



Student Handbook

NORWICH REGIONAL ADULT EDUCATION CENTER

191 Hickory Street

Norwich, CT 06360

Phone: 860-823-4299

<https://adulthood.norwichpublicschools.org/>

Effective September 2024

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Norwich Regional Adult Education: Important Phone Numbers/Contact Information

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**Norwich Regional Adult Education Programming and Policies
2025-2026**

This handbook highlights the programs, policies and procedures of Norwich Regional Adult Education (NRAE). For specific course/program questions, please reach out to teachers and program leaders.

John Glover, Ed.D.

Director, Norwich Regional Adult Education

Mission Statement

Norwich Regional Adult Education seeks to promote learning as a lifelong process and to provide adult learners with the tools necessary to be successful in today’s world.

EQUITABLE ACCESS INFORMATION

NRAE ensures equitable access to and equitable participation in program activities. Appropriate and reasonable accommodations will be made for persons with disabilities upon request. Please contact Judy Leonard, NRAE School Counselor at 860 823-4299 (x 2311) for further assistance.

NORWICH BOARD OF EDUCATION STATEMENT OF NON-DISCRIMINATION

The Norwich Board of Education is an affirmative action/equal opportunity employer, and it does not discriminate on the basis of race, color, religious creed, age, marital status, military or veteran status, national origin, sex, ancestry, sexual orientation, or past or present physical or mental disability in any of its education programs, activities or employment policies. For Title IX concerns please contact: John Glover, Ed.D. at 860-823-4299.

NORWICH BOARD OF EDUCATION POLICIES

Sections of this handbook will pertain to specific student policies and procedures as stipulated by the Norwich Board of Education. For further information, please contact the Director of Adult Education, John Glover, Ed.D. at 860-423-4299

This handbook provides a description of program offerings, procedures and guidelines in place for students and staff at Norwich Regional Adult Education (NRAE).

Connecticut State Law
Adult Education

Withdrawal from High School:

1. For the school year commencing July 1, 2011, and each school year thereafter, the parent or person having control of a child seventeen (17) years of age may consent to such child's withdrawal from school. Reference: Connecticut General Statutes Section 10-184.
 - a. The parent or person shall appear at the school district and sign a withdrawal form.
 - b. The withdrawal form shall include an attestation from a guidance counselor or school administrator of the school
 - c. The school district must provide the parent or person with information on the educational options available in the school system and in the community.

2. There are three exceptions to this law:
 - a. A mother who is under the age of 17 may attend adult education classes. Reference: Connecticut General Statutes Section 10-73d.
 - b. An expelled student between the age of 16 and 18 may be assigned to adult education with the approval of the Board of Education.

3. Any adults taking the GED® exam cannot register to take the test until they are 17 and out of school for six (6) months or until their "graduating" class graduates.

4. There are no more curriculum packets used to receive credit towards graduation.

5. An adult education program can serve a regular high school student who is deficient .5 to 2.0 credits without the student having to withdraw from school. High school administrative approval is required.
 - a. C.G.S. Section 10-67(3): "Adult education credit" means not fewer than forty-eight instructional hours
 - b. CGS. Section 10-221a. High School Graduation Requirements.
(d)...For purposes of this section, a credit shall consist of not less than the equivalent of a forty-minute class period for each school day of a school year... i.e. 40 minutes x 180 school days = 2/3 hour x 180 days = 120 = 1 high school credit)

It is up to the administration to determine how they interpret the credit for that high school student.

NRAE is sponsored by the Norwich Board of Education, the Boards of Education of cooperating towns and the Connecticut State Department of Education. NRAE offers adult education services in compliance with federal, state and local regulations pertaining to adult education programs. NRAE serves residents from the following districts:

Bozrah	Ledyard	Norwich	Sprague
East Lyme	Lisbon	Preston	Stonington
Franklin	North Stonington	Salem	Voluntown

*Anyone attending a program as a non-resident will be charged a tuition fee per class.

