

THE PILOT

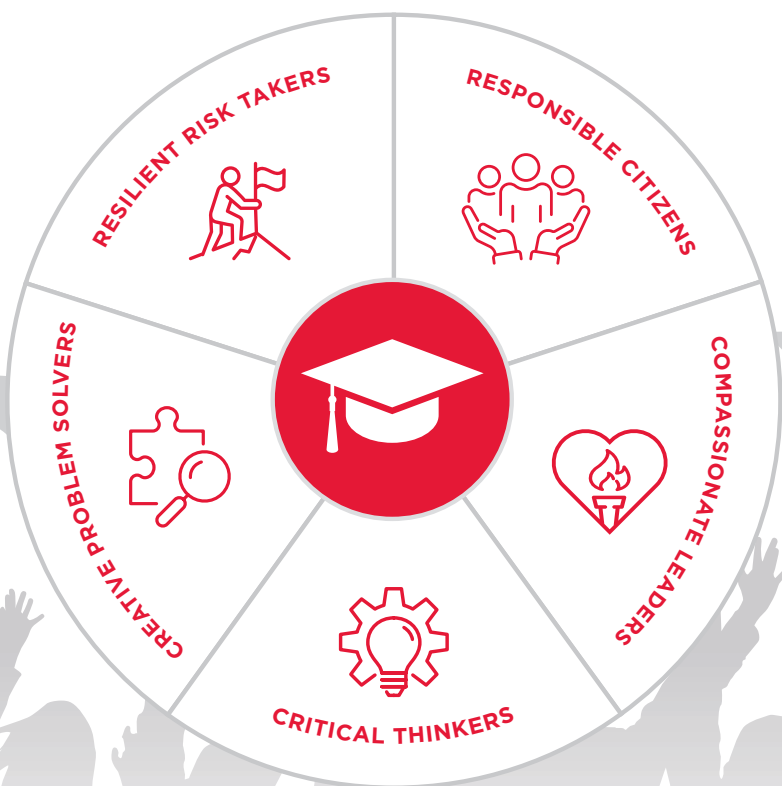
STUDENT HANDBOOK

NORWICH FREE ACADEMY

2024 – 2025

NFA

PORTRAIT OF A GRADUATE



[NFASCHOOL.ORG/PORTRAIT](https://nfaschool.org/portrait)

PORTRAIT OF A GRADUATE

Our Portrait of a Graduate is a promise. It's what we strive for – representing our vision and ensuring students will graduate from Norwich Free Academy with skills to help them create a path of continual progress.

To create this vision, we sought input from students, faculty, staff, families and community leaders. This approach brought forward ideas focused on ensuring our students graduate with the skills necessary to achieve post-secondary success. Our Portrait of a Graduate guides instruction and demands that each NFA student has equitable access to programs that will help them graduate and be ready to make their mark on the world.

RESPONSIBLE CITIZENS.

Wildcats are respectful of differences and value the opinions of others. They are socially and emotionally engaged members of our community who demonstrate empathy toward others, take an active role in their own experience and embrace the differences of those around them.

COMPASSIONATE LEADERS.

Wildcats lead, inspire and empower others through effective communication and, when necessary, conflict resolution. They collaborate with honest discussion and actions while owning all outcomes focused on the greater good.

CRITICAL THINKERS.

Wildcats are guided by rationalization, analysis and open-mindedness. They reach decision points by being quizzical, disciplined and informed by evidence, even if it's contrary to what they believe.

CREATIVE PROBLEM SOLVERS.

Wildcats combine original thought with collaborative techniques to create new, meaningful interpretations and reflect on solutions. They are self directed, ethical and adaptable to change and challenges while embracing new technology.

RESILIENT RISK TAKERS.

Wildcats have a growth mindset and are guided by perseverance and the ability to adapt to an ever-changing environment. They continue to utilize sound judgment to make steadfast, informed decisions.

All members of the NFA community are responsible for creating a school climate with respect for the rights and dignity of others. To support such a climate, The Pilot defines and establishes individual responsibilities and basic rules in specific detail.

Students are expected to behave in a socially appropriate manner on school grounds and at all school activities. Students are to comply with school rules and regulations, and be courteous to each other and all NFA employees and guests.

The material here is intended to communicate general information, rules and procedures to students and parents. It is not intended to expand or diminish any administrative regulation, negotiated agreement or any policy approved by the Board of Trustees.

Information in The Pilot is subject to revision or elimination without notice. NFA will make good faith efforts to notify students and parents about substantive changes through channels of communication, but a student or parent's failure to receive such information does not remove or reduce responsibility to adhere to changes.

ATTENDANCE

Classroom learning experiences are an essential part of NFA's educational system. Therefore, prompt and regular attendance is a valid and reasonable requirement to promote academic success.

ATTENDANCE

On the morning of any absence, a parent/guardian should call the Attendance Office, 860-425-5788, or email, attendance@nfaschool.org, to report a student's absence. A note documenting each absence should be submitted within 10 days of the student's return to school and should be turned in to their grade-level Attendance Secretary. The note must include the date(s) of the absence, the reason for the absence, and

the signature of parent/guardian (or medical professional). When a student misses 10%, or more, of the scheduled school days, they are deemed chronically absent per CT General Statute 10-198c. If a student demonstrates issues with regular school attendance, they will be referred to a member of their support team who will work with the student and their family to improve the student's attendance.

To receive credit for a course, students must achieve a passing grade. While course credit is not directly connected to attendance, missed academic time may have a negative effect on student learning and may result in a student not earning credit in a course.

PLEASE NOTE: Students absent from school ARE NOT allowed to participate in any after-school activity on the day of the absence. **Students must check in prior to the end of the second channel of the day in order to be eligible to participate in extracurricular activities that afternoon. Additionally, students who are dismissed early, and return for an extracurricular activity, must provide documentation (medical, legal, etc.) in order to participate that afternoon/evening.** For the purpose of daily attendance, any student who arrives late to school must be recorded in their Attendance Office before 11 am, or the student will fall under the guidelines for students who are absent all day. In extenuating circumstances, the administration has the discretion to override this policy.

Attendance may be monitored by accessing the live information through PowerSchool accounts at **MyNFA>Parents** or **MyNFA>Students**.

MENTAL HEALTH WELLNESS ABSENCES

According to Public Act 21-26, An Act Concerning Social Equity and the Health Safety and Education of Children (section 19), a student is allowed to take two Mental Health Wellness Days during the school year to attend to the student's emotional and psychological well-being in lieu of attending school. If a student is absent for this reason, parents/guardians should notify the Attendance Office that the absence is for a Mental Health Wellness Day.

Please note that they cannot be taken on consecutive school days (e.g., Friday and Monday, Wednesday and Thursday, Tuesday and Thursday, if there is no school on Wednesday). These absences will count towards chronic absence calculations.

UNEXCUSED CLASS ABSENCES

Unauthorized absences from class are prohibited. An "unexcused class absence" is defined as the failure to report to an assigned class without a valid reason.

Class cuts, study hall cuts, and detention cuts will result in consequences as determined by the school's disciplinary structure.

Parents/guardians will be notified of unexcused class absences (class cuts).

PLEASE NOTE: Excessive cutting and/or failure to report to Detentions will result in further disciplinary measures.

<u>Action</u>	<u>Minimum Consequence</u>
Unexcused absence (class, study hall, or community meeting)	Administrative Detention
Unexcused absence during last period	Extended Detention
Leaving campus during school hours without permission, but returning (including leaving in the morning after arriving on bus)	Extended Detention
Leaving campus during school hours without permission	Three-Hour Detention

Note: Repeated unexcused absences/class cuts may result in a maximum consequence of a 10-day out-of-school suspension

TARDINESS TO CLASS

If a student is detained or required to be out of class for a part of the class period, the student must present a pass upon arrival to class.

Class time missed because of tardiness, especially during 1st period may count as an absence from class and toward the total number of class absences in a course.

An unexcused tardy of more than 10 minutes is an unexcused time out of class and may be subject to progressive disciplinary consequences. Every 3rd tardy, or unexcused time out of class, of more than 10 minutes will equal a class absence.

- 1st offense: conference
- 2nd offense: Administrative Detention
- 3rd offense: Class Absence and Extended Detention

Teachers will address instances of tardiness to class and being out of class for fewer than 10 minutes; at the point at which tardiness becomes chronic, and previous classroom interventions

have proven unsuccessful, the teacher may send a discipline referral to the student's Dean for further disciplinary action.

TARDINESS TO SCHOOL

When students are tardy to school, they must report directly to their grade-level Attendance Office. Students who fail to do so may be assigned a three-hour detention.

Tardies to school as a result of properly documented medical, court or pre-approved appointments will not count as class absences.

NOTE: "properly documented" means an official appointment card/letter from a professional office.

Class time missed because of tardiness to school may count as an absence from class and may count toward the total number of class absences.

Seniors and Uppers, scheduled for a 1st-period study hall, and who qualify for late arrival, may report to school at the end of their study hall period without penalty. However, students must report to the office in the building where their 1st class of the day is located in order to sign in before the conclusion of the first period.

Students with chronic tardiness to school may be referred to their Dean and subject to loss of privileges, including but not limited to Senior Parking, Senior Lounge, Upper/Senior Early Dismissal, and Senior Activities.

EARLY DISMISSALS

Students must present a written request for early dismissal from school, signed by their parent/guardian, to their Attendance Office on the morning of the dismissal. The request for early dismissal from school must include the date, time, reason for the dismissal, and a parental telephone number for verification.

