LANCERS

NORWALK HIGH SCHOOL

Family-Student Handbook

NHS

H. NORWALK S.

NLMUSD Mission & Vision

In collaboration with our families and community partners, we educate and inspire all students to achieve their unique potential. Every student is empowered with the knowledge, skills and attitudes to become compassionate, confident leaders, and lifelong learners who impact our ever-changing world.

The Core Values of our District

1. Embracing high expectations to foster achievement
2. Encouraging the intellectual curiosity, creativity, success, and individuality of each student
3. Promoting the mental and physical health of students and staff in a safe and inclusive environment
4. Supporting world-class learning environments with strategic, data-guided instructional and assessment practices
5. Communicating and acting with integrity and transparency
6. Managing our fiscal resources responsibly
7. Promoting staff, student, parent, family, and community engagement
8. Treating everyone with kindness, dignity, respect, and equity
9. Providing each student and staff member with resources and support in a safe and inclusive environment

NHS Vision for Student Achievement

Every student will develop and demonstrate 21st century skills. They will learn how to utilize technology, acquire knowledge, think critically, communicate clearly, and collaborate effectively. They will develop strong intellectual curiosity, creative expression, and a solid character in a safe environment. When they graduate, students will be college and career ready and, on their way, to being the leaders of tomorrow's global economy.

Student Learning Outcomes (SLO's)

Norwalk High School graduates will…

L*earn to apply technology and content standards.*
A*chieve college and career readiness.*
N*urture intellectual curiosity and citizenship.*
C*ultivate leadership skills and solid character.*
E*mbrace 21st century skills for a global economy.*
R*espect diversity in culture, personality and ideas.*
S*trive to effectively communicate, collaborate and innovate*

NORWALK - LA MIRADA
UNIFIED SCHOOL DISTRICT
Every Student. Future Ready. Our Promise!

Non-Discrimination Statement

The Board of Education of the Norwalk-La Mirada Unified School District is committed to equal opportunity for all individuals in education. The Norwalk-La Mirada Unified School District prohibits discrimination, harassment, intimidation, and bullying based on actual or perceived age, ancestry, ethnicity, parental status, pregnancy status, color, mental or physical disability, gender, gender identity, gender expression, genetic information, immigration status, marital status, medical information, nationality, race, religion, sex, sexual orientation, or association with a person or a group with one or more of these actual or perceived characteristics. This applies to all acts related to school activity or school attendance within a school under the jurisdiction of the Superintendent of the District. School and District personnel will take immediate steps to intervene when it is safe to do so and when he or she witnesses an act of discrimination, harassment, sexual harassment, intimidation, or bullying.

Complaints Concerning Discrimination, Sexual Harassment, Harassment, Intimidation, and Bullying: The Governing Board designated the following person(s) as the Title IX Coordinators/Nondiscrimination Compliance Officers:

Title IX Coordinator (Non-Student Issues):	**Title IX, Title VI, and Title VII Coordinator (Student Issues):**
Assistant Superintendent, Human Resources or designee 12820 Pioneer Boulevard Norwalk, CA 90650 (562) 210-2131 | TitleIX@nlmusd.org	Assistant Superintendent, Educational Services or designee 12820 Pioneer Boulevard Norwalk, CA 90650 (562) 210-2101 | TitleIX@nlmusd.org

NORWALK - LA MIRADA
UNIFIED SCHOOL DISTRICT
Every Student. Future Ready. Our Promise!

PRINCIPAL'S MESSAGE

Welcome families, students and our community of Norwalk High School. I had the honor of serving as an Instructional Assistant, Football Coach, Special Education Teacher, administrator and now as your principal. Know that I take this position very personally, as I was born and raised in the city of Norwalk. My love for this city runs deep and I am overwhelmed with joy that my career path has brought me back to the community my family has called home since 1954.

My mission is to provide the best educational experience for our students as we develop life-long learners and prepare our students to become global citizens. This will only be accomplished through building relationships with our families and local community.

My vision is to see NHS reach its full potential through strengthening our existing programs, exploring innovative learning opportunities and continue developing a school culture where all students thrive and feel proud to be a Norwalk Lancer! Norwalk High School serves as a learning community where students are challenged and are engaged in rigorous academics through a standards-based curriculum. We have a strong team of dedicated individuals who provide a welcoming environment while prioritizing the academic achievement and social-emotional wellness of all students.

Norwalk High School designs intentional curriculum, instruction, assessments, and staff development to meet the needs of all our students. We hold both our staff and students to high standards, as we provide intentional instruction that meets or exceeds state standards. We invite and encourage all parents to become involved at Norwalk High School by joining parent groups such as, PTO, SSC and ELAC and attending our events.

Providing a safe and supportive learning/working environment for both students and staff will always be a priority at Norwalk High school.

Warm Regards,

David M. Olea, Ed.D.
Principal Norwalk High School

To get news and announcements please visit/follow:

NHS Website: http://norwalklancers.org, On Twitter: @NHS_Principal1
On Facebook: www.facebook.com/NHSLancersCA, On Instagram: norwalk_high

QR Code NHS SMORES Newsletter

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Bell Schedules

Regular Schedule

Period	Start Time	End Time	Length
0	7:15 AM	8:25 AM	70
1	8:30 AM	9:28 AM	58
2	9:33 AM	10:31 AM	58
Snack	10:31 AM	10:46 AM	15
3	10:51 AM	11:49 AM	58
4	11:54 AM	12:59 PM	65
Lunch	12:59 PM	1:29 PM	30
5	1:34 PM	2:32 PM	58
6	2:37 PM	3:35 PM	58