NRAE offers the following programs to adults 17 years old and older:

- Adult High School Credit Diploma (CDP)
- National External Diploma Program (NEDP)
- General Education Development Diploma (GED®)
- Adult Basic Education (ABE)
- English for Speakers of Other Languages (ESOL)
- Citizenship Preparation (CZ)
- Out of School Youth Program (OSY)

“Qualified individuals” are defined as persons 17 years of age or older without a United States-based high school diploma and/or have limited basic and English language skills. ***Students enrolling in high school diploma programs must show proof of withdrawal from high school.*** To avoid fees/costs, qualified individuals must be a resident of one of the 12 cooperating districts, show proof of residence and produce a photo ID to enroll in any NRAE programs

PROGRAM SUMMARIES

ADULT BASIC EDUCATION (ABE)

ABE is a program of instruction for the adult student who wishes to improve his/her skills in reading, writing, and mathematics. It complies fully with the competency-based initiative of the Connecticut State Department of Education and integrates CASAS and CCRS competencies with academic instruction. Instructional levels are designed to provide continued instruction and serve as a transition to a high school completion program, an occupational training program or full-time employment.

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL)

ESOL is a program of instruction for the non-English speaking adult student who wishes to improve his/her skills in speaking, listening, reading, writing, and digital literacy. It complies fully with the competency-based initiative of the Connecticut State Department of Education and integrates CASAS and CCRS competencies with academic instruction. Basic skills are presented in the context of daily living, work readiness, and American culture.

CITIZENSHIP PREPARATION

Citizenship instruction is available to prepare to pass the Naturalization examination and interview.

ADULT HIGH SCHOOL CREDIT DIPLOMA PROGRAM (CDP)

A high school completion program in which students are required to earn a minimum of 25 Adult High School Credits to graduate. All credits must be earned in accordance with Connecticut State Department of Education Minimum Standard requirements. A variety of methods are provided for students to earn credits such as classes and online instruction. Credit may also be earned for documentation of past experiences in military, occupational or community service areas. The diploma is awarded by the Norwich Board of Education and meets all state and local requirements. A minimum of two credits must be earned in the Norwich Regional Adult Ed program. The school counselor will help students explore high school completion options upon review of transcripts.

NATIONAL EXTERNAL DIPLOMA PROGRAM (NEDP)

NEDP is an online portfolio assessment program that offers no classroom instruction. It is designed for students with good time management skills. Students in this program are required to successfully complete a series of competency based tasks to graduate. The required tasks measure academic and life skills acquired through life and work experiences and are designed for mature adults who can demonstrate what they've learned. It is an individualized program conducted through one-to-one appointments with trained Advisors and Assessors. The diploma is awarded by the Norwich Board of Education and meets all state and local requirements.

GENERAL EDUCATIONAL DEVELOPMENT (GED®)

GED is a high school completion program, which offers preparation courses for the GED® exam. Students are required to successfully complete a battery of four comprehensive tests to graduate. The tests, offered through the Connecticut State Department of Education GED® Testing Program, are designed to measure the major generalizations, ideas, and intellectual skills, which are the outcome of four years of formal high school study. Applicants for this examination must be at least 17 years of age and officially withdrawn from school for at least 6 months. Individuals who pass the GED® tests are awarded a Connecticut State High School Diploma, which is issued approximately six weeks after the successful completion of the GED® exam. Norwich Adult Education is an official test site for the GED® Exam.

OUT OF SCHOOL YOUTH (OSY)

This program is intended for students ages 17-24 that are enrolled in GED or CDP classes. It is also available to youth 17-24 who finished high school and do not have a career path or successful employment. Eligibility is based on WIOA (Workforce Innovation and Opportunity Act) requirements.

SITE LOCATIONS AND PROGRAM OFFERINGS

ADULT HIGH SCHOOL CREDIT DIPLOMA PROGRAM

Take classes to earn credits toward your high school diploma.