Parents or guardians picking up a student early will be required to show identification. Persons other than a parent or guardian will be allowed to pick up a student only if they are listed as the student's emergency contact, or if prior arrangements have been made with an administrator.

Class missed as a result of early dismissal for student participation in a pre-approved, school-sponsored activity or properly documented medical, court, or pre-approved appointments will not count toward class absences. All other classes missed as a result of early dismissal from school will count toward the total number of class absences.

Students who participate in after school activities and who are dismissed early from school, and do not return prior to the end of the day, must bring documentation of an appointment (medical or legal, etc.) to their coach, or activity advisor, in order to be eligible to participate in activities that afternoon or evening.

Seniors/uppers who qualify may have early release privileges.

COLLEGE VISITS/ CAREER EXPLORATION

Seniors and uppers are encouraged to explore potential college and career opportunities. Students can do this by job shadowing or visiting the campus of any college they are interested in attending. Students are allowed four (4) (excused) absences per year for college visits/career exploration. To be excused, students must complete NFA "What's Next for Me" Visit Form, available on the school counseling page, and return it to their counselor at least one week before the visit. Students are required to submit documentation from the college/career site verifying the visit and indicating the date(s). Students, who must exceed the four-day limit, must obtain prior approval from their Dean and school counselor.

FAMILY TRAVEL/VACATION

Student absence from class for family travel or vacation is a loss of valuable instructional time. If circumstances demand that students accompany their parents/guardians on travel or vacation during the school year, disciplinary action will not be taken. However, the number of school days missed for family travel or vacation will count toward the total number of class absences and may affect course credit. Parents and students are reminded not to plan vacations when school is in session—including the midterm exam period. Additionally, please do not plan to begin summer vacations before the final week of June.

TRUANCY

Connecticut General Statute Section 10-184 provides that each parent or other person having control of a child 5 years of age, and over, and under 18 years of age, is obligated to cause the child to attend school regularly during the hours and terms school is in session, unless such parent or other person shows that the child is elsewhere receiving equivalent instruction. The parent or person having control of a child seventeen years of age may withdraw such child from school and enroll such child in an adult education program pursuant to section 10-69. Such parent or person shall personally appear at the school district office and sign an adult education withdrawal and enrollment form. Such adult education withdrawal

and enrollment form shall include an attestation (1) from a school counselor or school administrator of the school that such school district has provided such parent or person with information on the educational options available in the school system and in the community, and (2) from such parent or person that such child will be enrolled in an adult education program upon such child's withdrawal from school.

Failure by parents or guardians to assure that a child attends school may be seen as educational neglect, which can be reported to the Department of Children and Families. In Connecticut, a child age 5 to 18, inclusive, enrolled in public or private school, is considered truant if he or she has 4 unexcused absences in any 30-day period or 10 unexcused absences in one school year.

A student's first 9 daily absences are excused if a note from a parent/guardian is submitted within 10 days of the absence. After the 10th and each subsequent absence, the absence is considered excused only for illness verified by a licensed medical professional, observance of a religious holiday, death in the family or another family emergency, mandated court appearance verified by the court, or a pre-approved extraordinary educational opportunity.

If attendance does not show improvement, school officials will meet with the student and/or family to create an attendance improvement plan.

Students who are absent from school on any given day without permission from a parent or guardian may be assigned a three-hour detention.

BULLYING

NFA takes a firm stance regarding “bullying” by anyone on campus. Connecticut’s General Assembly supports our resolve.

Bullying of a student by another student(s) on school grounds, at a school-sponsored activity, or by electronic means is prohibited.

As defined by “An Act Concerning School Climates” (July 2019), which amends Connecticut statute 10-222d, “bullying” is “an act that is direct or indirect and severe, persistent, or pervasive, which:

- a. causes physical or emotional harm to an individual,
- b. places an individual in reasonable fear of physical or emotional harm, or
- c. infringes on the rights or opportunities of an individual at school.

Bullying takes many forms and can involve many different behaviors including but not limited to:

- Physical violence and/or attacks, including dating violence
- Verbal taunts, name-calling, and put-downs including ethnically based and gender-based verbal put-downs
- Threats and intimidation
- Extortion or stealing of money and/or possessions
- Exclusion from peer groups within the school

Acts committed through the use of electronic media may be considered bullying (even if the actual communication does not take place on campus) when such “cyberbullying” impacts the campus environment.

Norwich Free Academy expects a prompt and reasonable investigation and response to alleged acts of bullying. Norwich Free Academy will address and respond to alleged acts of bullying in accordance with Norwich Free Academy’s Safe School Climate Plan which is available as part of the **Bullying Policy 5131.911**.

HARASSMENT/ SEXUAL HARASSMENT

HARASSMENT

The Academy is committed to promptly addressing complaints of harassment. If inappropriate conduct is identified, immediate action will be taken to stop the behavior, and appropriate measures, up to and including disciplinary actions, will be implemented. We reserve the right to address and correct any behaviors that we consider unacceptable, regardless of whether they meet specific criteria for harassment.

Harassment is any unwelcome conduct based on race, color, religion, sex (including sexual orientation, gender identity), national origin, age, disability, or genetic information that creates a hostile, intimidating, or offensive school environment. Harassment can include verbal, physical, written, or electronic conduct that is severe or pervasive enough to disrupt a student’s ability to participate in or benefit from educational programs or activities.

SEXUAL HARASSMENT

The Academy recognizes that sexual harassment, including sexual assault, is unlawful sex discrimination. The Academy prohibits sex discrimination and sexual harassment in the school's education programs or activities. This includes locations, events, or circumstances where the school exercises substantial control over both the respondent and the context in which the harassment occurs. Sexual harassment may occur on school grounds, off campus, at athletic and extracurricular activities, on field trips, on the school bus, at school-related conferences, or using school technology.

Sexual harassment can involve student-on-student, employee-on-student, and student-on-employee harassment or be perpetrated against students or by third parties under the control of the school. Students found to have engaged in sexual harassment may face disciplinary actions, up to and including expulsion.

Sexual harassment is conduct based on sex that meets one or more of the following criteria:

- Unwelcome conduct that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's education program or activity.
- Sexual assault, dating violence, domestic violence, and stalking.

Examples of Sexual Harassment (include, but are not limited to):

- Pressure for sexual activity.
- Repeated remarks with sexual or sexually demeaning implications.
- Unwelcome or inappropriate touching.
- Sexual assault.
- Suggesting or demanding sexual involvement with implied or explicit threats concerning grades, academic standing, or employment status.
- Telling lewd jokes or sharing stories about sexual experiences.
- Sending unwanted suggestive or lewd emails, letters, or other communications.
- Sharing images of a sexual nature or displaying posters, items, or screensavers of a sexual nature.
- Making sexually offensive gestures or facial expressions.
- Dating violence or stalking.
- Repeated sexual remarks or jokes.

Sexual harassment, like harassment of any type, is not tolerated at NFA. The Academy forbids any form of harassment by students, supervisory or non-supervisory personnel, individuals under contract, or volunteers subject to the control of the Academy. Students are expected to adhere to a standard of conduct that is respectful and courteous to all employees, to fellow students and to the public. NFA will enforce this policy as prescribed under NFA's nondiscrimination statement cited in this handbook.

Everyone should be aware that the administration is obligated to and will take action against any incident of harassment even if no complaint has been made. The majority of sexual harassment cases that become disciplinary issues involve "hostile environment" sexual harassment. Hostile environment sexual harassment is behavior that:

- Is unwelcome
- Has the purpose or effect of creating a hostile, offensive or intimidating environment

PLEASE NOTE: An operative phrase here is "purpose or effect." The intent of the harasser does not matter if the victim reasonably perceives the acts to be hostile, offensive or intimidating.

Is sufficiently pervasive or severe enough to alter another person's ability to perform their school-related activities

PLEASE NOTE: The victim does not need to show that he or she has suffered any personal, physical or psychological injury, only that his or her "working environment" was affected.

Examples of conduct that may be considered hostile environment sexual harassment include:

- Physical - touching a person's clothing or body, hugging, kissing, cornering, brushing up against another person, etc.
- Verbal - referring to someone as "girl," "hunk," "doll," (or similar phrases), whistling, catcalls, telling sexual jokes, spreading sexually oriented rumors, etc.

- Nonverbal - inappropriately staring at someone, blocking a person's path, following someone around, giving unwanted gifts, making sexual gestures, displaying suggestive materials, etc.

PLEASE NOTE: Although the previous section specifically refers to sexual harassment, it also applies to other types of harassment.

As cited in the policies and laws regarding sexual harassment, any retaliation against an individual because he/she reported or was a witness to harassment is an act of harassment and will be treated accordingly.

Reporting Procedures

Any individual who believes he or she has been subjected to harassment is encouraged to report the alleged misconduct to any Administrator, Campus Safety officer, and/or the Superintendent/Head of School as soon as possible. All complaints will be treated confidentially. No adverse action will be taken against a student for making a good faith report under this policy.

THREATS AGAINST PROPERTY OR OTHER PERSONS

The use of phrases such as "I'll kick your...", "If you do that, I'll kill you...", "I'll blow you away...", etc. have unfortunately become commonplace in our society. NFA recognizes that these terms may generally be an expression of temporary frustration or anger with no intent to follow through with action. However, such phrases are

unacceptable and disruptive within a school environment. Just as we may not joke about a bomb at an airport or a fire in a crowded theater, we may not use threatening phrases which imply criminal intent. Claims that the individual did not really mean harm or would not/has not ever harmed anyone do not excuse their use. To protect the safety of everyone, NFA takes every threat seriously.