Late Start Schedule

Period	Start Time	End Time	Length
PLC Time	8:18 AM	09:15 AM	57
Snack	09:20 AM	09:35 AM	15
1	09:40 AM	10:30 AM	50
2	10:35 AM	11:25 AM	50
3	11:30 AM	12:20 PM	50
Lunch	12:20 PM	12:50 PM	30
4	12:55 PM	1:45 PM	50
5	1:50 PM	2:40 PM	50
6	2:45 PM	3:35 PM	50

Dates: **8/19, 8/26, 9/2, 9/9, 9/16, 9/23, 9/30, 10/7, 10/14, 10/21, 10/28, 11/4, 11/18, 12/2, 12/9, 1/6, 1/13, 1/20, 1/27, 2/3, 2/10, 2/17, 2/24, 3/3, 3/10, 3/17, 3/24, 4/7, 4/14, 4/21, 4/28, 5/5, 5/12, 5/19, 5/26**

Minimum Day Schedule

Period	Start Time	End Time	Length
0	7:45 AM	8:25 AM	40
1	8:30 AM	9:09 AM	39
2	9:14 AM	9:53 AM	39
Snack	9:53 AM	10:08 AM	15
3	10:13 AM	10:52 AM	39
4	10:57 AM	11:36 AM	39
Lunch	11:36 AM	12:06 PM	30
5	12:11 PM	12:50 PM	39
6	12:55 PM	1:35 PM	39

Dates: **8/13, 8/14, 3/25, 6/1**

Final Exam Schedule

Period	Start Time	End Time	Length
0	7:40 AM	8:25 AM	45
1/2	8:30 AM	9:59 AM	88
Snack	9:59 AM	10:14 AM	15
3/4	10:19 AM	11:47 AM	88
Lunch	11:47 AM	12:17 PM	30
5/6	12:22 PM	1:50 PM	88

Dates: **12/16, 12/17, 6/2, 6/3**

Administrative, Counseling & Auxiliary Services

ADMINISTRATION AND OFFICE STAFF				
Dr. David Olea	Principal	(562) 210-3830	Ext.	5101
Miltita Casillas	Principal's Secretary	(562) 210-3830	Ext.	5105
Nathan Arredondo	Assistant Principal	(562) 210-3830	Ext.	5118
Justin Barrios	Assistant Principal	(562) 210-3830	Ext.	5116
Christina Moreau	Assistant Principal	(562) 210-3830	Ext.	5130
TBD	Dean of Discipline	(562) 210-3830	Ext.	5122
TBD	Secretary (Student Services Office)	(562) 210-3830	Ext.	5111
Andrea Madrigal	Secretary (Main Office)	(562) 210-3830	Ext.	5127
Criseida McMurray	Secretary (Counseling Office)	(562) 210-3830	Ext.	5114
David Snyder	Athletic Director	(562) 210-3830	Ext.	5416
Diana Dominguez	Assistant Athletic Director	(562) 210-3830	Ext.	5622
Eduardo Ramirez	Activities Director	(562) 210-3830	Ext.	5555
Denise Barrett	Finance Clerk	(562) 210-3830	Ext.	5124
COUNSELORS				
Candida Hernández	Engineering	(562) 210-3830	Ext.	5106
Liliana Tovar	VAPA	(562) 210-3830	Ext.	5824
Sandra Contreras	College & Career	(562) 210-3830	Ext.	5145
Marvin Ramirez	9th-11th At Promise Students	(562) 210-3830	Ext.	5123
Michelle Lobendahn	Bio Med Science	(562) 210-3830	Ext.	5121
Sonia Perez	Computer Science	(562) 210-3830	Ext.	5108
Vanessa Iaquinta	AVID	(562) 210-3830	Ext.	5117
SUPPORT STAFF				
Jorge Mendez	Clerk Typist	(562) 210-3830	Ext.	5119
Jasmine Flores	Data Clerk	(562) 210-3830	Ext.	5115
Adriana Carreon	Registrar	(562) 210-3830	Ext.	5120
Daniel Chavez	Attendance Clerk (Last Name A-GI)	(562) 210-3842		
TBD	Attendance Clerk (Last Name Go-O)	(562) 210-3837		
Socorro Alvarez	Attendance Clerk (Last Name P-Z)	(562) 210-3850		
TBD	Bilingual Community Liason	(562) 210-3830	Ext.	5132

NORWALK- LA MIRADA UNIFIED SCHOOL DISTRICT

MASTER CALENDAR | 2026-27

JULY 2026				
M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31
			Workdays	0

3	**Independence Day Holiday**

AUGUST 2026				
M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				
			Workdays	15

11	Teacher/Counselor Professional Development/ Student-Free Day (All Students)
12	Teacher Prep Day/Student-Free Day
13	1st Day for Students (Minimum Day)
14	Minimum Day (All Students)

SEPTEMBER 2026				
M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		
			Workdays	21

7	**Labor Day Holiday**
30	5th Wednesday (Teacher)

OCTOBER 2026				
M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30
			Workdays	22

2	End of 1st Quarter (Middle & High School)
5-9	Elementary Parent Conf. (Minimum Days)
12	Teacher/Counselor Professional Development/ Student-Free Day (All Students)
19-23	Middle School Parent Conf. (Minimum Days)
30	End of 1st Trimester (Elementary)

NOVEMBER 2026				
M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				
			Workdays	15

6	Student-Free Day (All Students)
6	Elementary Report Cards/Secondary PD
11	**Veteran's Day Holiday (Observed)**
23-25	Teacher Non-Contract/Student-Free Day
26	**Thanksgiving Day Holiday**
27	**Local Holiday**

DECEMBER 2026				
M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	
			Workdays	13