- **Daytime classes:**
Norwich Adult Education Center, 191 Hickory Street, Norwich, CT
- **Evening classes:**
Norwich Adult Education Center, 191 Hickory Street, Norwich, CT
Stonington High School, 176 South Broad Street, Pawcatuck, CT

A minimum of 25 credits is required to earn a Norwich Adult Education Diploma:

English	4 credits	U.S. History.....	1 credit
Mathematics.....	4 credits	Civics.....	½ credit
Sciences.....	3 credits	Vocational Ed./Art.....	2 credits
Social Studies.....	1½ credits	Electives.....	9 credits

GED® DIPLOMA PROGRAM

- **Daytime classes:**

Norwich Adult Education Center, 191 Hickory Street, Norwich, CT

- **Evening classes:**

Norwich Adult Education Center, 191 Hickory Street, Norwich, CT

East Lyme High School, 30 Chesterfield Road, East Lyme, CT

Stonington High School, 176 South Broad Street, Pawcatuck, CT

NATIONAL EXTERNAL DIPLOMA PROGRAM (NEDP)

The NEDP is a web-based program which provides confidentiality, flexible scheduling, and individualized weekly appointments. There is no specific classroom time connected to the NEDP program. Anyone interested in pursuing the NEDP program should contact Joanne Semmelrock, NEDP Coordinator, at 860-823-4299 (x2305). **Available at all sites.**

ESOL, FAMILY LITERACY, AND CITIZENSHIP PREPARATION

- **Daytime ESOL classes:** Monday/Tuesday/Wednesday 9am-12pm

Norwich Adult Education Center, 191 Hickory Street, Norwich, CT

- **Evening ESOL classes:** Tuesday/Thursday, 5:30-8:30pm

Norwich Adult Education Center, 191 Hickory Street, Norwich, CT

East Lyme High School, 30 Chesterfield Road, East Lyme, CT

Stonington High School, 176 South Broad Street, Pawcatuck, CT

- **Family Literacy “Families Learning English” program:** Monday/Wednesday 4:00-6:30pm

Thomas W. Mahan Elementary

94 Salem Tpke.

Norwich, CT 06360

- **Citizenship Preparation:** Mondays 4:30-7:00

Norwich Adult Education Center-Side Building, 201 Hickory Street, Norwich, CT

Student Technology Access and Distance Learning

Norwich Regional Adult Education uses Google Classroom to distribute materials and complement classroom instruction. Upon successful registration, each student will be issued a NPS student email and password. Classroom teachers will provide direct instruction on accessing Google Classroom and related materials. In the event of a temporary medical issue (such as a positive Covid test) students will be expected to sign into classes and complete classwork from home.

Chromebooks: are available for instructional/learning purposes.

Schedules: Please see the course schedule on p. 10 for specific times/programs.

Attendance- If there are extenuating circumstances in which you are unable to meet with your class, email your instructor first and then the school counselor, Judy Leonard, and the specific program leader.

ATTENDANCE AND GRADING

Absences: It is the responsibility of the Student to call the school if you are going to be absent or late.

- ***The State of Connecticut requires that students have a minimum of 24 hours of direct seat time with a certified teacher. As a result, excessive absences will result in administrative removal from the CDP program for a quarter and loss of credit for a given class.***
- **Norwich-**call the main Office at 860-823-4299 and leave a message for the school counselor, Judy Leonard (x 2311) and individual program leader
 - ABE/GED: Rebecca Pellerin (x2315)
 - ESOL: Katrina Bercaw (x2304)
 - CDP: Gretchen Philbrick (x2324)
 - **Stonington**-please call 860-599-2092
- **East Lyme:** please call the NRAE main office and/or contact your instructor directly.

CDP Specific Attendance Policy

Students who miss more hours than allowed by NRAE regulations will not receive credit for the course; **there are NO 'excused' absences in NRAE's CDP program.** The NRAE calendar is created to 'allow' for two absences per quarter.