While students are off-campus, they may choose to interact with written materials, videos, music, and/or games that involve violence, but they may not bring those materials or words on campus. Such discussions can be taken out of context, be misunderstood, and cause alarm; students are not to discuss, quote, sing, or rewrite such materials while on campus.

Threatening phrases of any nature are not acceptable. Disciplinary action will be taken in accordance with the NFA disciplinary structure.

STOPIT APP

The STOPit app is an anonymous reporting tool that NFA students can download to their personal electronic devices in order to report bullying, cyberbullying, dating violence, and/or other mean behaviors directed towards themselves or others. Important: The STOPit app does not take the place of reporting incidents to the Campus Safety department. Students are still encouraged to do so. The app is an additional way for students to make reports.

DISCIPLINE

Most students will experience little difficulty living within the boundaries of the school's defined rules. When students are in violation of a school rule, NFA will make attempts through counseling and/or sanctions to resolve the issue. Sanctions may be detention, loss of school privileges, suspension, or expulsion for a specified time. More serious infractions or repeated infractions may result in discipline up to and including suspension/expulsion and/or police action.

COMPLIANCE

NFA's primary responsibility is to provide students with the skills necessary to succeed in life. Students are responsible for coming to school each day prepared to learn. All need a safe environment. Our school **MUST** be a place where students, faculty, staff, and visitors feel comfortable, where no one is afraid of physical or emotional harm, and where everyone has a chance to excel.

In all matters of student accountability, as educators, we take seriously our obligation to teach students better behavioral strategies. Therefore, in all matters requiring behavioral accountability, we will seek first to restore relationships and repair harms done.

NFA's administration may suspend from school privileges any student whose conduct endangers persons or property, seriously disrupts the educational process, and/or violates a publicized Board policy and/or school rules.

School administrators may immediately remove any student from school when, in their judgment, the student's behavior presents a clear and present danger to the health and safety of the student, to others, or to the fundamental good of the school. Such violations may occur on-campus or at school-sponsored activities. They include (but are not limited to) the following:

- Threatening, hurting, or injuring other persons;
- Violent conduct, including but not limited to physical and/or sexual assault;
- Stealing or damaging property;
- Commission of a serious crime under applicable state and/or federal law;
- Possession of or under the influence of alcoholic beverages in violation of applicable laws;
- Possession of, under the influence of, or distributing a restricted or any other controlling substance as classified by state or federal law;
- Possession of, under the influence of, or distributing a prescription drug in violation of Board policy and/or state or federal law;

- Participation in unlawful "hate acts" under state or federal law, including, but not limited to, actions of racial or religious bigotry, intolerance or hatred;
- Possession of instruments and objects that can be used to cause injury to others even if not legally defined under state and/or federal law as dangerous instruments; and
- Violation of publicized rules of student conduct as set forth in Board policy or The Pilot.

DISMISSAL FROM CLASS

Teachers may remove students from class when students deliberately cause a serious disruption of the educational process. Students asked to leave a class may have to wait for an adult to escort them to the appropriate office. Failure to do so is insubordination and may result in further disciplinary action.

The teacher will follow the dismissal from class with immediate notification to the appropriate office; notification will include the name of the student and the reason for dismissal from class. Students dismissed from class will have an opportunity to explain their actions to their Dean.

DETENTION

A teacher assigned detention is in the teacher's classroom.

Administrative detention and extended detention are in the cafeteria in the Tirrell Building.

Failure to Report to:

Teacher-assigned Detention
Administrative Detention
Extended Detention
Three-Hour Detention
Full-Channel Lunch Detention
Half-Day of In-School Suspension

Consequence:

Administrative Detention
Extended Detention
Three-Hour Detention
Full-Channel Lunch Detention (in ISS)
Half-Day of In-School Suspension (ISS)
In-School or Out-of-School Suspension

Students who are absent from school on a day of assigned detention are to report to the office on the day of their return to school to reschedule.

- Administrative Detention is 2:25 p.m. to 3:15 p.m. on most days Monday through Thursday.
- Extended Detention is 2:25 p.m. to 3:55 p.m. on most days Monday through Thursday.
- Three-Hour Detention will be scheduled by the student's grade-level Dean of Students, or his/her designee, and may consist of multiple days of after school detentions.
- Students arriving late to detention will not be admitted without a late pass from an NFA staff member and are no more than 10 minutes late.
- Students are not allowed to bring food or beverages of any kind to detention.
- Students are expected to perform school-related work for the entire detention period.
- Students are expected to maintain absolute silence and remain seated, unless they have specific permission, until dismissed by the proctor.
- Cell phones are expected to be turned off and put away.
- Any violation of these rules will result in a student's immediate dismissal from detention and referral to the appropriate Dean for further disciplinary action.

SUSPENSION

Assignment to In-School Suspension (ISS) is a measure to correct/address a student's inappropriate behavior. ISS supervises students in temporary isolation. Students in ISS are removed from the classroom and cafeteria and are expected to accomplish specific assignments and adhere to the rules and guidelines of the ISS program.

Students who violate more serious rules or who repeatedly violate school rules may be assigned to Out-of-School Suspension (OSS). Students who are suspended (in-school or out-of-school) may not take part in any co-curricular activity during the period of suspension. Students suspended out-of-school are not allowed on or near campus during their suspension without their Dean's specific approval. (Violation of Connecticut General Statutes 53a-85 "Loitering on or about School Grounds" and/or 53a-107 "Criminal Trespass 1st Degree"). In some cases, students who commit acts of a serious nature will be suspended and required to leave school grounds immediately. For students allowed to complete the school day, the suspension becomes effective at the completion of that school day.

PLEASE NOTE: Students who have received multiple suspensions within a school year may be prohibited from participating in co-curricular events and activities and may be subject to expulsion.

OFF-CAMPUS BEHAVIOR

Certain student conduct may be subject to NFA discipline even if it occurs off campus and at non-school related activities. The most serious instances of such off-campus conduct require an expulsion. It is NFA's policy to expel a student for one calendar year if the Board of Trustees, a subcommittee of the Trustees, or an impartial hearing officer determines that a student, while off-campus and at non-school related activities:

- Was in possession of a firearm as defined in 18 U.S.C. 921 in violation of Connecticut General Statutes Section 29-35 or used a firearm in the commission of a crime under Chapter 952 of the Connecticut General Statutes; or
- Was in possession of and used a dangerous instrument, martial arts weapon or deadly weapon in the commission of a crime under Chapter 952 of the Connecticut General Statutes; or
- Offered for sale or distribution a controlled substance as defined in Connecticut General Statutes Section 21a-240(9) whose manufacture, distribution, sale, prescription, dispensing, transporting or possession with the intent to sell or dispense, or offering, or administering is subject to criminal penalties under Connecticut General Statutes Sections 21a-277 and 21a-278.

The Board of Trustees, a subcommittee of the Trustees, or an impartial hearing officer has the discretion to modify on a case-by-case basis the term of a mandatory one-year expulsion.

In addition to mandatory one-year expulsions for serious off-campus conduct, students may be subject to exclusion and discipline up to and including suspension, and/or a formal expulsion hearing, for other types of off-campus misconduct at non-school related activities if the behavior:

- Violates NFA's publicized policies; and
- Seriously disrupts the educational process.

In determining whether conduct is seriously disruptive of the educational process, the administration may consider, but not be limited to, whether:

- The incident occurred within proximity of a school;
- Other students from the school were involved or whether there was any gang involvement;
- The conduct involved violence or threat of violence or the unlawful use of a weapon, as defined in Connecticut General Statutes section 29-38, and whether any injuries occurred; and
- The conduct involved the use of alcohol and/or controlled substances, and/or restricted substance.

It is NFA's policy that any off-campus misconduct which endangers persons or property may constitute a finding that said conduct seriously disrupts the educational process at NFA and violates written policy if there is any nexus between the off-campus misconduct and the delivery of educational services to other NFA students.

As examples, but without limitation, the following types of conduct, if engaged in by NFA students off-campus and at non-school related activities, represent conduct which violates a publicized NFA policy and seriously disrupts the educational process:

- Possession or use of any illegal drug, restricted substance or controlled substance, intent to sell or distribute notwithstanding;
- Threatening, hurting or injuring other persons;
- Violent conduct, including but not limited to, physical and/or sexual assault;
- Stealing or damaging property;
- Commission of a crime under applicable state and/or federal law;
- Being in possession of, or under the influence of, alcoholic beverages in violation of applicable laws;
- Participation in unlawful "hate acts" under state or federal law, including actions of racial or religious bigotry, intolerance or hatred;
- Unlawful possession of a firearm, dangerous instrument, martial arts weapon or deadly weapon under applicable state, and/or federal law;
- Possession of instruments and objects which can be used to cause injury to others even if not legally defined under state and/or federal law as dangerous instruments; and
- Violation of any other publicized policy of Norwich Free Academy concerning student conduct, including those listed in The Pilot.

EXPULSION

Unless an emergency exists, no student shall be expelled without a formal hearing held pursuant to Connecticut General Statutes Sections 10-233d and Sections 4-177 through 4-180, inclusive and Connecticut General Statutes Section 4-181a. Additionally, if a student is a minor, notice of the formal hearing, as required by Connecticut General Statutes Sections 4-177 through 4-180, shall be given to the student's parents or guardians. If an emergency exists, the hearing shall be held as soon after the expulsion as possible.

Reasons for expulsion (on-campus or at a school-sponsored event):

- Conduct that violates a publicized NFA policy; or
- Conduct that seriously disrupts the educational process; or
- Conduct that is a willful or intentional assault of persons or property.