16-17	Finals Schedule (High School)
17	Minimum Day (Elementary & Middle School)
17	End of 1st Semester (Middle & High School)
18	Teacher Non-Contract/Student-Free Day
21-31	Winter Recess
24	**Local Holiday**
25	**Christmas Day Holiday**
31	**Local Holiday**

JANUARY 2027				
M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29
			Workdays	19

1	**New Year's Day Holiday**
1	Winter Recess
4	Student-Free Day (All Students)
4	Secondary Report Cards/Elementary PD
5	All Students Return
18	**Martin Luther King Jr. Day Holiday**

FEBRUARY 2027				
M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
			Workdays	18

1-5	Elementary Parent Conf. (Minimum Days)
8	**Lincoln's Birthday Holiday**
15	**President's Day Holiday**
19	End of 2nd Trimester (Elementary)

MARCH 2027				
M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		
			Workdays	19

1-5	Middle School Parent Conf. (Minimum Days)
12	End of 3rd Quarter (Middle & High School)
25	Minimum Day (All Students)
26	**Local Holiday**
29-31	Spring Recess

APRIL 2027				
M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30
			Workdays	20

1-2	Spring Recess

MAY 2027				
M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				
			Workdays	20

31	**Memorial Day Holiday**

JUNE 2027				
M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		
			Workdays	4
			Total Teacher Workdays	186

1	Minimum Day (All Students)
2-3	Minimum Day (Elementary & Middle School)
2-3	Finals Schedule (High School)
3	Last Day for Students
4	Teacher Check-Out Day
18	**Juneteenth Holiday**

HOLIDAY

LOCAL HOLIDAY

TEACHER NON-CONTRACT DAY/STUDENT-FREE DAY

VOLUNTARY STAFF DEVELOPMENT DAY

STUDENT-FREE DAY

Revised: April 27, 2026

NOTE: Calendar is subject to change due to employee union negotiations.

Expected Student Conduct

In accordance to the Board approved policies BP5412 & RR5412, the Governing Board of the Norwalk –La Mirada Unified School and Norwalk High School personnel believe that all students have the right to be educated in a positive learning environment free from disruptions. On school grounds and at school activities, students shall be expected to exhibit appropriate conduct that does not infringe upon the rights of others or interfere with the school program. Behavior is considered appropriate when Lancers are:

- Responsible with their studies and school property
- Respectful toward their teachers, other staff, students, and volunteers
- Involved in appropriate classroom and extra-curricular activities

Student Conduct & Positive Behavior Intervention and Support (PBIS)

The Superintendent or designee shall ensure that each school site develops standards of conduct and discipline consistent with District Policies, Rules, and Regulations. The code of conduct has been defined through the use of a **Positive Behavior Intervention and Support (PBIS)** behavior matrix. These behavior standards demonstrate the appropriate behavior expected of each Norwalk High School student while on campus. The targeted positive behaviors are **Respect, Responsibility, and Involvement**. The table below provides information of how these target behaviors would look in all settings on campus.

Norwalk's Behavior Matrix

Location→ Expectation↓	Classroom	Assembly	Hallways & Offices	MPR & Quad	Library/ Labs
Lancers are: **Respectful**	✓Be seated when the bell rings ✓Use academic language in the classroom ✓Listen respectfully ✓Share constructive & relevant comments ✓Follow classroom rules	✓Listen attentively ✓Stay seated until dismissed ✓Remove hat & stand for the national anthem ✓Turn off cell phones	✓Keep your hands to yourself ✓Keep doorways clear ✓Use appropriate language free from obscenity ✓Acknowledge others as you pass them ✓Speak politely & professionally to all staff & parents	✓Keep food on plate ✓Walk ✓Be polite ✓Keep tables free of graffiti, vandalism	✓Keep space neat & orderly ✓Keep space free from food & drink ✓Respect the quiet work space ✓Treat lab & property with care

Expected Student Conduct

Lancers are: **Responsible**	✓Turn in completed assignments/ projects on time ✓Bring required materials ✓Attend class ✓Throw all trash away ✓Check grades/ PowerSchool regularly	✓Sit in assigned section ✓Arrive on time ✓Move to center of designated seating area ✓Throw all trash away	✓Make a Smart pass when you leave class during instructional time ✓Keep language & volume acceptable ✓Use time wisely ✓Place trash/recycling in appropriate containers ✓Always have your student ID	✓Stay in designated areas ✓Keep area clean ✓Wait in line patiently ✓Throw all trash away	✓Bring ID card ✓Use time & computer appropriately ✓Stay on teacher's assigned task ✓Clean-up & push in chairs
Lancers are: **Involved**	✓Participate in lessons & activities ✓Demonstrate an understanding of the objective ✓Stay engaged the entire class period ✓Ask clarifying questions	✓Participate positively in the assemblies ✓Attend assemblies ✓Wear class/school colors ✓Encourage all teams, individuals, and performers	✓Support school spirit days by wearing appropriate attire ✓Show support for one another Pick up trash to keep the campus clean	✓Participate in lunchtime activities ✓Participate in activities in the MPR ✓Take ownership of the MPR/cafeteria ✓Volunteer to help with events	✓Collaborate & cooperate with teachers & peers ✓Utilize library/lab services ✓Help others find books/use technology

Academic Achievement

GRADES, CREDITS AND GRADUATION REQUIREMENTS

GRADE REPORTS

Report Cards are issued eight times a year. Parents are notified mid-term if a student is not making satisfactory progress. Progress on student performance for the school year is reported by mail to parents on a quarterly basis. The reports mailed in January and June are semester grades and are recorded on the student's permanent record card and count toward high school graduation credit. The purpose of grades is to enable students, parents, and the teacher to have a common understanding of students' educational progress and to give the school a permanent record of academic achievement. Grades are a measure of personal development and growth, citizenship, attendance, improvement in work habits, cooperation, and participation inside the classroom, as well as subject content achievement. Subject content achievement takes into consideration the mastery of knowledge and skill, plus the development of constructive attitudes and appreciation. **All Grade Reports for the school year are reported by mail to parents.**

Parents and students are encouraged to open a FREE on-line account through **Power School's Parent Portal and/or Student Portal** (Click for link) to have access to the most current attendance, grades and homework records posted on-line by teachers. This service also allows you to have direct email communication with your child's teachers.