CDP students report to their classrooms at the start of each class period:

<u>Afternoon</u>	12:00 PM	<u>Evening</u>	5:00 PM
	1:50 PM		6:50 PM

SPECIFIC ATTENDANCE PROCEDURES:

If a student is late, he or she:

1. Reports to class quietly and joins the in-session class. Students are expected to be engaged in the learning process; any disruptive behavior or non-compliance will result in being removed from the classroom and loss of credit for the day.
2. Teachers are responsible for attendance in 15 minute increments. Students are expected to be 'on time' for class.
3. Students who leave the classroom, loiter in the halls or other non-attendance behaviors will be marked as tardy.
4. Work missed due to tardiness and/or absence must be made up via Google Classroom within a five day period. Work submitted after this time will not be accepted and will result in loss of credit.

Consistent attendance is the **responsibility of each student.** Allowed absences are for situations that prevent students from attending (illness, job requirements, etc.) ***These are not to be used as "days off."***

If a student knows that he/she will be absent, it is important to notify teachers ahead. If it is a last minute situation, call the Adult Education Office and leave a message with office staff for the guidance counselor, who will then inform the teachers.

Grading Procedure-Students in all programs will be informed as to the criteria used in the evaluation of academic progress or final grade determination. Such criteria will include, but not be limited to, tests, projects, written assignments, homework and class participation. Attendance is an integral part of your grade. Extended and excessive absences and/or tardiness will impact your ability to obtain credit in that particular class.

SCHOOL CANCELLATION PROCEDURES

All programs close or delay based on weather in the respective district where the program is housed. If schools are closed due to inclement weather, the programs housed in that district are closed.

In the event of a two hour delay by Norwich Public Schools, the following schedules will be used:

ESOL will use the following schedule for morning classes:

- ***10:00 AM-12:00 PM***

CNA will use the following schedule for morning classes:

- ***10:00 AM-1:00 PM***

JET will use the following schedule for morning classes:

- ***Tues/Thurs 10:00 AM-11:30 PM***
- ***Friday 10:00 AM-12:00 PM***

ABE will use the following schedule for morning classes:

- ***10:00 AM-12:00 PM***

If after school/evening activities are canceled in the district in which a program is housed, Adult Education evening classes are also canceled.

The following stations provide information about delays and cancellations for Norwich Public Schools. These include: WTNH (ABC), WTIC (Fox 61), WVIT (NBC Connecticut), WFSB (CBS). Students are encouraged to sign up for text alerts from these stations for inclement weather and/or cancellations.

[WFSB](#)

[WTNH](#)

[WTIC](#)

[WVIT](#)

EMERGENCY INFORMATION

Emergency Contact Information from Students

During intake at all sites, each student should provide Emergency Information which will be kept on file. It is essential that multiple phone numbers be included. **Students should inform the Guidance Office or respective program coordinator if there are any changes of address or phone number and/or email.**

Emergency Procedures

Any student who has an accident or becomes ill on school grounds should report the circumstances to the program office immediately where assistance will be provided if needed.

Emergency Procedures: Evacuation

In the event of the need for emergency evacuation, students should leave the building through the nearest exit as soon as possible. Evacuation Procedures are posted at sites. All students should remain outside near their teacher until instructed to return.

Emergency Procedures: Lockdowns

In certain situations lockdown procedures may be initiated. Norwich Public Schools follows A.L.I.C.E. protocols for school safety. As a standard procedure, all room doors are locked and window blinds are drawn. In the case of a lockdown, following an announcement from the office, room doors will be barricaded; students and staff must stay inside the room and await further instructions from the office/safety personnel. As part of classroom orientation, teachers will review all procedures with students.

Guests/New Students

All persons entering the Adult Education Center must provide identification and be screened using the district's RAPTOR program. Unauthorized visitors are not permitted. If visitors/new students refuse to or are unable to provide identification they will not be permitted in the building.

Parking

For now, daytime parking is permitted in the lot adjacent to the Hickory St. building. This is subject to change based on the status of the buildings.