Reason for expulsion (off-campus):

- Conduct that violates a publicized NFA policy; and
- Conduct that seriously disrupts the educational process.

PROCEDURE FOR EXPULSION

- In cases involving possible expulsion, the student may be excluded from school until a decision is reached.
- The student's entire record is reviewed and considered by the administration before a recommendation is made.

- A copy of the decision is placed in the student's file.
- If the decision is to recommend expulsion, the parents or legal guardian of the student are notified, and a hearing date is established.

ALTERNATIVE EDUCATIONAL OPPORTUNITIES

Students expelled from NFA may be offered an alternative educational opportunity through the Remote Learning Model of Wildcat Learning Academy. Wildcat Learning Academy aims to support students while expelled in a virtual setting. NFA is not required to offer such an opportunity to general education students age 16 and older if the student has been expelled on a previous occasion.

Parents or guardians of such students are hereby so notified.

EARLY READMISSION FROM EXPULSION

An expelled student may apply for early readmission to the Academy. Such readmission shall be at the discretion of the Board of Trustees. However, the Board of Trustees may delegate authority for readmission to the Head of School. Under such circumstances, readmission shall be at the discretion of the Head of School. The Board or the Head of School may condition readmission on specified criteria determined on a case-by-case basis.

STANDARDS OF ACCEPTABLE DRESS

Reasonable regulation of student-worn attire supports educational interests, while empowering students to engage in self-expression and prepares students for future roles in the professional workplace and adult world. NFA asks parents/guardians to ensure that their students' attire and appearance not present a danger to the student's health or safety, and not impede the educational process.

If faculty or staff deems that a student's attire presents a danger to the student's health or safety, or impedes the educational process, a student will be referred to their Dean to address the dress code violation. Clothing or uniforms required by curriculum (athletic clothes for Physical Education, CTE courses, etc.) are an exception to the Standards of Acceptable Dress.

The adviser for school functions may indicate appropriate dress for those functions.

Note: For a full description of NFA's philosophy for the Dress Code and what students must, may, and cannot wear, please refer to the online Student Handbook, Dress Code tab, located on the Student Portal and Parent pages on the website.

Students violating the Standard of Dress will be asked to change. Failure to comply will result in the student being sent home.

USE OF PERSONAL ELECTRONIC DEVICES

Connecticut General Statute § 10-233j gives NFA the authority to restrict student possession or use of cellular telephones at school.

Electronic devices, including but not limited to cell phones, smart devices, iPods, Mp3 players, iPads, Kindles or laptops, may be used in the classroom for instructional purposes only and at the individual teacher's discretion. The use of electronic devices outside of the classroom is allowed as long as such use doesn't disrupt the school environment and use is within acceptable guidelines for use of such devices. A student not adhering to these guidelines will be referred to the appropriate Dean and subject to progressive disciplinary consequences.

Personal phone calls may be made only in an office. Electronic devices may not be used in the locker rooms or bathrooms. A student found using their cell phones in these locations will be assigned a Three-Hour Detention.

NFA reserves the right, however, to deal with each specific violation in whatever manner it deems necessary and appropriate. Electronic devices are subject to a reasonable search if there is a suspicion that the device contains evidence of a violation of school policy or law.

NFA is not responsible for any student's lost, stolen, or damaged property, including the personal electronic devices discussed herein.

Students and their parents/guardians have a reasonable expectation that unauthorized photographs and/or

video taken on campus will not be distributed without their knowledge and approval.

PLEASE NOTE: Recording (or attempting to record), distributing, displaying/sharing of unauthorized photos, audio, or videos will be subject to disciplinary consequences. This includes, but is not limited to, recording (or attempting to record), distributing, displaying/sharing physical or verbal altercations or images/videos of other students without their knowledge and/or approval.

Students who repeatedly violate the electronic device guidelines may be referred for insubordination which can result in suspension.

SOCIAL MEDIA

Behavior on social media is an extension of behavior in person. The same guidelines which apply to face-to-face or verbal behavior also apply to social media. The use of social media to distribute, display, or share unauthorized images, video, or audio that hurts another person or persons at school or disrupts the learning environment in any way is subject to disciplinary consequences. Remember, social media is the tool; you are the user. Do not post any content (language or images) on any social media platform which you would not like to see appear on the front page of a newspaper or to be repeated publicly in an adult forum. Remember, the Internet is permanent. Deleting does not mean that your words or images have disappeared forever and cannot be discovered.

Follow these simple guidelines to use social media positively:

- Think twice before posting.
- Always be respectful and positive.
- Know your audience.
- Don't post if you are angry, upset, or in a negative emotional state.

TOBACCO AND VAPING

NFA is a smoke-free campus. The no tobacco/vaping policy is in effect throughout the campus during all school-sponsored activities and at off-campus school-sponsored student functions (i.e., field trips, Senior Picnic, Senior Prom). These rules also apply to all forms of tobacco/nicotine/CBD products, electronic cigarettes, and vaping devices. Also, possession of tobacco/smoking/vaping paraphernalia and accessories such as pipes, rolling papers, cartridges, vape batteries, lighters, etc. is a violation of the smoking/vaping policy.

Tobacco/Vaping violations are subject to the progressive disciplinary consequences as listed in the Disciplinary Structure.

A student's Dean will seize and retain tobacco or vaping products found on campus. Consistent with CT G.S. 53-344c regarding possession of tobacco products, such products cannot be returned to students under the age of 21. A parent or guardian must come to the campus to reclaim the items.

Smoking, vaping, or consuming THC products violates the Controlled Substance section of the Disciplinary Structure.

UNDER THE INFLUENCE OF DRUGS AND ALCOHOL

Students suspected to be under the influence of alcohol, and/or restricted substances, and/or controlled substances while on campus or at school-sponsored events may be referred to the proper authorities. They may also be searched and/or referred to appropriate medical personnel for observation and evaluation. Parents/guardians will be notified and asked to come to pick up their student. The student will be subject to disciplinary action as described in the disciplinary structure.

For more information about this, please refer to **NFA Policy #5114.3**.

WEAPONS

In accordance with C.G.S. 10-233d, any student found in possession of a deadly weapon (i.e., any weapon or firearm, whether loaded or unloaded, from which a shot may be discharged, or a switchblade knife, a gravity knife, billy, blackjack, bludgeon or metal knuckles), a dangerous instrument, as defined in C.G.S. 53a-3(7), or found in possession of a controlled substance with intent to sell or distribute on school property, school controlled property or at a school-sponsored activity will be expelled from school.

THEFTS

Stealing is inconsistent with NFA's behavioral expectations. Violators of Connecticut General Statute definitions of theft will receive disciplinary consequences, which may include arrest.

Food in the cafeteria is priced by portion, and moving a portion/s from one container to another without notice to Food Services personnel at the register, and/or leaving the serving line with food without paying for it is stealing and will result in disciplinary consequences.

Students are cautioned that failure to turn in found property and possession of stolen property is theft under Connecticut statutes. Found property must be turned into a building office, Project Outreach or Campus Safety immediately.

NFA is not responsible for lost or stolen property.

Note: See also the sections on "Control of Personal & Assigned School Property" and "Lockers."

SEARCH AND SEIZURE

The United States Supreme Court has ruled that the Fourth Amendment allows school officials to search students without complying with the strict "probable cause" standard imposed upon law enforcement officers.

Any NFA student may be searched if there is a reasonable suspicion that the search will turn up evidence that the student has

violated the law or the rules of the school. NFA reserves the right to carry out random locker searches. A student's person, pockets/purse/knapsack, desk, locker, car, etc., are subject to search if there is reasonable suspicion that the student has in their possession an item(s) which may be harmful to themselves or others. When the Norwich Police Department and NFA Administration deem it appropriate to do so, they may use a police canine during investigations.

Refusal to submit to a search may result in a suspension.

DUE PROCESS

All students have the right to a hearing with their assigned Dean in which reasons for suspension are presented and in which the student may explain his or her actions. The school administration will comply with the requirements of due process under state law. These requirements vary depending upon the discipline imposed. However, school administrators may immediately remove any student from school when, in their judgment, the student's behavior presents a clear and present danger to the health and safety of the student or others, or to the fundamental good order of the school.

Any work missed as a result of suspension may be made up upon the student's return to school. It is the student's responsibility to obtain, complete, and submit all makeup work.

DISCIPLINARY STRUCTURE

NFA will refer students to law enforcement agencies for violations of applicable state laws. NFA will also cooperate with law enforcement agencies regarding investigations.

The **maximum consequence** for any disciplinary infraction is a **recommendation for expulsion**.

PLEASE NOTE: Behavior on campus or at school-sponsored events or activities is NOT immune to the law. Illegal activity of any kind will not be tolerated and may result in the involvement of law enforcement and serious consequences for the offender.