End of Grading Period	Type of Report Card
TBD	Progress Report 1
TBD	Quarter 1 Grades
TBD	Progress Report 2
TBD	**Semester 1 Grades****
TBD	Progress Report 3
TBD	Quarter 3 Grades
TBD	Progress Report 4
TBD	**Semester 2 Grades****

** Semester grades will be placed on each student's permanent transcript and will be used to calculate GPA & progress towards graduation. Incompletes must be made-up by the subsequent Quarter, or they will automatically become an "F" grade.

Academic Achievement

GRADES, CREDITS AND GRADUATION REQUIREMENTS

Report Cards and Progress Reports Information and Details:

Academic achievement is measured by participation and performance on assignments, homework, and other class activities. Students earn 5 credits for each class in which they achieve a grade of A, B, C, or D. Students that warrant a failing grade do not earn credit for the class. These classes may be repeated to earn a passing grade, however, please consult with your counselor. The following are grade options:

A = Excellent (5 credits)
B = Above Average (5 credits)
C = Average (5 credits).
D = Below Average (5 credits)
F = Failure (0 credits)

P = Pass; Credit Granted (5 credits)
NC = No Credit (0 credits)
I = Incomplete, (0 credits) must be made up during the next grading period
NM= No Mark, no grade (0 credits)

CITIZENSHIP

Teacher Use of Citizenship Grade

Along with a letter grade for achievement each teacher will also issue a citizenship grade. The rubric below is the **recommended** guideline for assigning citizenship grades. Teachers will communicate their classroom procedures and standards and utilize the citizenship rubric accordingly. The grade identifies student behavior in class. In general, students are expected to behave in a mature and responsible manner in class. Absences and tardiness are considered in this citizenship grade, as well as the way a student addresses adult(s) in the classroom. State Standards require instruction to include the development of student behavior leading to a society of well mannered, peaceful, and responsible individuals prepared for the work world and/or college placement.

Negative Consequences for Earning Unsatisfactory Citizenship

If a student earns **two** or more "U's" in Citizenship at the end of each progress report, disciplinary intervention may result in the student's forfeit of one or more extra-curricular activities (i.e. dances, field trips, and/or participation in athletics). A student's ability to reinstate/regain their privileges will be based upon administrative review.

O = Outstanding	S = Satisfactory	N = Needs Improvement	U = Unsatisfactory
Student almost always comes to class prepared	Student consistently comes to class prepared	Student rarely comes to class prepared	Student frequently does not come to class prepared
Student almost always participates/ contributes to class	Student consistently participates/ contributes to class	Student rarely participates/ contributes to class	Student frequently refuses to participate/ contribute to the class
Student almost always is respectful of classroom time and others	Student consistently is respectful of classroom time and others	Student rarely is respectful of classroom time and others	Student demonstrates disrespectful or disruptive behavior
Student almost always is punctual and present to/in class.	Student consistently is punctual and present to/ in class	Student rarely is punctual and present to/in class	Student limits success in the class due to excessive tardies/ absences

Graduation Requirements

The following graduation requirements are established to assure that all students receiving a diploma from the Norwalk-La Mirada Unified School District have demonstrated mastery in these essential skills:

1. **Earn 220 credits in the classes listed below.**
2. **Pass required core classes with a 2.0 GPA**

Students must meet the District Proficiency Standards as followed:

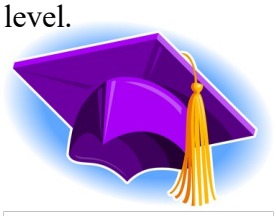
SUBJECT AREA	UNITS
Language Arts **	40
Social Science	30
Science*	30
Mathematics (Including 10 credits of Algebra I or its equivalent)	30
Physical Education	20
Careers/Fine Arts or Foreign Language*	20
Total Elective Credits	50
Total Required Credits	160
Total Minimum Credits	**220**

* ***Third year courses in this area will earn elective credits in the subject area.***

On track for graduation means that a student has completed specific classes and earned sufficient credits each year to advance to the next level. Grade level advances occur according to the schedule below:

GRADE LEVEL

9th	Freshman	students must earn more than 55 credits to be classified in the next level.
10th	Sophomore	students must earn more than 110 credits to be classified in the next level.
11th	Junior	students must earn more than 155 credits to be classified in the next level.
12th	Senior	students must earn more than 220 credits to graduate.



EARLY GRADUATION PROCEDURES

Students are advised to take advantage of the curricular offerings designed for a well-rounded education. Under certain unique circumstances, a student may be considered for graduation at the end of the fall semester of the senior year pending the following:

A. Satisfactory evidence of educational or career goals that would be facilitated by such action.
B. Satisfactory evidence of high school or post-secondary course work that supports these goals.
C. Evidence of satisfactory pre-planning with parent and counselor, prior to the student's 1st quarter of the senior year.
D. Evidence of acceptance and enrollment at a college or university at mid-year and the principal giving final approval.