Personal Property

Norwich Adult Education is not responsible for the loss or theft of personal property. Do not leave valuables unattended in classrooms or any part of the building. Students should not bring non-school related items into the classroom.

Food

Per Norwich Board of Education policy, students are encouraged to bring healthy snacks such as fruit,

vegetables, cheese and crackers, pretzels, and/or juices. We discourage snacks containing tree nuts (peanuts, cashews, etc.) or peanut oils due to concern about students with severe allergies. The district wellness policy mandates a limit of outside food brought into the classroom.

Student Expectations

Students at every site are expected to do the following:

- Maintain behavior and voice appropriate to a respectful adult educational environment.
- Be on time and prepared for every class.
- Maintain a 'work-ready' appearance.
- Remain for the entire class.
- Be attentive and respectful to the teacher, as well as other students in class.
- Abide by all school Disciplinary Regulations listed below.

Failure to comply with these rules will result in immediate removal from the class and potential other repercussions. NRAE reserves the right to enforce discipline on a case-to-case basis.

Cell Phone Use

Students may not use a cell phone during instructional contact time unless permitted by the teacher. Failure to adhere to this rule will result in possible loss of seat time and/or removal from the class.

Student Participation

Students are expected to be actively engaged in class discussions and activities. The use of technology for non-school related activities is not permitted in class and will result in the loss of seat time/class hours. Students should be alert and attentive to the teacher and the classroom.

Dress Code

In order to maintain an environment conducive to the educational process, the Norwich Board of Education (the "Board") prohibits the following from wear during the academic school day:

- Coats, jackets or other attire normally worn as outerwear. Outerwear includes: coats, jackets, windbreakers, nylon pullovers, down vests, and other clothing that administration deems inappropriate. Outerwear shall not be worn, carried, or kept in the classroom during regular school hours.
- Head coverings of any kind, including but not limited to bandanas, masks, visors, kerchiefs, hats, caps, or hoods. Head coverings shall not be worn, carried, hung on belts or around the neck, or kept in the classroom during regular school hours. Approved coverings worn as part of a student's religious

practice or belief, or as required or permitted in conjunction with school district health and safety protocols, shall not be prohibited under this policy. Nothing in this policy shall be construed to prohibit protective hairstyles.* “Protective hairstyles” includes, but is not limited to, wigs, headwraps and hairstyles such as individual braids, cornrows, locs, twists, Bantu knots, afros and afro puffs.

- Footwear which marks floors or is a safety hazard.
- Sunglasses (indoors), whether worn or carried, unless required pursuant to a documented medical issue.
- Metal clothing or other oversized metal belt buckles and all metal belts or combinations of metal and leather belts.
- Spiked or studded bracelets, oversized or multi-finger rings, belts or any other article of attire with spikes or studs attached, or any other clothing item that may present a safety hazard to the student, other students or staff.
- Attire or accessories that contain vulgarity or that contain offensive or disruptive writing or pictures (as defined by administration), which are likely to disrupt the educational environment.
- Attire or accessories depicting or suggesting violence (as defined by administration) so as to disrupt the educational environment or that provokes others to act violently or causes others to be intimidated by fear of violence or that constitute "fighting words," including but not limited to attire or accessories depicting the Confederate flag and/or the Nazi swastika.
- Attire or accessories that depict logo or emblems that encourage the use of drugs, tobacco products, or alcoholic beverages.
- See-through clothing and clothing that reveals the abdomen, chest, or undergarments.
- Shorts, miniskirts, or pants that reveal the upper thigh or undergarments.
- Pajama tops, bottoms and slippers (except as expressly permitted by the principal during a fundraiser, attendance or spirit celebration of the school).
- Students who fail to comply with Board policy and regulations concerning student dress will be subject to school discipline up to and including expulsion in accordance with the Board's policy on student discipline.