OFFENSE	MINIMUM CONSEQUENCE
Alcohol – possession of	10-day out-of-school suspension, possible arrest
Alcohol – sale/transfer/distribution of	10-day out-of-school suspension, recommendation for expulsion, possible arrest
Alcohol – use of/under the influence of	10-day out-of-school suspension, parent conference, possible arrest
Assault of another student (on or near school property or any school-sponsored event)	10-day out-of-school suspension, possible arrest
Assault, physical contact, or threat to NFA faculty or staff member	10-day out-of-school suspension, possible arrest
Attendance violations (class cuts, truancy, etc)	Refer to “Attendance” section
Bullying	Investigation, notification of parent/guardian, 5-day out-of-school suspension
Bus Misconduct	Extended detention, possible suspension of bus privileges
Computer violations	1-day in-school suspension, parent notification, loss of computer access and/or privileges, possible arrest
Disruptive behavior	Conference

OFFENSE	MINIMUM CONSEQUENCE
Dress code violations	Students violating the Standard of Dress will be asked to change. Parent/ guardian notification. Failure to comply will result in the student being sent home.
Drugs - Paraphernalia possession, crafting of	3-day out-of-school suspension, parent notification, possible arrest
Drugs – Possession of controlled substance, illegal prescription drug, restricted drug, and/or hallucinogenic	1st offense: 10-day out-of-school suspension, possible arrest (May be reduced to a minimum 5-day out-of school suspension with completion of drug violation course) 2nd offense: 10-day out-of school-suspension, possible recommendation for expulsion, possible arrest
Drugs – Sale, delivery, distribution, possession with intent to sell of a controlled substance, illegal prescription drug, restricted drug, and/or hallucinogenic	Recommendation mandatory one (1) calendar year expulsion required by C.G.S., possible arrest
Drugs – Soliciting the sale, delivery, distribution of controlled substance, illegal prescription drug, restricted drug, and/or hallucinogenic	5-day out-of-school suspension (may be reduced to 3 days upon completion of drug violation course – dependent on availability)
Drugs – Use/Under the influence of controlled substance, illegal prescription drug, restricted drug, and/or hallucinogenic	10-day out-of-school suspension, possible arrest (May be reduced to a minimum 5-day out-of school suspension with completion of drug violation course – dependent on availability)
Electronic Devices – Classroom Use Authorized use determined by classroom teacher.	Referrals to a Dean will follow insubordination guidelines.
Electronic Devices - Unauthorized use of in locker rooms or bathrooms	Three-hour detention
Electronic Devices – Taking/ Distributing/Displaying/Sharing Unauthorized Photos/Audio/Video	3-day out-of-school suspension

OFFENSE	MINIMUM CONSEQUENCE
Electronic Devices - Distributing/ Displaying/Sharing of Photos/Videos of a Sexual or Criminal Nature	10-day out-of-school suspension, possible arrest
Explosive materials – Possession/Use of	10-day out-of-school suspension, recommendation for expulsion, possible arrest
False alarm – Blue Emergency Phone	1-day in-school suspension, possible arrest
False alarm – Fire Alarm	10-day out-of-school suspension, possible arrest
Fighting	10-day out-of-school suspension, possible arrest
Fighting, Aiding in a	3-day out-of-school suspension
Forgery	Extended detention, parent notification, possible loss of privileges
Gambling	Conference, parent/guardian notification
Harassment (including Sexual)	3-day out-of-school suspension, possible arrest
Hazing	3-day out-of-school suspension, possible arrest
Incendiary (Inflammable) Devices – Reckless Use of	10-day out-of-school suspension, possible arrest
Incendiary (Inflammable) Devices – Intentional Use of	10-day out-of-school suspension, recommendation for expulsion, possible arrest
Inciting Disruptive Behavior	3-day out-of-school suspension, possible arrest
Insubordination 1 – Untruthful, refusal to follow direction	Conference; parent/guardian notification
Insubordination 2 – Refusal to identify oneself, providing false identification, disrespectful toward faculty/staff	1-day in-school suspension
Insubordination 3 – Serious disrespect/ abusive behavior toward faculty/staff	3-day out-of-school suspension

OFFENSE	MINIMUM CONSEQUENCE
Intimidation	3-day out-of-school suspension, possible arrest
Loitering on school grounds while under out-of-school suspension or expulsion	Possible arrest
Medical policy violation	Warning; parent notification
Off-campus, leaving school grounds without permission, returns to campus	Extended Detention; parent notification
Physical Contact, Inappropriate (including that of a sexual nature, while on campus or while attending a school-sponsored event)	2-day out-of-school suspension
Plagiarism, cheating	Refer to chart in the "Academic Integrity" section.
Slurs – discriminatory or sexual in nature, written or verbal	1st offense: 1-day in-school suspension, parent notification 2nd offense: 3-day out-of-school suspension
Social Behavior, inappropriate (including horseplay, roughhousing, insults, taunts, meanness, etc.)	Conference
Theft 1 – estimated value of \$0-5	Extended detention
Theft 2 – estimated value \$5-100	1st offense: 1-day in-school suspension 2nd offense: 2-day in-school suspension
Theft 3 – estimated value \$100 or more or 3rd or more offense of Theft 2	3-day out-of-school suspension, possible arrest
Threat 1 – Low level (on or off campus)	Conference, possible assessment by support team
Threat 2 – Moderate level (on or off campus)	1-day in-school suspension, possible assessment and/or behavior contract
Threat 3 – High level (on or off campus)	10-day out-of-school suspension, parent conference, notification of authorities, assessment, possible expulsion

OFFENSE	MINIMUM CONSEQUENCE
Tobacco/vaping – possession, smoking or use of tobacco/nicotine products	1st offense: 1-day in-school suspension, parent notification 2nd offense: 3-day out-of-school suspension, parent notification, and conference 3rd offense: 5-day out-of-school suspension, parent conference
Tobacco – possession of paraphernalia	Conference, confiscation
Traffic Violation – erratic driving	1st offense: Temporary loss of privileges, authorities may be notified 2nd offense: Permanent loss of privileges, authorities may be notified
Traffic violation – parking violation	Conference, possible loss of privileges
Traffic Violation – pedestrian	Conference
Unauthorized Area – being present in	Conference
Vandalism, graffiti or willful destruction of school or personal property	Restitution required, parent notification, possible arrest
Vulgarity/Obscene Gestures, Language, Writing	Extended Detention
Weapons, possession/use of: a) Dangerous instrument or object which can be used to cause injury to others b) Dangerous/deadly weapon as defined in state and/or federal statutes, including but not limited to firearm or martial arts weapon	a) 10-day out-of-school suspension, possible expulsion, arrest and/or risk assessment b) Recommendation for mandatory one (1) calendar year expulsion required by C.G.S., possible arrest and/or risk assessment

DEFINITIONS

Aiding in a Fight	Activities that aid, abet, or encourage fighting, including (but not limited to) acting as a lookout, recording the fight, failing to inform administration of the fight, attending a fight, or being a spectator at a fight.
Assault	Verbal or physical attack by one person or a group of persons, with the intent of causing serious bodily harm to another individual.
Controlled Substance	Includes all substances classified as such under federal and/or state law. This also includes any substance inappropriate for use by age or in school.
Fighting	Intentional hostile bodily contact with another person or the participation in an incident that involved a physical confrontation in which one or more participants received a minor physical injury.
Hazing	Any activity that humiliates, degrades, abuses or endangers a person's physical or emotional health for initiation or membership in or affiliation with any organization, regardless of the person's willingness to participate.
Slur	Any comment of a derogatory (negative) nature about race, ethnicity, sexual orientation, religion, age, gender, or disability. Slurs often find expression as insults.
Truancy	Missing school without an acceptable reason for absences
Unacceptable Social Behavior	Includes, but is not limited to horseplay, roughhousing, insults, taunts, meanness, or continued willful maladaptive behavior,
Unauthorized Areas	Any area not under the direct supervision of an NFA faculty or staff member including some areas that are <u>on campus</u> .
Weapons	Dangerous instruments or objects which can be used to cause injury to others but not legally defined as dangerous or deadly weapons, including but not limited to small knives, chemical sprays, etc.

RESPONSIBILITIES

CODE OF CONDUCT

NFA students have composed this code to guide their conduct and set a standard for the school and community. It is a good reference for parents. To live with one another in our diverse society, we must recognize and reinforce the importance of character traits such as honesty, integrity, respect, and responsibility. Success lies in an individual's respect for self and others.

As an NFA student, I will do my best:

- To be trustworthy to my teachers and peers.
- To maintain a high standard of academic integrity.
- To have respect for school and public property.
- To dress and conduct myself in ways appropriate for public places.
- To behave maturely and responsibly during all school-sponsored activities.
- To promote a positive school community and climate free of intimidation, bullying or other inappropriate social behavior.
- To reinforce positive behavior and to model appropriate interpersonal interaction.
- To be proud of and loyal to my school.

STUDENT CODE OF GOOD CHARACTER

To exhibit good character as an NFA student, I will:

- Demonstrate respect, consideration, and compassion for others.
- Take responsibility for my actions.
- Lead by setting a positive example for my peers.
- Promote honesty and trustworthiness.
- Cooperate with teachers and peers to foster a safe learning environment.
- Participate actively in my school community.

ACADEMIC HONOR CODE

NFA expects all students to attest to the following statement in submitting assigned work: "I declare that I am the sole and original author of this work. This assignment was completed in compliance with the requirements of NFA's Academic Integrity Policy."

ACADEMIC INTEGRITY

Statement of Purpose:

In keeping with its educational mission and its commitment to the development of character, NFA promotes ethical and honorable behavior, scholarship, and research practices.

Academic dishonesty is unacceptable because it undermines the academic integrity and ethical atmosphere of our school.

NFA is an academic community. Since its founding in 1854, the fundamental purpose has been the pursuit of knowledge. Essential to the success of this educational mission is a commitment to the principles of academic integrity. Every member of the educational community is responsible for upholding the highest standards of honesty at all times. Students, as members of the community, are also responsible for adhering to the principles and spirit of academic integrity.

All students receive instruction in their classes about academic honesty. These measures are designed to ensure that ignorance of the definition and scope of academic dishonesty is not an excuse for its practice.

