#### **C. Engage in Conduct that is Disruptive**

##### **Examples of disruptive conduct include:**

1. Failing to comply with the reasonable directions of teachers, school administrators or other school personnel in charge of students.

#### **D. Engage in Conduct that is Violent**

##### **Examples of violent conduct include:**

1. Committing an act of violence (such as hitting, kicking, punching, and scratching) upon a teacher, administrator, or other school employee or attempting to do so.
2. Committing an act of violence (such as hitting, kicking, punching, and scratching) upon another student or any other person lawfully on school property or attempting to do so.
3. Possessing a loaded or unloaded weapon. Authorized law enforcement officials are the only persons permitted to have a weapon in their possession while on school property or at a school function.
4. Displaying what appears to be a loaded or unloaded weapon.
5. Threatening to use any loaded or unloaded weapon.
6. Intentionally damaging or destroying the personal property of a student, teacher, administrator, other District employee or any person lawfully on school property.
7. Intentionally damaging or destroying school District property.
8. Harassment, bullying, or intimidating students or school personnel.

#### **E. Engage in any Conduct that Endangers the Safety, Morals, Health or Welfare of Others**

##### **Examples of such conduct include:**

1. Lying to school personnel.
2. Stealing the property of other students, school personnel or any other person lawfully on school property or attending a school function.

3. Defamation, which includes making false or unprivileged statements or representations about an individual or identifiable group of individuals that harm the reputation of the person or the identifiable group by demeaning them.
4. Discrimination, which includes the use of race, color, creed, national origin, religion, gender, sexual orientation or disability as a basis for treating another in a negative manner.
5. Harassment or illegal discrimination, which includes the use of race, color, weight, creed, national origin, ethnic group, religion, religious practice, sex, gender, sexual orientation or disability as a basis for treating another in a negative manner which includes a sufficiently severe action or persistent or pervasive pattern or actions or statements.
6. Bullying.
7. Cyber bullying.
8. Sexting.
9. Intimidation, which includes engaging in actions or statements that put an individual in fear of bodily harm.
10. Hazing, which includes any intentional or reckless act directed against another for the purpose of initiation into, affiliating with or maintaining membership in any school sponsored activity, organization, club or team.
11. Selling, using, or possessing obscene material.
12. Using vulgar or abusive language, cursing or swearing.
13. Possessing a cigarette, electronic cigarette, vapor cigarette, cigar, pipe or using chewing or smokeless tobacco.
14. Possessing, consuming, selling, distributing or exchanging alcoholic beverages, illegal substances, or being under the influence of either-or synthetic cannabinoid products including but not limited to incense herbal mixture potpourri. "Illegal substances" include, but are not limited to inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroid look-alike drugs, and any substances commonly referred to as "designer drugs."
15. Possessing, using, or sharing prescription and over-the-counter drugs.
16. Gambling.
17. Indecent exposure, that is, exposure to sight of the private parts of the body in a lewd or indecent manner.
18. Initiating a report warning of fire or other catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher.

#### **F. Engage in Misconduct While on a School Bus**

It is crucial for students to behave appropriately while riding on District buses to ensure their safety and that of other passengers and to avoid distracting the bus driver. Students are required to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. Excessive noise, pushing, shoving and fighting will not be tolerated.

#### **G. Engage in Any Form of Academic Misconduct**

Examples of academic misconduct include:

1. Plagiarism
2. Cheating
3. Copying
4. Altering records
5. Assisting another student in any of the above actions

### **The Dignity for All Students Act (DASA)**

New York State’s Dignity for All Students Act (The Dignity Act) seeks to provide the State’s public elementary and secondary school students with a safe and supportive environment free from discrimination, intimidation, taunting, harassment, and bullying on school property, a school bus and/or at a school function.

### **Definitions of Bullying**

“Bullying” is a form of harassment that consists of inappropriate and often persistent behavior including threats or intimidation of others, treating others cruelly, terrorizing, coercing, or habitual put-downs and badgering of others. Bullying occurs when someone purposely says or does mean or hurtful things to another person who has a hard time defending oneself or is in an otherwise vulnerable position.

### **Reporting Procedures**

Students are to report any incidents of discrimination, harassment, bullying, cyber bullying, hazing or sexting by completing a “Harassment/Bullying Prevention Form.” These forms are located in the school Guidance Office and Main Office. Forms can also be accessed and completed online on the District’s homepage. Forms can be turned into the Guidance Office or Main Office. Online forms can be emailed directly to the appropriate building coordinator.