Graduation Requirements

NOTICE OF UNSATISFACTORY PROGRESS: Teachers can also notify parents by mail of student progress during October, December, March, and May. These progress reports are mailed to parents of students who are earning less than a 'C' grade midway through the quarter, or they may have attendance problems, or may be exhibiting unsatisfactory citizenship. Parents may request a conference with their child's assigned counselor to organize teacher conferences, intervention possibilities, as well as weekly progress reports.

ATTENDANCE REQUIREMENTS: All students must attend a full schedule of six (6) periods. Seniors who are on track for graduation and in good disciplinary standing may attend five (5) periods during the 2nd semester of their senior year with approval from administration.

18-YEAR-OLD ADULTS: Students who turn 18 years of age during the school year and remain on campus must abide by all rules and regulations of the school.

Academic Recognition

In order to provide maximum opportunity for secondary students to be successful, Norwalk High School is offering graduating seniors multiple ways to receive commendations. The recognition provided may be in the form of honorary cords, sashes, medals, recognition in the graduation program, notation on transcripts, a seal on the diploma, and/or certificates of achievement.

HIGHEST HONORS ***(White Gown Color)***
Graduating seniors who earn a total weighted ***GPA of 3.75* or higher** at the end of seven semesters will be **acknowledged in the graduation program and presented with a gold seal on the diploma at the graduation ceremony**. Any student earning this GPA at the end of each semester will be awarded a certificate acknowledging their achievement. Total GPA is figured based on all grades earned within the United States as acknowledged on the student's transcript.

HIGH HONORS ***(Yellow Gown Color)***
Graduating seniors who earn a total weighted ***GPA of 3.50 to 3.74*** at the end of seven semesters will be **acknowledged in the graduation program and presented with a gold seal on the diploma** at the graduation ceremony. Any student earning this GPA at the end of each semester will be awarded a certificate acknowledging their achievement. Total GPA is figured based on all grades earned within the United States as acknowledged on the student's transcript.

HONORS ***(Purple Gown Color with Stull)***
Graduating seniors who earn a total weighted ***GPA of 3.0 to 3.49*** are eligible for this award and will be **acknowledged in the graduation program and presented with a seal on the diploma**. Any student earning this GPA at the end of each semester will be awarded a certificate acknowledging their achievement. Total GPA is figured based on all grades earned within the United States as acknowledged on the student's transcript.

CA SCHOLARSHIP FEDERATION (CSF)
Graduating seniors who are CSF members with four semesters of membership beginning with their first semester in 10th grade and including one earned in 12th grade will be **acknowledged in the graduation program and receive a CSF seal on their diploma**. Students are encouraged to begin their membership in the second semester of their freshman year to form the habit of signing up each and every semester in which they are eligible. (CSF statewide rules prohibit counting ninth grade membership towards seal bearer status.) Questions about CSF membership may be directed to the CSF Advisor.

NATIONAL HONOR SOCIETY (NHS)
Graduating seniors who are NHS members will be **acknowledged in the graduation program and wear a distinctive NHS stole**. Questions about NHS membership may be directed to the NHS Advisor. National Honor Society Scholarships are available to senior chapter members of affiliated National Honor Society chapters who demonstrate outstanding character, scholarship, service, and leadership. The National Honor Society Scholarship program is a nomination process. Students cannot apply or obtain forms through the NHS Website but must be nominated through their high school National Honor Society chapter.

Academic Recognition

VALEDICTORIAN AND SALUTATORIAN

Graduating seniors eligible for *Valedictorian* and *Salutatorian* must be candidates for *Distinguished Scholar*. The *Valedictorian* and *Salutatorian* will be determined by calculating the weighted total GPA from all academic and non-academic classes through the end of Semester 1 Senior year. The student with the highest GPA will be the *Valedictorian* and the student with the second highest GPA will be the *Salutatorian*. In the case of ties, all students will receive the designation earned. Students earning this honor will be **acknowledged in the graduation program, receive special recognition during the ceremony, and may be selected to give a speech.**

SEAL OF BILITERACY

The Seal is established to recognize high school graduates who have attained functional proficiency through an assessment. To be eligible to receive the District's Seal of Biliteracy upon graduation, a student shall:

1. Completion of all English language arts requirements for graduation with an overall grade point average (GPA) of 2.0 in those classes.
2. An SBAC English Language Arts score of "Met" or "Exceeded" from their 11th grade year.
3. Proficiency in one or more languages, other than English, demonstrated through one of the following methods:
    a. Passage of a world language **Advanced Placement (AP)** examination with a score of 3 or higher, or an International Baccalaureate (IB) examination with a score of 4 or more.
    b. Successful completion of a **four-year high school course of study** in a world language, attaining an overall GPA of 3.0 or higher in that course of study, and demonstration of oral proficiency in the language comparable to that required to pass an AP or IB examination.
    c. Passage of a **district test with a score of proficient or higher** (If no AP examination or off the shelf language tests exists and the school district can certify that the test meets the level of an AP exam) demonstrating proficiency in all of the modes of communication (reading, writing, and speaking) that characterize communication in the language.
    d. Passage of the SAT II world language examination with a score of 600 or higher.
4. In addition to the requirements mentioned above, if the primary language of a pupil is other than English, he or she shall demonstrate English proficiency on the English Language Proficiency Assessments for California (ELPAC). Current EL Level in PowerSchool is: **7** (RFEP) or **4**.

Note: All honors listed above may be revoked if a student violates the academic integrity policy.