PART I: DEFINITION

Academic Integrity: Norwich Free Academy, places a high value on students demonstrating ethics, integrity, and perseverance. At NFA, the expectation is that when a student submits any assignment that they are the sole and original author/creator of the work, unless they have specific permission or directions from their teachers otherwise. We value and respect intellectual risk-takers who challenge themselves, who create new and meaningful understandings of the content they are learning and who work to analyze concepts, interpret information, and construct original pieces that reflect their understanding of the content and skills they have learned.

Forms of academic dishonesty include, but are not limited to:

Cheating: using or giving, or attempting to use or to give, unauthorized assistance, material, or study aids in examinations or other academic work; or preventing, or attempting to prevent, another student or students from using authorized assistance, material, or study aids.

Examples: using unauthorized technologies, exchanging information, without prior approval, during an assessment or while others are taking a test, using unauthorized materials to complete an assessment, collaboration on an assessment without approval (including copying another student's work), sharing test questions, selling/supplying your work, etc.

Plagiarism: using the intellectual or creative ideas, materials, data, or language of another without specific or proper acknowledgment. This includes use of another author's phrasing or sentence structure without providing appropriate credit.

Multiple submissions: submitting substantial portions of any academic exercise more than once without prior authorization and approval of the teacher.

Examples: Turning in the same paper for Freshman English and Sophomore English, or using multiple paragraphs from a paper written for English for a paper written in a History class.

Part II: Consequences

The following consequences of academic dishonesty shall apply. Consequences are cumulative within any one academic year, and offenses are cumulative among all courses taken by a student within the same academic year.

Determination of Academic Dishonesty

When a teacher suspects a student of violating the Academic Integrity Policy, the teacher and their Head of Department will review the evidence and determine if the student's actions are in violation of the policy. Teachers will contact the student(s), parents/guardians, school counselor, and Dean of Student after consulting with their Head of Department. Teachers will complete a Discipline Referral to be submitted to the appropriate Dean of Students and provide a copy of the evidence of the violation. The Dean of Students will inform the teacher, school counselor, parent, and student of the outcome.

Offenses under each category are counted separately: **Level I** (Formative Assessments/Low-Stakes Assignments - can include, but not limited to, homework, classwork, etc.) and **Level II** (Summative Assessments - tests, projects, major papers or assignments, etc.). For the purposes of determining eligibility for National Honor Society, these offenses follow a student for the duration of their high school career.

LEVEL 1 OFFENSE:

Cheating (Formative Assessments)

- Collaborating on assignments without teacher approval (including copying another student's work)
- using multiple paragraphs from a paper written for one class for a paper written in another class
- Using unauthorized materials on assignments (i.e. translation apps/websites, Photomath, AI/ChatGPT (or other technology), etc.

Plagiarism (Formative Assessments)

- Inadequate paraphrasing
- Misrepresenting a source or improper citation
- Neglecting to cite, or insufficient citation of, information that is not common knowledge (information that is readily available from multiple sources)
- Paraphrasing/summarizing another's thought(s) without proper citation.
- Perceived use of an unauthorized study aid during an assessment (i.e. phone, smart watch, or other electronic device out during assessment)

1st offense: – Redo the assignment. If not completed within two days, a grade of zero will be entered.

- Warning issued, offense logged in PowerSchool
- Parental notification, by teacher and dean

2nd offense: – Zero on assignment

- Administrative Detention
- Parental notification, by teacher and dean

Subsequent Offenses: – Zero on assignment

- Extended Detention
- Parental notification, by teacher and dean

LEVEL 2 OFFENSE:

Cheating (Summative Assessments)

- Exchanging information, without teacher permission, during an assessment
- Using unauthorized materials during an assessment (i.e. phone or smart watch used during assessment, translation apps/websites, Photomath, AI/ChatGPT (or other technology), etc.)
- Preventing, or attempting to prevent, another student or students from using authorized assistance, material, or study aids
- Turning in the same paper in two or more different classes.
- Unauthorized sharing of test questions or assessment materials with other students
- *Selling/supplying your work to another student or receiving/buying the work of another person or third party source*

Plagiarism (Summative Assessments)

- Verbatim use of information without providing proper citation or credit. Example: cutting and pasting from a source and failing to give credit to the original author
- Use of another author's phrasing or sentence structure without providing appropriate credit
- Fabrication of sources other deliberate mis-documentation (**i.e.** creating a fake source, mis-documenting a source to hide plagiarism, documenting a source that was not cited or consulted in the creation of the work, etc)
- Submitting someone else's work as your own. Example: having a parent or another person write an essay and submit it as one's own work, purchasing or copying pre-written papers, completing work with a tutor and the work reflects the tutor has done the majority of the work, use of AI programs to complete the assignment, etc.

1st offense: – Redo of assessment for a maximum grade of C (75%) to be completed within one week

- Administrative detention
- Complete Academic Integrity packet
- Parental notification, by teacher and dean

2nd offense: – Grade of zero on the assessment

- Extended detention
- Complete Academic Integrity packet
- Parental notification, by teacher and dean

Subsequent Offenses: – Grade of zero on the assessment

- One day of ISS
- Parental notification, by teacher and dean

PLEASE NOTE: Any student found to have plagiarized or cheated on a midterm, or final exam will receive an "F" (0) for the exam grade.

PART III: WORKS CONSULTED

Corder, J. W. & Ruskiewicz, J. J. Handbook of Current English. Glenview, IL: Scott Foresman, 1985.

Eagan High School Wildcat Style Manual [Online] Available <http://www.eagan.k12.mn.us/englishlanguagearts/wildcatmanual/plagiarismpolicy.html>, Sept. 1998.

East Lyme High School Student Handbook [Online] Available <https://www.eastlymeschools.org/high-school/general-info/handbooks-and-policies>, June 2023.

Griswold High School Student Handbook [Online] Available <https://www.griswold.k12.ct.us/ghs/resources/student-handbook-201920>, June 2023.

Fowler, H. R. The Little, Brown Handbook. Boston: Little, Brown and Company, 1986.

Lester, J. D. Writing Research Papers: A Complete Guide. Glenview, IL: Scott Foresman, 1967.

EXAMS

Exams are administered at the end of each semester. Students report directly to their scheduled exam room on those days. Students who do not have a scheduled exam are not required to be on campus during that exam period. Examination rules are posted and read aloud before the start of each examination period. Exam days are early release days for students, and lunch is not served on those days. The cafeteria is open for snacks and those students waiting for a later exam or transportation home.

For a student to be eligible for a make-up exam, the student's parent/guardian is required to contact the school regarding the student's absence. Failure to do so may forfeit a student's make-up privilege. Students who are eligible for making up an exam are expected to schedule the make up with the teacher(s). Failure to do so may forfeit a student's make-up privilege. Students who miss an exam and are deemed ineligible for a make-up exam/activity will receive an NG (0) for the exam grade.

PLEASE NOTE: At the teacher's discretion, a senior may be exempt from taking a final exam for a course. The following guidelines apply: **For YEAR-LONG courses**, seniors may be exempt from a final exam IF they have a Y1 AND M4 average of 80% or higher. **For SEMESTER-LONG courses**, seniors may be exempt from a final exam IF they have a S1 AND M2 or S2 AND M4 average of 80% or higher. Students enrolled in college credit classes are required to complete a final assessment regardless of term average.

The teacher retains the final right to grant the exemption. Seniors will not be told whether or not they are exempt

from taking a final exam until the last class meeting of the course.

Any student found to have plagiarized or cheated on a midterm, or final exam will receive an F (0) for the exam grade.

SOCIAL BEHAVIOR

Students are responsible for maintaining a proper standard of social behavior on campus and at all school-sponsored events and activities. Courtesy, consideration, respect, and responsibility for others, property and school rules and regulations are distinctive marks of socially acceptable behavior. It is impractical to define all standards of acceptable behavior, and common sense and good judgment should always serve as a guide.

In addition to violations listed in the Disciplinary Structure, students should be aware that the following are NOT considered acceptable social behavior:

- Taking part in horseplay, roughhousing, or physical and verbal "fooling around."
- Making comments or remarks that are insulting, taunting, or mean.
- Spreading rumors and gossip. Rumors and gossip disrupt the learning environment and create a hostile environment for anyone targeted by them.
- Excessive public displays of affection.
- Learning of pending behavior that might take place on or off campus that has the potential to disrupt the learning environment and/or place persons or property at risk or harm and withholding that information from a member of campus safety, NFA's administration, faculty or staff.

FOOD DELIVERY

Norwich Free Academy prohibits food delivery from outside vendors or third-party vendors (e.g. GrubHub, DoorDash, etc.). This does not prevent a parent from bringing lunch to their child, in instances where their child forgot their lunch at home. However, due to our current contract with our food service provider, food deliveries from outside vendors violate this contract.

SENIOR PRIVILEGES

Privileges are afforded to members of the senior class who are responsible and conduct themselves appropriately at school and school functions. Seniors who exhibit chronic disciplinary issues, a lack of rule compliance, or poor attendance may lose senior privileges, including participation in senior activities including, but not limited to the Senior Trip, Senior Breakfast, and Senior Prom.

Parking:

Seniors who meet the criteria have the opportunity to apply for a parking permit in the senior parking lot. The Campus Safety Department issues this permit.

PLEASE NOTE: Parking in the senior parking lot is limited and on a first come, first served basis.

Senior Lounge:

Seniors who meet the following criteria will be placed in Senior Lounge:

- Absentee rate is less than 15%
- Number of tardies less than 15
- No class cuts
- GPA is 2.0000 or greater
- Limited disciplinary issues
- No outstanding debt

Senior Lounge will be held in the library. Seniors in Senior Lounge should report there and check in with the proctor. Being in Senior Lounge is a privilege. Students who do not comply with the rules will be referred to their dean, removed from Senior Lounge and placed in a study hall.