### **Dignity Act Coordinator**

The Board of Education has designated the following individuals as the Dignity Act Coordinator who has been thoroughly trained to handle human relations in the areas of race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender and sex. This person will serve as the resource and be responsible for the oversight of investigatory procedures of allegations of bullying. The Dignity Act Coordinator can be contacted at:

#### **Gibson Elementary:**

Katelyn Carnachan—School Counselor

89 Midland Drive

334-1600, ext. 4082; email: [kcarnachan@norwichcsd.org](mailto:kcarnachan@norwichcsd.org)

#### **Perry Browne:**

Elizabeth Pizzuto—School Counselor

89 Midland Drive

334-1600, ext. 3010; email: [epizzuto@norwichcsd.org](mailto:epizzuto@norwichcsd.org)

**Middle School:**

Elaina Van Der Sommen—School Counselor

89 Midland Drive

334-1600, ext. 2001; email: [evandersommen@norwichcsd.org](mailto:evandersommen@norwichcsd.org)

**High School:**

Kelly Collins-Colosi—Social Worker

89 Midland Drive

334-1600, ext. 1237; email: [kcollins@norwichcsd.org](mailto:kcollins@norwichcsd.org)

**IV. PENALTIES**

In assessing disciplinary penalties, school personnel will consider the following:

1. The student's age
2. The nature of the offense and the circumstances which led to the offense
3. The student's prior disciplinary record
4. The effectiveness of other forms of discipline
5. Information from parents, teachers or others, as appropriate
6. Other extenuating circumstances

As a general rule, discipline will be progressive. This means that a student's first violation will usually merit a lighter penalty than subsequent violations. Discipline penalties will be assessed in compliance with IDEA and New York State Law where the student is a student with a disability. Students found to have violated the District's Code of Conduct may be subject to one or more of the following penalties:

1. Oral warning
2. Written warning
3. Written notification to parent
4. Counseling
5. Probation
6. Reprimand
7. Detention
8. Alternative Instruction
9. Suspension from transportation
10. Suspension from athletic participation
11. Suspension from social or extracurricular activities
12. Suspension of other privileges
13. Exclusion from a particular class
14. Short-term suspension from school
15. Long-term suspension from school
16. Permanent suspension from school

## **Remedial Consequences**

Remedial responses, which may be utilized for, but not limited, to instances of discrimination and harassment of students by students and/or employees may include:

1. Peer support groups, corrective instruction or other relevant learning or service experiences
2. Supportive intervention
3. Behavioral assessment or evaluation
4. Behavioral management plans, with benchmarks that are closely monitored
5. Student counseling and parent conferences

*Note: Students who are either suspended or assigned to Alternative Instruction are to be excluded from all school sponsored extracurricular and social activities during their disciplinary action. These activities include, but are not limited to, participation in athletic practices and contests, and attendance at any school sponsored events. The amount of due process a student is entitled to receive before a penalty is imposed depends on the penalty being imposed. In all cases, regardless of the penalty imposed, the school personnel authorized to impose the penalty must inform the student of the alleged misconduct and must investigate to the extent necessary, the facts surrounding the alleged misconduct. All students will have an opportunity to present their version of the facts to the school personnel imposing the disciplinary penalty in connection with the imposition of the penalty.*

## **V. MINIMUM PERIODS OF SUSPENSION**

1. Students who bring a weapon to school will be subject to suspension from school for at least one calendar year unless otherwise determined by the superintendent.
2. Students who commit violent acts other than bringing a weapon to school shall be subject to suspension from school for at least five days unless otherwise determined by the superintendent.
3. Students who are repeatedly substantially disruptive of the educational process or repeatedly substantially interfere with the teacher's authority over the classroom will be suspended from school for at least five days. For purposes of the Code of Conduct "repeatedly substantially disruptive" means engaging in conduct that results in the student being removed from the classroom pursuant to Education Law 3214(3)(a) and this code on multiple occasions.

## **VI. REFERRALS**

1. Guidance shall handle all referrals of students to counseling.
2. PINS Petitions may be filed on any student under the age of 18 who demonstrates he or she requires supervision by:
  - a. Being habitually truant and not attending school as required
  - b. Engaging in an ongoing or continual course of conduct which makes the student ungovernable, or habitually disobedient and beyond the lawful control of the school.
  - c. Knowingly and unlawfully possesses marijuana in violation of

the Penal Law.