Guidance & Counseling

AVAILABLE SERVICES

COUNSELING & CAREER CENTER SERVICES AVAILABLE:

Norwalk High School is committed to the belief that every student has the opportunity for growth and development and therefore offers many opportunities for students to grow academically and socially throughout high school and into the future. Our counseling team serves to guide and support students as they explore possible colleges and careers, while also helping to keep our students' goals on track while in high school. The Counseling & Career Center offers resources in the form of guest speakers and workshops. Information regarding careers, colleges, universities, vocational schools, the military, and information regarding entrance fees, financial aid, and scholarships is ongoing.

GUIDANCE SERVICES – COUNSELORS

Norwalk High School is staffed with 7 full time counselors, which includes an intervention counselor and college and career counselor. Students may make an appointment to see their guidance counselor by calling or stopping by the Counseling & Career Center during snack or lunch and filling out a counselor request form. Parents and students can make appointments to meet with a counselor or find out further information about services available by calling (562) 210-3830 ext. 5114.

TESTING SCHEDULES

✓ ADVANCED PLACEMENT (AP) EXAMINATIONS – tests take place in May. Please visit AP Central website for details on exact dates and times for all AP tests. ***(Click Here to go to website.)***

**For additional test examination dates in the following programs, contact your counselor as soon as possible.*

TUTORING

Students may find that they need some additional instruction in various subjects. Tutoring is available before, during and after school. See your counselor to obtain a schedule or ask your teachers for their available times.

LINKED LEARNING PATHWAYS (PLTW)

At Norwalk High School we have integrated Career oriented Linked Learning Pathways. Spurred by Project Lead the Way (PLTW), these programs link students to a cohort of teachers and students and provide them opportunities to learn more about their professional areas of interest, while also providing a small school feeling within the larger campus. We are proud to offer Pathways in the areas of PLTW Biomedical, PLTW Computer Science, LA FAME (for the arts), and PLTW Engineering. Students that are interested can apply to the program and register for those classes through their school counselor.

A.V.I.D.

Advancement Via Individual Determination (A.V.I.D.) is a program that develops learning, study, and academic behavioral skills that are essential to success in rigorous coursework. In the A.V.I.D. Elective class, students receive daily instruction and support to prepare them for college from a trained A.V.I.D. Elective teacher.

- Teaches skills and behaviors for academic success
- Provides intensive support with tutorials and strong student/teacher relationships
- Creates a positive peer group for students
- Develops a sense of hope for personal achievement gained through hard work and determination

A.V.I.D. (continued)

A.V.I.D. places these students on the college track, requiring them to enroll in their school's toughest courses, such as Pre-AP and Advanced Placement. To support them in the rigorous coursework, A.V.I.D. students learn organizational and study skills, develop critical thinking, learn to ask probing questions, receive academic help from peers and college tutors, and participate in enrichment and motivational activities to make their college dreams a reality.

GRADE POINT AVERAGE

A four-point grading scale will be used (A=4, B=3, C=2, D=1, F=0), however students who take Advanced Placement/Honors courses will be given an extra grade point for grades of "C" and above.

When needed, a credit conversion process will be used when evaluating transcripts from other systems that do not use a 5-credit standard.

ALTERNATIVE PROGRAMS FOR CREDIT RECOVERY

In some cases, students may fail to earn the required number of credits to advance to the next grade level. When a student is in jeopardy of not graduating, there are alternative opportunities to help students earn the credits needed to get back on track to graduate with their class. For instance, students may attend summer school or other approved education programs. Alternative educational settings aimed at assisting students earn credits towards a high school diploma are listed below: (Consult your counselor for assistance with these programs)

- Edgenuity courses during the regular school year
- Summer School
- Transfer to El Camino High School. Students seeking these programs must be recommended by their counselor and the Assistant Principal.
- Norwalk Adult School is available to students 16 years or older. Students may enroll concurrently in high school and in the adult school program during their junior and senior years. To do this, a student must obtain counselor and parent permission and be accepted by the adult school director.
- Students may take classes at Cerritos College through Dual Enrollment, during their years of 9th-12th grades. They can earn both high school and college credit. This may be an option for students in need of an ***accelerated educational program***. ***Approval must be granted.***

WORK PERMITS

State law requires that students 14 to 18 years of age must obtain a **work permit** prior to employment. Requests for work permits may be made in the career center. Please note that there is a 48-hour processing period to obtain a work permit. **Students must have an offer of employment prior to obtaining a work permit.** (Click here for link CA Work Permit website): ***Print CDE Form B1-1*** (form B1-1 needs to be filled out by Student and Employer) before turning it into Career Center.

Follow our NHS Counselors on Twitter @NHS_Counseling, follow us on Facebook at Norwalk High School Counseling Center, & on Instagram at norwalk_high

Attendance Procedures

VERIFYING ABSENCES, OUTSIDE PASSES, TRUANCY, TARDY POLICY

VERIFYING ABSENCES

If you know that your child will be absent from school, please notify the Attendance Office on the morning of the absence via phone or email (nhsattendance@nlmusd.org). A student can also bring in a note signed by a parent or guardian verifying the reason for the absence. Students should see the Attendance Clerk that corresponds to their last name (see below). The note must include: 1) Student name, 2) Student ID number, 3) Date of note, 4) Day and date of absence/tardy, 5) Reason for the absence/tardy*, and 6) Parent signature and phone number.

*Per California regulations, Title 5, section 420, absences considered to be legitimate by the State of California are limited to: illness, medical, dental, or optometric service, or attending a funeral.

If a student must leave campus during the school day, **a parent/guardian or emergency contact must come to campus to pick the student up and provide valid ID** before the student will be released.