Disciplinary Regulations

NRAE follows NPS Board of Education policies and are designed and implemented to ensure the successful operation of the educational program. All students are expected to accept responsibility and respect for regulations. Grounds for Disciplinary Action may occur on or off school property, while receiving or awaiting school transportation services, or at any school-sponsored activity. Please note the full list of disciplinary areas of concern is included in BOE policy 5114. Building administration is responsible for administering disciplinary policy in accord with Norwich Board of Education policies.

Be advised that the police may be contacted for any and all violations of city and/or state law. The administration reserves the right to involve police when appropriate.

Disciplinary action may include the following forms:

- Verbal warnings.
- Removal from classes for a day/evening
- Referral to the Director.
- Letter, telephone call, and/or conference with the student, if age 18 or over or with the parent/guardian if the student is under 18 years of age
- Suspension from program.
- Dismissal from program.

Additional Liability: In addition to being liable to disciplinary action, adult students are personally liable for any damage done to any property, real or personal, belonging to the school district.

The following will not be tolerated anywhere on school grounds and will be grounds for Disciplinary Action:

- Violent/disorderly conduct or willfully striking or assaulting a student, any member of the school staff, or any other person.
- Sexual assault. Any act of harassment based on an individual's sex, sexual orientation, race, color, religion, disability, national origin or ancestry.
- Refusal to obey a member of the school staff. Refusal by a student to identify himself/herself to a staff member when asked, or misidentification of oneself to such person(s).
- The use of obscene or profane language or gestures to a member of the school staff.
- Blackmailing, threatening, bullying or intimidating, school staff, another student, or any other person. Theft or robbery.
- Having in personal possession any kind of weapon or weapon facsimile (including laser pointers).
- Unauthorized possession, possession with intent to sell, sale, distribution, use or consumption of tobacco, drugs, narcotics or alcoholic beverages (or any facsimile of the above or any paraphernalia used or designed to be used with the above). This includes the use of smokeless tobacco, vaping or any other form of tobacco.
 - ***If a student is caught vaping, smoking or under the influence of drugs and/or alcohol during school hours, he/she will be immediately sent home for the day and will not receive credit for the seat hours.***
- Attending school functions, classes or other activities under the influence of drugs and/or alcohol.
- Actions which require the evacuation of the building, such as a false fire alarm. Possession or ignition of any fireworks or other explosive materials, or ignition of any material causing a fire.
- Destruction of school property or of property of staff members or other students.
- Trespassing on school grounds while on out-of-school/site suspension or expulsion.
- Unauthorized entrance into any school facility or portion of a school facility or aiding or abetting an unauthorized entrance.

NORWICH BOARD OF EDUCATION POLICIES

These policies of the Norwich Board of Education listed below are in abbreviated format.

Complete versions of all Board of Education policies are available in the office of the Director of Adult Education or the Norwich Public Schools website under Board of Education Policies.

Community Relations – 1331: Smoke Free Environment

Students: There shall be no smoking or any other unauthorized use of tobacco by students anywhere in school buildings, on school grounds, or on school vehicles at any time. Also, there shall be no smoking when the student is subject to the supervision of designated school personnel, such as when the student is at any school function, extracurricular event, field trip, or school-related activity such as a work-study program.

Staff and Public: There shall be no smoking or any other unauthorized use of tobacco by staff and the public at any time in school buildings or anywhere on school grounds under the control of the Board of Education.

Legal Reference: Connecticut General Statutes; 19a-342 Smoking prohibited in certain places; 21a-242 Schedules of controlled substances

Policy revised: November 15, 2016 - Norwich Public Schools, Norwich, CT

Policy Revised: November 27, 2007 Norwich Public Schools, Norwich, CT

Students – 5114: Student Discipline

Sections of this policy as applicable to Adult Education are included in the “Student Expectations Section” of this handbook, which outlines the rules which Adult Education students are expected to follow as well as Disciplinary Actions.

Policy revised: March 21, 2017 – Norwich Public Schools, Norwich, CT

Students – 5115: Confidentiality and Access to Student Records

The Board of Education ("Board") complies with the state and federal laws and regulations regarding confidentiality, access to and amendment of education records. The Board shall implement procedures that protect the privacy of parents and students while providing proper access to records. Availability of these procedures shall be made known annually to parents of students currently in attendance and eligible students currently in attendance.