3. The superintendent is required to refer the following students to the County Attorney for a juvenile delinquency proceeding before the Family Court.
  - a. Any student under the age of 16 who brought a weapon to school.
  - b. Any student 14 or 15 years of age who qualifies for juvenile offender status.

## **VII. VISITORS TO THE SCHOOL**

The building principal or designee is responsible for all persons in the building and on the grounds for these reasons:

1. Anyone not a regular staff member or student will be considered a visitor.
2. All visitors must sign the visitor's book at the Main Office. Anyone visiting a student must first secure permission from the building principal. All visitors must be issued and must wear a visitor's identification badge. Visitors must sign out and return the badge upon leaving the premises.
3. Visitors must comply with all of the school rules and regulations contained in this code of conduct while on school grounds.

## **VIII. PUBLIC CONDUCT ON SCHOOL PROPERTY**

All persons on school property or attending a school function shall conduct themselves in a respectful and orderly manner. In addition, all persons on school property or attending a school function are expected to be properly attired for the purpose they are on school property. No person shall:

1. Intentionally injure any person or threaten to do so;
2. Intentionally damage or destroy school District property or the personal property of a teacher, administrator, other District employee or any person lawfully on school property;
3. Disrupt the orderly conduct of classes, school programs or other school activities;
4. Distribute or wear materials on school grounds or at school functions that are obscene, advocate illegal action, appear libelous, obstruct the rights of others, or are disruptive to the school program;
5. Intimidate, harass or discriminate against any person on the basis of race, color, creed, national origin, religion, age, gender, sexual orientation, or disability;
6. Enter any portion of the school premises without authorization or to remain in any building or facility after it is normally closed;
7. Obstruct the free movement of any person in any place to which this code applies;
8. Violate the traffic laws, parking regulations or other restrictions on vehicles;
9. Possess or use weapons in or on school property or at a school function;
10. Possess, consume, sell, distribute or exchange alcoholic beverages, controlled substances or be under the influence of either on school property or at a school function;
11. Loiter on or about school property;
12. Gamble on school property or at school functions;

13. Use profane or lewd language;
14. Refuse to comply with any reasonable order of identifiable school District officials performing their duties;
15. Willfully incite others to commit any of the acts prohibited by this Code;
16. Violate any federal or state statute, local ordinance or board policy while on school property or while at a school function;
17. Bring any dog onto the property except as part of the educational process and with the approval of an administrator.
18. Intimidate, harass or discriminate against any person on the basis of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.

## **IX. TRANSPORTATION RULES AND GUIDELINES**

Students should be on time at the designated school bus stops and should wait until the bus comes to a complete stop before attempting to enter. Obey the following rules:

1. Be courteous, use no profanity.
2. Keep the bus clean.
3. Absolutely no tobacco use.
4. Stay in your seat.
5. Keep your head, hands, and feet inside the bus.
6. Never throw anything out of the windows or in the bus.
7. No glass bottles, jam boxes, or live pets are allowed.
8. No fighting is permitted.
9. Obey the bus driver's directions.
10. The bus driver assigns seats.
11. Avoid making loud noises.
12. Be absolutely quiet when approaching a railroad crossing.
13. Do not leave books, lunches, or other articles in the aisles or on the bus.
14. The same standard of conduct that applies in classroom is expected on the bus.
15. Riding the bus is a privilege, not a right. Failure to abide by the rules may result in the loss of your bus riding privilege.

Transportation is provided to students who live within the school District. All students are expected to behave on the buses in a manner that is respectful to the rights of others. All students are governed by the expectations of the Code of Conduct while on buses. Behavior that is disruptive on school buses threatens the life and safety of all students and will not be tolerated. In an effort to assure safe transportation:

- All drivers will make every attempt to deal with situations that arise among students while they are riding on the bus.
- Drivers will give students only one warning about infractions.



- If a student continues to violate rules, despite warnings, a Bus Discipline Referral will be filed with the Principal.
- A Bus Discipline Referral will be filed with the Building Principal immediately following a violation that seriously endangers other passengers.
- Drivers will verbally notify students that their behavior is being reported.