ATTENDANCE CLERKS BY STUDENTS' LAST NAME

Daniel Chavez	Attendance Clerk (Last Name A-Gl)	(562) 210-3842
TBD	Attendance Clerk (Last Name Go-O)	(562) 210-3837
Socorro Alvarez	Attendance Clerk (Last Name P-Z)	(562) 210-3850

The Attendance Office utilizes an automated phone number dialing system, which notifies parents of any period absences for their student. A pre-recorded message delivered daily between 5:00 p.m. to 8:00 p.m. will notify parents of any unverified absences. Parents are encouraged to contact the Attendance Office to review your child's attendance record. Parents must notify the Attendance Office immediately whenever there is a change of address or phone number. Parents may request new emergency cards to fill out at any time during the school year. Please avoid any problems with communication by providing valid telephone numbers and contact information.

The teacher will record any unverified absence as an absence until the absence is verified as excused. The student ***only has 10 days*** to bring a note, or this absence will be recorded as truancy. When a student is more than (30) minutes late for a class, he/she is considered truant for the period. Failure to attend Saturday school when a truancy occurs may result in restriction from school activities including but not limited to dances, athletic participation/events, senior activities, etc. (Definition of Truancy)

If your student was marked incorrectly for a period, it is their responsibility to correct that with their teacher by using a period verification form located in the attendance office. Student only has **10 days** to submit the form before the absences roll over to a truancy. Once an absence is a truancy, changes cannot be made per district guidelines.

Attendance Procedures

VERIFYING ABSENCES, OUTSIDE PASSES, TRUANCY, TARDY POLICY

SCHOOL ATTENDANCE POLICY

ABSENCES AND TRUANCY: When students who have been absent return to school, they shall present a satisfactory explanation verifying the reason for the absence (CCR, Title V, Sec. 306, BP 5113). The parent/guardian will provide a valid excuse for all absences within 10 school days following the absence(s). Any absence that is not verified within 10 school days will be recorded as truancy. Any student with three or more unverified absences will be classified as a truant and will be reported to the principal or designee (E.C. 48260). A district staff member will initiate the following steps:

1. A conference will be held with the student, parent/guardian and school officials to develop an attendance contract and assignment to Saturday School. Students may be assigned one Saturday School for every 4 periods of truancy. Letters will be sent home notifying you of your child's violation of school attendance laws.

2. The parent/guardian is obligated to compel the student to attend school. The parent/guardian who fails to meet this obligation may be guilty of an infraction of the law and be subject to prosecution subject to E.C. 48260.

3. A student who is truant for 10 days or for 20% of classes during any month will be referred to the School Attendance Review Team (SART) and may be subject to prosecution and consequences under E.C. 48264 that may include: loss of privileges, attendance contract, Saturday School Program, progress reports, program adjustments, referral to site or city based counseling programs, provide doctor's verification notes for all absences, and/or delay of the student's driving privilege pursuant to Section 13202.7 of the Vehicle Code.

4. If site-based interventions and resources do not result in a student's successful attendance, the student will be referred to the School Attendance Review Board (SARB). SARB is comprised of parents, representatives of the school district, and members of the community at large, and its goal is to identify a solution or appropriate resources to resolve a student's attendance problem. SARB's goal is to assist students and families in alleviating those factors that interfere with their compliance of the compulsory education laws.

5. Failure to respond to directives of the SARB hearing will result in a legal complaint filed with the District Attorney's Office, or a petition will be filed with the juvenile court under *Welfare and Institutions Code* Section 601(b) or Section 300. These actions, which result in heavy fines, are usually reserved for the most serious cases, and are used when more traditional and less obtrusive measures have failed to change a serious attendance problem.

ATTENDANCE & BEHAVIOR CONTRACTS:
Students may be placed on one or more various contracts. These contracts set clear expectations for student conduct and outline the consequences for failing to comply. Parents may request to receive a copy of these contracts.

TARDY POLICY

- 4 Tardy (1st Offense) Detention
- 8 Tardy (2nd Offense) Detention

Attendance Procedures

VERIFYING ABSENCES, OUTSIDE PASSES, TRUANCY, TARDY POLICY

- 12th Tardy (3rd Offense) Parent Contact
  - Group Pre-SART Meeting
- 15th Tardy SART Contract

TRUANCY & UNEXCUSED ABSENCES

- (3 Full Day Truancy's) Letter & schedule group Pre-SART meetings
  - Resources/Referrals
- (5 Full Day Truancy's) Individual SART contract
  - Intervention Counselor & Dean Focus Cohorts
- (10 Full Day Truancy's) SARB Process
  - District Intervention

TARDY POLICY
BE PUNCTUAL! ATTENDANCE IS A PRIORITY

For a school to be successful in properly educating students, the school, students, and parents must build a partnership and commit to making learning the highest priority. Students must be on time to class and prepared to participate fully in the classroom experiences. Parents must make sure students arrive to school on time every day. Absences prevent a student from taking full advantage of the learning opportunities a school has to offer. Excessive absences and/or tardies to class cannot be tolerated. Tardy students disrupt class and the learning process, and they are disrespectful to their teachers. Excessive tardies appear on student records and will result in poor overall academic performance.

Daily attendance is important to succeed academically and personally!
Students must assume responsibility to be in class regularly and on time for every class.

We expect all students to be in class on time and ready to begin the learning process when the bell rings. Students who are tardy to school and arrive with outside food/drinks will not be allowed to take items to class and can pick up items at snack/lunch/after school. ***No food or drinks are allowed in the classrooms except water.*** School is not responsible for items.

The following are possible consequences that may be applied to your student, and they can be modified, revised and amended by the school site at any time:

- Detention (30 minutes), this detention can be served with administration (or designee), or with a teacher if a teacher is available ("*Detention Credit Form"* must be filled out, form is available in Attendance office).
- Saturday school Program
- School Attendance Review Team (S.A.R.T.) meeting at the school site.
- School Attendance Review Board (S.A.R.B.) meeting with the district, through Office of Student & Family Services.
- Student may also be placed on the no-go list for school activities and athletics until the attendance improves and consequences are served.