Policy revised February 14, 2017 Norwich Public Schools, Norwich Ct

Students- 5118.1: Homeless Children and Youth

The Board shall make reasonable efforts to identify homeless children within the district, encourage their enrollment and eliminate existing barriers to their education, which may exist in district policies or practices, in compliance with all applicable federal and state laws.

Further, it is the policy of the Board of Education that no child or youth shall be discriminated against or stigmatized in this school district because of homelessness. Homeless students, as defined by federal and state statutes, residing within the district or residing in temporary shelters in the district are entitled to free school privileges.

Policy revised: March 21, 2017 Norwich Public Schools, Norwich, CT

Students – 5121: Non-Discrimination-Students

The Board of Education complies with all applicable federal, state and local laws prohibiting the exclusion of any person from any of its educational programs or activities, or the denial to any person of the benefits of any of its educational programs or activities because of race, religion, color, national origin, sex, sexual orientation, marital status, age, disability (including pregnancy), or gender identity or expression, subject to the conditions and limitations established by law. It is the policy of the Board that any form of discrimination or harassment on the basis of race, religion, color, national origin, sex, sexual orientation, marital status, age, disability (including pregnancy), gender identity or expression, or any other basis prohibited by state or federal law is prohibited, whether by students, Board employees or third parties subject to the control of the Board. The Board's prohibition of discrimination or harassment in its educational programs or activities expressly extends to academic, nonacademic and extracurricular activities, including athletics. It is also the policy of the Board to provide for the prompt and equitable resolution of complaints alleging any discrimination on the basis of protected characteristics such as race, color, religion, age, sex, sexual orientation, marital status, national origin, disability (including pregnancy), gender identity or expression. For the purposes of this policy, "gender identity or expression" means a person's gender-related identity, appearance or behavior, whether or not that gender-related identity, appearance or behavior is different from that traditionally associated with the person's physiology or assigned sex at birth, which gender-related identity can be shown by providing evidence including, but not limited to, medical history, care or treatment of the gender-related identity, consistent and uniform assertion of the gender-related identity or any other evidence that the gender-related identity is sincerely held, part of a person's core identity or not being asserted for an improper purpose.

The following person has been designated to handle inquiries regarding the Board's nondiscrimination policies: • Robert Sirpenski, Business Administrator, 90 Town Street, Norwich, CT 06360 (860) 823-6284

The Board's Title IX Coordinator is: Lisa Hughes, Director of Student Services and Special Education, 90 Town Street, Norwich, CT 06360, (860) 823-6284

The Board's Section 504/ADA Coordinator is: Lisa Hughes, Director of Student Services and Special Education, 90 Town Street, Norwich, CT 06360, (860) 823-6284

Policy adopted: March 21, 2017, Norwich Public Schools, Norwich, CT

Students 5131.6: Drugs and Alcohol/Tobacco Drug and Alcohol Use by Students

Policy Statement: The Board is required by Connecticut law to prescribe rules for the management and discipline of its schools. In keeping with this mandate, the use, sale, distribution or possession of controlled drugs, controlled substances, drug paraphernalia, as defined in C.G.S. Section 21a-240, or alcohol on or off school property or during any school sponsored activity is prohibited. It shall be the policy of the Board to take positive action through education, counseling, discipline, parental involvement, medical referral, and law enforcement referral, as appropriate, in the handling of incidents in the schools involving the possession, distribution, sale or use of substances that affect behavior.

Policy revised approved: November 27, 2007 Norwich Public Schools. Norwich CT

Students - 5131.8: Bullying Prevention and Intervention Policy

For purposes of this policy, "Bullying" means the repeated use by one or more students of a written, verbal or electronic communication, such as cyberbullying, directed at or referring to another student attending school in the same school district, or a physical act or gesture by one or more students repeatedly directed at another student attending school in the same school district, that: 1) causes physical or emotional harm to such student or damage to such student's property; 2) places such student in reasonable fear of harm to himself or herself, or of damage to his or her property; 3) creates a hostile environment at school for such student; 4) infringes on the rights of such student at school; or 5) substantially disrupts the education process or the orderly operation of a school.