Qualifying students who prefer a regular study hall should contact their school counselor.

Late Arrival/Early Release:

All seniors may arrive late to and/or leave school early if:

- they have study hall first or last period,
- they have a signed permission slip on file,
- they have no debt to NFA.

Seniors scheduled with two (2) consecutive study halls at the start or end of the day may exercise the late arrival/early dismissal privilege for both periods only if:

- they had a GPA of 2.6667, or greater, the previous school year,
- they did not lose credit in any course in the previous year,
- they did not have any suspensions of any kind the previous semester,
- their parents/guardians give permission
- their Dean approves the request and the student has confirmed approval with their Dean's Office.

The criteria to keep the late arrival/early release privilege for the year includes:

- no class cuts
- no more than 10 tardies to school
- no major disciplinary consequences assigned
- no debt is accrued.

UPPER PRIVILEGES

Late Arrival/Early Release:

Uppers may arrive late or leave school early if:

- they have study cafe or study hall first or last period of the day,
- they had a GPA of 2.6667, or greater, the previous school year,
- they did not lose credit in any course in the previous year,
- they did not have any suspensions of any kind the previous semester,
- their parents/guardians give permission, and
- they do not have any student debt owed to NFA.

The criteria to keep the late arrival/early release privilege for the year includes:

- no class cuts
- no more than 10 tardies to school
- no major disciplinary consequences assigned
- no debt is accrued.

SENIORS & UPPERS

To retain the privilege of arriving late and/or leaving early through-out the semester, seniors and uppers must:

- Not accumulate any class cuts
- Have no assigned disciplinary consequences, including suspensions of any type
- Uppers and seniors must have signed parental permission slips on file with their Attendance Secretary for Late Arrival and Early Release.

To avoid loss of privilege and/or disciplinary consequences, uppers and seniors:

- Must sign in to the office in the building where their first class is located when they arrive at school and before going to their first class
- Must sign out in the office in the building of their last channel class for a last period of the day study hall
- Must be present in their first class before the final bell. Failure to do so will negatively impact overall attendance counts for that class and may result in disciplinary consequences and/or loss of credit.

Eligibility for upper and senior privileges are reviewed at the end of the first semester. The administration has the right to revoke these privileges at any time.

DANCES

The following are guidelines for all dances:

- Dances must take place on Friday or Saturday nights between 6-11.
- School-sponsored dances are open to NFA students only. Non-students may attend Homecoming (with Seniors only) and Upper or Senior Prom with prior administrative approval.
- Students will not be admitted to any dance if they arrive more than one hour after the start of the dance, unless prior arrangements have been made.
- Students must demonstrate regular school attendance and be in school for a full day, as defined in the "Attendance" section, the day of, for Friday night dances, or the day before, for Saturday night dances.
- Students are not permitted to bring backpacks or bags to school-sponsored dances.
- Students are not permitted to bring food or drink into a dance.
- Students cannot leave and then reenter the dance, once they have arrived.
- Students and/or their guests may be asked to take a breathalyzer test or searched if they present as under the influence. Students who refuse to such tests or searches will be denied admittance to the dance.

REQUIREMENTS FOR PARTICIPATION IN GRADUATION CEREMONY

To be eligible to participate (i.e., march) in NFA's graduation ceremonies 12th-graders must:

- Earn 25 credits or will be able to earn 25 credits with the successful completion of summer school.
- Be free of any violation of NFA standards of behavior that may have restricted them from participation in any or all senior activities.
- Be present for the mandatory graduation rehearsal.
- Be dressed appropriately in accordance with graduation dress requirements.

TECHNOLOGY

TECHNOLOGY CODE OF ETHICS AGREEMENT

NFA uses technology as one way of enhancing the mission of teaching the skills, knowledge, and behaviors students will need as successful and responsible adults. The school's computers and infrastructure provide opportunities to explore and use a varied set of resources including computer programs, applications, and the Internet. School personnel expect that people will use the school's technology consistent with NFA's educational mission.

Students are responsible for proper care of equipment and software.

Intentional misuse or purposefully not adhering to the Technology Code of Ethics below will lead to disciplinary action which may include the loss of all technology privileges and/or network access. Restitution for damages will be the responsibility of the student and/or parent/guardian.

Students at Norwich Free Academy, agree to the following Technology Code of Ethics:

1. I *will* use the computer hardware, software and electronic devices only for authorized educational purposes. I will use only files assigned for use by the instructor or documents I have created.
2. I *will print* only material relevant to my assignments.
3. I *will log on* to my assigned technology equipment only under my NFA student account. I understand I will have limited access to the computer environment because of NFA's set security features. I will not attempt to bypass this secured environment by any means including the use of proxy servers.
4. I *will maintain* the integrity of the hardware configuration of the computers on the network by not modifying the physical linkage of the computer (disconnecting wires, cables, or disassembling any parts of the computer).
5. I *will access* the Internet only with the permission and direct supervision of the instructor. I will connect only to places on the Internet about subject matter specifically related to assignments.
6. I *will respect and uphold* copyright laws – this prohibits installing copied or unlicensed software.
7. I *will not install or remove* hardware (except for USB drives), software, or software documentation from the computer. This includes installing software to my assigned network storage areas. I will not modify, tamper with, or delete any program or system files.
8. I *will not copy and/or delete* any computer software or files belonging to NFA, NFA faculty & staff, or another student.
9. I *will not use* a faculty, staff or another student's password to log on to their account.
10. I *will not EAT, DRINK, or CHEW GUM* when near computers.
11. I *will not deliberately* access inappropriate materials or show others how to do the same. I will notify my instructor immediately of any inappropriate sites accidentally accessed.
12. I *will use* computing devices for entertainment purposes (e.g., watching inoffensive videos, playing games, listening to music) only at the discretion of the instructor.

TECHNOLOGY RULES: DAILY CLASSROOM PROCEDURE (for computer labs)

Please:

- Work only with assigned technology
- Inspect condition of the technology and notify the instructor of any problems immediately
- Work only on programs or applications assigned by the instructor as part of the assignment
- Log off and shut down the technology properly

Do not:

- Use a teacher workstation without teacher permission and supervision.

Please leave system configuration as set by your teacher. Do not change:

- Desktop background and icons
- Wallpaper display
- Windows settings
- Startup settings
- Screensaver

NFA ISSUED STUDENT CHROMEBOOKS

All NFA issued Chromebooks are the property of NFA and are to be returned to NFA upon unenrollment or graduation. Chromebooks must be treated with care and good digital citizenship.

Do not:

- Put stickers or other markings on an NFA Chromebook
- Destroy or remove the NFA asset tag or serial number

- Attempt to install non-NFA software on the Chromebook
- Attempt to hack or circumnavigate the network controls on the Chromebook

INTERNET ACCESS RULES: COMMUNICATION VIA THE INTERNET

NFA's technology and network connection may not be used to access any of the following:

- Facebook, Snapchat, TikTok or similar social networking programs
- Software- or music-sharing websites
- External programs (e.g., launched from a thumb drive)
- Any non-academic websites

Downloading Software

- Only approved software by the NFA Information Technology (IT) department is allowed to be installed on NFA technology. The installation of any other software is strictly forbidden.

Software Viruses

- NFA technology is to remain virus free. Malicious, hacking, and monitoring programs are strictly forbidden.

Disciplinary consequences for technology violations:

- Minimum discipline: 1-day in-school suspension, parent notification, loss of technology access and/or network privileges, and possible arrest
- Maximum discipline: recommendation for expulsion and possible arrest

GENERAL INFORMATION

CAMPUS BOUNDARIES

Students must remain on campus from the time they arrive at school in the morning until dismissal time. Failure to comply with this regulation will result in a minimum consequence of an Extended Detention.

"On campus" is defined as all Academy grounds. The Italian Heritage Monument (7 a.m.-5 p.m.) and the Park Congregational Church grounds (7 a.m.-3:30 p.m.) are considered part of Academy grounds on days when school is in session, though students are not allowed in these areas during the school day (7:15-2:10). Students are "on campus" while being transported between the Compass Program and the Broadway Campus. Students are not to walk between the Compass Program and the Broadway Campus unless they have a signed permission form on file to walk between campuses and are accompanied by an NFA staff member. All of the rules regarding campus behavior apply during those time periods, including those prohibiting the use of electronic devices, tobacco/vaping, and access to personal vehicles.

"Off campus" includes both sides of Joseph Perkins Road and both sides of Broadway and Carroll Avenue. Off campus also includes the grounds of Park Congregational Church and the Italian Heritage Monument.

During school hours, without permission of an administrator or their designee, students are not permitted to enter their cars regardless of where they are parked. Students are not allowed to climb over a fence to exit campus.

LOITERING ON SCHOOL PROPERTY

Students are not allowed to arrive on campus before 6:45 a.m. unless given explicit permission in advance.

At the close of each school day, all NFA students are to leave school property unless they have business at school. School business includes extra help from a teacher or participation in an after-school activity (e.g., sports, performing arts, club meetings or using the library).

Students awaiting rides home after school should instruct drivers to pick them up behind the library. Students awaiting rides home after dark are asked to wait in the front lobby of the Tirrell building and should instruct drivers to park within the traffic circle for pick-up.

Non-students (of school age) are allowed on campus only when they are attending a specific after-school activity they are entitled to attend or when they have written permission from school authorities.

During after-school athletic events or any school-sponsored events, only student participants are allowed in the locker room areas. A student not participating in an after school sport will not be allowed in the locker room area unless he or she is under the supervision of a teacher/coach. Only students who are involved with the athletic program should be in the gym after school unless special permission has been granted by a teacher/coach.