The Building Principal will respond to discipline referrals through the range of penalties listed in the Code of Conduct. Consultation with the driver prior to the disciplinary response will be initiated if circumstances require.

Students receiving more than three referrals will face a transportation review. This review will include the student, parent, Building Principal, and the Director of Transportation. Suspension of bus privileges will occur if students persist in unsafe behavior. Students suspended from bus transportation are required to be in school. Transportation of students while suspended from the bus is the responsibility of the parents/guardians.

### **Authorized Transportation**

Students may only leave school grounds with authorized transportation. This involves students' own bus and bus stop, or riding with individuals who have been identified as accepted by parents/guardians on the Student Information Form.

### **Video Cameras on School Buses**

The Board of Education recognizes its responsibility to ensure the safety and welfare of staff and students on school transportation vehicles. Video cameras will be used to monitor student behavior on a school vehicle transporting students to and from school or co-curricular activities.

## **X. SEXUAL HARASSMENT/DISCRIMINATION OF STUDENTS**

It is the policy of the Norwich High School that all members of its school community have a right to work, learn, or visit in a harassment-free environment. In the Norwich City School District, sexual harassment in any form is unacceptable and will not be tolerated. The District will take all necessary steps to ensure that the District shall be free from sexual harassment.

**A. District Responsibility**—The District shall take steps to prevent sexual harassment from occurring, such as affirmatively raising the subject, expressing strong disapproval, developing appropriate sanctions informing students and employees of their rights to raise and how to raise issues of sexual harassment under Title VI and Title IX, and developing methods to educate and sensitize the school community.

**B. Definitions**—The following unwelcome behaviors can constitute sexual harassment:

- Unwelcome verbal conduct
- Unwelcome physical conduct
- Demands of a sexual nature
- Sexual advances or propositions
- Verbal threats of a sexual nature

- Jokes of a sexual nature
- Sexual innuendoes or suggestive comments or telephone calls
- Sexually degrading words to describe an individual or an individual's body
- Whistling or obscene gestures of a sexual nature

**C. Complaint Procedure**—If you believe you have been sexually harassed by a student or staff member, the first step is to make a report to the Building Principal. The Building Principal may refer the report to the School Sexual Harassment Officer.

**D. Reprisals**—The District will follow-up with the complainant to ensure that there is no harassment or retaliation following the investigation. Any individual who retaliates against any person who reports alleged sexual harassment or who retaliates against a person who testifies, assists or participates in an investigation, proceeding or hearing relating to a sexual harassment complaint may become the subject of disciplinary action. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

# Unacceptable and Inappropriate Behavior of Students

Unacceptable and inappropriate behavior is defined as any student on school property using school equipment, or participating in school sponsored activities, who is not acting in a responsible manner. Pursuant to Education Law #2801 and New York Commissioners Regulations Part 100.2 (1), or any violation of the law, the Board of Education has adopted the plain language code of conduct as outlined on the previous pages. A summary of that code of conduct is offered below. Prohibited conduct at Norwich High School includes, but is not limited to the following:

1. Willful physical injury of any person or the threat to use force that would result in such injury.
2. Discrimination, harassment or retaliation against any person, as these terms are defined in this Code.
3. Any act that infringes upon an individual's right to privacy, i.e.
  - a. Video-taping (This includes video-taping lessons.)
  - b. Photographing (This includes taking pictures while class is in session.)
  - c. Slanderous statements or comments (This includes comments made in a classroom chat.)
  - d. Sexting—The sending, receiving, or forwarding of sexually explicit photos through text message or email with or without consent.
4. Lack of academic honesty or integrity, i.e.
  - a. Cheating
  - b. Plagiarism
  - c. Copying
  - d. Supplying answers
5. Willful damage to, destruction of, or theft of property (including your Chromebook and calculator).
6. Conduct that is disorderly and that disrupts the educational environment, i.e., intentionally causing public inconvenience, annoyance or alarm, or recklessly creating a risk thereof by:
  - a. Fighting or engaging in violent behavior;
  - b. Making unreasonable noise;
  - c. Using abusive or obscene language or gestures;
  - d. Disturbing any lawful assembly or meeting of persons;
  - e. Obstructing vehicular or pedestrian traffic;
  - f. Creating a hazardous or physically offensive condition by any act which serves no legitimate purpose; or
  - g. Threatening of a bomb/ pulling fire alarms.