For purposes of this policy, "Cyberbullying" means any act of bullying through the use of the Internet, interactive and digital technologies, cellular mobile telephone or other mobile electronic devices or any electronic communications

Policy revised: November 15, 2016 Norwich Public Schools, Norwich, CT

Students - 5141.5 Suicide Prevention

The Board of Education recognizes that suicide is a complex issue and that, while the school may recognize potentially suicidal youth, it cannot make a clinical assessment of risk and provide in-depth counseling. Instead, the Board directs school staff to refer students who may be at risk of attempting suicide to an appropriate service for assessment and counseling.

The Board of Education recognizes the need for youth suicide procedures and will establish program(s) to identify risk factors for youth suicide, procedures to intervene with such youth, referral services and training for teachers, other school professionals and students to provide assistance in these programs. Any school employee who may have knowledge of a suicide threat must immediately report this information to the building principal or designee who shall, in turn, notify the appropriate school staff, the student's family and appropriate resource services.

Legal Reference: Connecticut General Statutes; P.A. 89-168 Child Abuse and the Prevention of Youth Suicide.; 10-22(e) Boards of education to prescribe rules.

Policy revised November 27, 2007 Norwich Public Schools, Norwich, CT

Students - 5145.5: Sex Discrimination and Sexual Harassment

It is the policy of the Board of Education that any form of sex discrimination or sexual harassment is prohibited, whether by students, Sex Discrimination and Sexual Harassment It is the policy of the Board of Education that any form of sex discrimination or sexual harassment is prohibited, whether by students, Board employees or third parties subject to the control of the Board. Students, Board employees and third parties are expected to adhere to a standard of conduct that is respectful of the rights of students. Any student or employee who engages in conduct prohibited by this policy shall be subject to disciplinary action. The Superintendent of Schools shall develop Administrative Regulations implementing this Policy.

Definitions:

- **Sex discrimination** occurs when a person, because of his or her sex, is denied participation in or the benefits of any education program receiving federal financial assistance.
- **Sexual harassment:** While it is difficult to define sexual harassment precisely, it includes any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:
 - Submission to or rejection of such conduct by an individual is used and/or threatened to be used as a basis for making any educational decision affecting a student; or
 - Such conduct is sufficiently severe, persistent, or pervasive to limit a student's ability to participate in or benefit from the education program, or to create a hostile or abusive educational environment.

Policy adopted: November 15, 2016 Norwich Public Schools, Norwich CT

Disclaimers:

Norwich Regional Adult Education (NRAE) is committed to a policy of equal opportunity/affirmative action for all qualified persons and does not discriminate in any employment practice, education program, or educational activity on the basis of race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. Inquiries regarding NRAE's nondiscrimination policies should be directed to Judy Leonard, School Counselor, 860-823-4299 x2311.

All activities offered by Norwich Regional Adult Education are held in accessible locations. Accommodations for individuals with a disability are available upon request. Please contact Judy Leonard, School Counselor 860-823-4299 x2311.

NRAE is in compliance with Connecticut General Statutes Sec.10-73a and does not charge fees for registration, textbooks or materials used in mandated program areas.

Accommodations for the GED® test are available for qualified individuals with a disability. For more information, contact Allison Griswold, 860-823-4299 x2315. You may also contact Sabrina Mancini at the Connecticut State Department of Education at 860-807-2110.



**Acknowledgement of Adult Education Procedures for Credit Diploma Programs
2025-2026**

I have read and reviewed the procedures of Norwich Regional Adult Education regarding attendance, student conduct, site-specific and general learning requirements. I understand and agree to abide by these policies.

Student Name (Please print)

Phone Number

Address

Student Signature

Date