Any student who has been suspended will not be allowed on campus after school. Students on suspension lose their social privileges during the period of their suspension. When asked to leave campus by security or anyone in authority, students must leave or be subject to disciplinary action and possible arrest.

UNAUTHORIZED AREAS

Certain areas on and around NFA's campus are not appropriate for students to occupy during certain hours or for the entire day. Students found in the following areas are subject to discipline:

- On the Italian Heritage Monument or the grounds of the Park Congregational Church during the school day.
- In NFA's Reynolds Road parking lots during the school day.
- In any area on campus clearly not intended for student occupancy.
- On the walkway behind the Frank Center, except during emergency evacuations.
- In all specifically posted "Unauthorized Areas."
- In any area or room on campus not actively monitored by a member of the faculty or staff at the time of such occupancy.
- In buildings after school hours when not engaged in an authorized activity.
- In the gymnasium locker areas at any time when not present for an authorized activity.

- In the gymnasium lower level hallway during normal school hours, except for students exiting gym class and those with classes in the academic classrooms on that floor.

CLOSED-CIRCUIT TELEVISION CAMERAS

NFA takes every effort to provide a safe and secure campus environment for everyone. Most measures to achieve this goal are collaborative among students, their families, their communities and faculty, staff and administration.

Closed-circuit cameras monitor NFA's campus, buildings, and common areas. They monitor and record images only. Cameras are, and will not be, placed in any areas where there is a reasonable expectation of privacy, such as locker rooms or bathrooms.

CAMPUS TRAFFIC

Because of the traffic congestion on campus at the close of school each day, and for efficient and safer dismissal of students, the following rules regulating vehicular traffic are in effect:

- During the school day, visitors must use the South (Main) entrance on Crescent Street.
- Morning Drop-off – Parents may use the North Entrance to drop off students in the morning. The North Entrance avoids the bus congestion to the south of campus and allows parents to pull in, drop off at the Shattuck Circle, and exit via Broadway.

- For student safety, during the morning bus drop-off period (approximately 6:55 – 7:25 a.m.) on the south end of campus,
- Private vehicles may not drop off students by entering campus at the South (Main) Entrance on Crescent Street. Parents are asked to drop off their children curbside along Crescent Street.
- All campus vehicular traffic must remain standing until all buses are loaded and have left campus. Drivers are requested
- Students are not to jump over any of the fences on campus.

PLEASE NOTE: It is imperative that students do not engage in behavior that seriously endangers themselves or others. Disciplinary action will be taken against students who violate the rules stated above, even if such behavior takes place within 100' of the campus boundaries.

For the safety of all campus pedestrians, students are not to ride bicycles, motorbikes, skateboards, scooters and in-line skates on campus at any time.

Additionally, drivers must:

- Not move any vehicles on campus during the times of 10 minutes before the dismissal bell and 20 minutes after dismissal.
- Follow the posted speed limit on campus, 5 MPH, at all times.
- Not drive behind Alumni Gym at any time.
- Not move vehicles on campus during passing time (between classes), remaining stopped and in place until passing time is over and students have returned to classes.

The following rules regulating pedestrian traffic are in effect for students:

- Students are to use crosswalks at all times.
- Students must ensure that vehicles are granting them the right of way using a crosswalk.
- Students are not to cross between buses.
- Students should refrain from taking shortcuts across the grass and/or through the hedges.

STUDENT IDENTIFICATIONS CARDS

Photos for student identification "ID" cards are taken each fall. Students are expected to carry their ID at all times and to cooperatively surrender it if requested by any member of the NFA faculty, staff or administration. IDs are used to record attendance in the nurse's office, Senior Lounge, Administrative or Extended Detention, and Library. Lunch money can be placed in a MySchoolBucks account linked to the ID. IDs are required to sign out a book from the library and to attend detention and school-sponsored activities, including dances. We also encourage students to carry their ID when attending activities at other schools.

Altering an ID will result in disciplinary action. Students needing to replace their ID card should report to the Registrar's Office in Allis House. There is a \$2.00 charge for ID replacement. Refusal to identify yourself when asked to do so by an adult will result in a suspension.

STUDENT DEBTS

Students are responsible for any debt to NFA. Student privileges may be revoked pending resolution of the debt (i.e. Senior Lounge, Homecoming, Prom, Senior and Upper Late Arrival/Early Release, etc.). Also no transcript/diploma will be issued to any student with a debt to NFA. Debts include, but are not limited to, lost textbooks, athletic equipment and library books, and payment for vandalism. Address concerns about student debt with a member of your school support team.

LAVATORY PASSES

Students are expected to use the lavatory facilities in the classroom building to which they are assigned when they receive a lavatory pass unless other arrangements have been made. Students are not to leave one building to use the lavatory in another building. Teachers have been instructed to limit the use of lavatory passes during class to emergency situations whenever possible.

LAVATORY PASSES MAY NOT BE ISSUED DURING THE LUNCH PERIOD. During their lunch, students are to use the lavatories located near the cafeteria on the lower level of the Tirrell Building.

Lavatory passes are a privilege and may be revoked if misused. Under certain conditions, teachers may deny a student's request for a lavatory pass.

SPECIAL PASSES

During class, students should not be walking around campus for any reason without a pass. Students outside of class without a special pass will be sent back to their assigned class and reported to their Dean. Students who, in the opinion of faculty and staff, appear to be abusing pass privileges will have them revoked.

"Special Passes" are used when other passes do not apply (an errand for a teacher, a visit to the NFA Medical Center or a School Counselor are some examples). These passes must be signed and timed by the adult in charge of the destination, and returned to the adult who issued the pass).

LIBRARY RESEARCH PASSES

If a student has a research-based assignment that requires a pass to the library for the duration of their study hall, they may receive a Library Research Pass for the channel to complete the required research. These passes may only be issued by the teacher with whom the student has the research-based assignment, and only if that teacher has submitted the research-based assignment with a list of students completing the project to the library.

Students must request Library Research Passes from their teacher at least one day in advance and no more than two days in advance (same-day requests are not permitted). Teachers will give the student a signed Library Research Pass to go to the library. Students must present the signed pass to the

library staff upon entering the library. Due to capacity limitations in the library, not all requests for Library Research Pass may be accepted.

Students going to the library on a Library Research Pass, including students whose study hall has first lunch, must report directly to the library. Students who are more than five minutes late, or go to first lunch instead of reporting directly to the library, will not be permitted to enter the library on a Library Research Pass and must return to their assigned study hall.

CONTROL OF PERSONAL AND ASSIGNED SCHOOL PROPERTY

NFA is not responsible for lost or stolen personal property. Students are responsible for school property assigned to them.

Students are responsible for maintaining control of their personal property and for school property assigned to them.

Do not leave property unattended or unsecured.

If a student needs to store property and they do not have access to a locker, they should make arrangements with a classroom teacher, activity adviser or coach, staff, or Dean.

LOCKERS

Lockers are available in the Shattuck and Cranston buildings. If a student wishes to use lockers, do so by contacting secretaries in those buildings. Information about lockers is available at the start of the school year. Students must provide their own locks. Locks on unassigned lockers may be cut without notice.

When in the gym area, students must provide and use their locks to secure their possessions every time they leave them in a locker.

Lockers are the property of NFA and are subject to random inspection.

NOTES

1 **Levanto Alumni House**
NFA Foundation, Inc.
Alumni Affairs

1 **Lotham Science & Information Center**
Beechtree Lounge
UCFS School Based Health Center
Computer Labs
Anne Mitchell '44 College & Career Center
Edwin H. Land Library
IT Department (Chromebooks)
Alumni Gallery 50th Reunion Hallway

2 **Shattuck Building**
Associate Principals
Dean of Students
School Psychology Suite

3 **Cranston Building**
9th Grade Program
Dean of Students
Guidance Suite
School Social Worker
Project Outreach (Lost & Found)
The Brickview Restaurant

4A **Norton Building**
Athletic Office
Fitness Center
Norton Gymnasium
Dance Studio
Girls Locker Room
Weight Room
Athletic Trainer

4B **Alumni Hall**
Alumni Gymnasium
Boys Locker Room

5A **Slater Building**
Slater Auditorium
Slater Memorial Museum & Gift Shop
Campus Safety Suite
& Welcome Center (Sign Up for Late Bus)

5B **Atium**
Main Entrance:
Alumni Hall
Slater Auditorium
Slater Museum
Athletics Hall of Fame
The Cube – Class of 1968 Gallery

6 **Converse Building**
Admissions Office
The Cat Shack – Campus Store
Converse Art Gallery

7 **Tirrell Building**
Dean of Students
New Arrival Center
Diversity Suite
School Resource Officer
Wildcat LOFT/Food Pantry
Cafeteria
TV Studio

7A **Lunch Picnic Tables**
Cafeteria Outside Entrance

8 **Brodrow Building**
& Sidney Frank Center for
Visual and Performing Arts
Dean of Students
Guidance Suite
School Social Worker
Ensemble Room

9 **Sachem Campus**
Atlas Program
Compass Program
Office of Associate Principal
Facilities

A **Alis House**
NFA Medical Center
Superintendent/Head of School
Registrar

LB – Late Bus Location

ROOM NUMBERING

All rooms have 4 digits.
1st number indicates Building
2nd number indicates Floor
0 - Lower Level
1 – 1st Floor
2 – 2nd Floor
3 – 3rd Floor
Find two numbers indicate the room.

INEA



Map is based upon rendering created by Emno Fontaine '12



NORWICH FREE
ACADEMY