7. Entry of any school building or any of the school premises, unless such entry is made in connection with official business with the district, or to attend an authorized activity or function.
8. Remaining in or on district property after being ordered to leave.
9. Willful interference with the lawful and authorized activities of others.
10. Possession, consumption, sale, or exchange of alcoholic beverages, unauthorized drugs, drug paraphernalia, narcotics or herbal/chemical products designed to mimic the effects of marijuana (also known as synthetic cannabinoids, including but not limited to such brand names as “K2”, “Spice”, etc..).
11. Possession or use of a weapon, or use of any object that reasonably can be considered a weapon, or possession of a bomb or fireworks, etc.
12. Violation of any federal or state statute, local ordinance, or Board policy.
13. Insubordination, i.e., failing to comply with the lawful directions of a teacher, school administrator or other school employees.
14. The use of cigarettes or any other tobacco products or herbal/chemical products or electronic devices designed to mimic the effects of tobacco products including but not limited to electronic cigarettes. This also includes the possession or use of any juul products.
15. Distribution, transfer, or sale of any item in or on the property of the district in such a way that is disruptive to the educational process.
16. Violation of rules and regulations when using school transportation. Any form of school transportation is considered school property, and anyone using it must adhere to district rules and regulations.
17. Unauthorized use of school transportation is forbidden. Anyone using school transportation must be engaged in an authorized school function.
18. Use of buses to which they are not assigned without following the procedure established for their school building.
19. Truancy.
20. Engaging in behavior, using social media, language, or gestures that are lewd, vulgar or abusive.
21. Attending school or school functions under the influence.
22. Excessive arguing with any staff member.
23. Using/carrying cell phones, radios, pagers, digital devices, video recording devices, MP3 players, or other electronic devices during the instructional day except in areas or at times specifically authorized by the building principal.
24. Violations of the District’s Acceptable Computer Use Policy and Regulations.
25. Cyberbullying—The use of information technology, including email, instant messenger, blogs, chat rooms, pagers, cell phones and gaming systems to deliberately harass, threaten or intimidate others.

# NORWICH HIGH SCHOOL CARES

## **Student Services Google Classrooms- Resources for students and parents**

The school counselors have created grade level Google classrooms for all students with helpful information regarding college applications, career searches, scholarships, etc.

Parents- here are the student class codes  
for each grade level:

9th grade- [7ts4hvx](#)

10th grade- [f5sraqp](#)

11th grade- [rib6iwb](#)

12th grade- [c4c77pw](#)

If you need added support or are struggling with a social emotional or mental health need, please stop in to see our school counselors or social worker or give them a call.

### **School Counselors:**

Tracy Maynard..... (A-F)                      334-1600   ext. 1839

Richard Fornito ..... (G-O)                      334-1600   ext. 1639

Angela Garruto..... (P-Z)                      334-1600   ext. 1539

### **Social Worker:**

Kelly Collins-Colosi                      334-1600   ext.1237





**LGBTQ+**  
Call 1-866-488-7386  
Or Text START to 678678

**Liberty Resources Help  
Restore Hope Center,  
Domestic Violence Help**  
1-855-966-9723

**Self-Harm**  
Call: 1-800-366-8288 or  
Text Connect to 741741

**Mental Health**  
Call: 1-800-950-6264  
or Text NAMI to 741741


[www.findtreatment.gov](http://www.findtreatment.gov)  
[www.mentalhealth.gov/get-help/immediate-help](http://www.mentalhealth.gov/get-help/immediate-help)

**Domestic Violence**  
Call: 1-800-799-7933  
or Text SUPPORT to  
741741

**Grief: Text CARE**  
to 839863 or Call  
1-800-445-4808

**MCAT- Mobile Crisis Assessment Team**  
1-844-6228

**Help starts here**  
211 connects you to expert, caring help.  
Every call is completely confidential.

 **Call 211 for help**  
Can't call us? [Find a local 211](#)

**SAMHSA**  
Substance Abuse and Mental Health  
Services Administration

Call: 1-800-662-HELP (4357)

**Suicide**  
Call: 1-800-273-8255  
or text Hello to 741741

**Eating Disorders**  
Call: 1-800-931-2237  
or Text NEDA to 741741

**Sexual Assault**  
Call 1-800-656-4763  
or Text HOME to  
741741

**Call or text 988 –  
Mental Health  
Hotline Suicide**