Student Services

(ASB) ASSOCIATED STUDENT BODY GOVERNMENT

The **A**ssociated **S**tudent **B**ody government (**ASB**) is the responsible for student affairs such as approving the chartering of student clubs and activities, selling ASB cards, and organizing dances. The ASB Office is in Room 555. Information about student activities and student government is available from the Activities Director.

ASB ELECTIONS

Anyone wishing to run for an ASB or class office must secure a petition from the Activities Director. All ASB officers are elected by the student body. Elected officials are mandated to always conduct themselves in a responsible manner. Completed petitions are to be returned by specific deadlines. Candidates are required to follow campaign guidelines.

Associated Student Body Member Positions

- **President**
- **Vice President**
- **Treasurer**
- **Corresponding Secretary**
- **Recording Secretary**
- **Senior Class President**
- **Senior Class Vice President**
- **Junior Class President**
- **Junior Class Vice President**
- **Sophomore Class President**
- **Sophomore Class Vice President**
- **Pep Commissioners**
- **Historian**
- **Sergeant At Arms**
- **PBIS Director**
- **Fundraising Coordinator**
- **Kindness Director**
- **Sports Commissioners**
- **Community Outreach Commissioners**
- **Technology Commissioners**
- **Club Commissioners**
- **Renaissance Commissioners**
- **Activities Commissioners**
- **Publicity Commissioners**
- **Volunteer Director**
- **Members at Large**

Click here for NHS ASB website.

ASB CARD

This is your passport to Norwalk High School's activity program. It provides a real bargain in fun and entertainment. Your purchase includes special discounts to local restaurants and shops. Also, it includes free entrance to all home and away football, basketball, and wrestling competitions (***excluding playoffs***). Other special admission discounts are applied to regularly scheduled plays, dances, and other school activities. Your ASB funds pay for the total activities program. Show your support and save money!

CLUBS & ACTIVITIES

There are a variety of clubs and activities that may interest students at Norwalk High School. Club sign-ups are held at the beginning of the school year, but most clubs allow students to join by attending any meeting and signing up meeting times are announced in the daily bulletin. A list of clubs and activities are posted online on the school's website.

DANCES AND EXTRA CURRICULAR ACTIVITIES

APPROVAL PROCESS (Includes clubs and classes going on non-academic field trips, which require administrative approval)

1. **Attendance** – students must have a minimum of 80% attendance record in all classes (this includes tardy and truancy).
2. **Disciplinary** – All after school detentions and Saturday School assignments must be served prior to event. Students forfeit their opportunity to attend extra-curricular activities if they demonstrate disciplinary problems as determined by the administration.
3. Students who have been transferred to or from NHS for a disciplinary reason ***may not*** be eligible to attend events.
4. Students must maintain proper conduct during all events. Inappropriate dancing/behavior during the event will result in immediate removal from the event and possible forfeiture of attending any future events.

NOTE: VISITORS MUST COMPLETE A VISITOR'S CONTRACT AND BE APPROVED PRIOR TO THE DANCE.

UNIFORM COMPLAINT PROCEDURES

Board Policy 1335 provides parents, students, and the community with the means to have a complaint against school policies or school personnel investigated. Persons wishing to pursue a complaint should contact the principal. Forms are available in the Administration Building.

DELIVERIES TO STUDENTS

Due to Safety Protocols for your student and our staff, students **will not** be interrupted during their regularly scheduled instructional time for **any** deliveries. The delivery of non-instruction items to students at school, including balloons, food, flowers, and electronic devices **IS PROHIBITED AT ALL TIMES**. It is not the school's responsibility to distribute or deliver any dropped off items to students. Items delivered to the school will be kept in the Main Office for students to pick up on their own (students **will not** be notified by office staff of these items). The office is **not responsible** for lost or stolen items left for students. No students will be allowed to order food to be delivered to the office (ex. Uber eats, Postmates, etc.). Any student that does, may be subject to disciplinary action. If your student has any dietary restrictions, please make sure to send meals with your student.

FOOD SERVICES: Cafeteria – Snack Bar - Carts

Norwalk H.S. cafeteria supplies a wide variety of sandwiches, salads, pastries, beverages, and at least one hot dish daily. Students may purchase a la carte items from the snack bars. Lunch carts are also located throughout the campus. The school campus can only be neat and clean if all students and staff members cooperate in this effort.

- ✓ Students are held responsible for making sure all forms of trash are placed into the trash cans provided.
- ✓ "Litter bugs" are subject to consequences, such as the loss of the privilege of eating in the MPR/Quad tables, they may be assigned to one area to eat, and/or may be asked to assist in school campus beautification.

*****FREE/REDUCED MEAL PROGRAM*****

Information regarding this program and application forms are sent directly to students' homes during the summer. Applications must be renewed each school year. Any student who did not receive an application in the mail may request one in the Registrar's Office

Student Services

I.D. CARD/ASB CARD PURCHASE ***(Every Student must have their Identification Card with them at all times.)***

Each school has been directed by the State of California to institute security measures on campus. Students will have their picture taken for the I.D. card during Program Verification in August. **If you lose your I.D. card, or repeatedly fail to bring it to campus with you, you must purchase another one from the Finance Office. Detention and Saturday School can be assigned if students fail to properly identify themselves with a valid school ID. If school officials cannot identify a student, proper authorities may be called for assistance. Students will be detained until identification is verified,** ***I.D.'s are required for all school functions and must be produced by students upon request of a valid school authority.***

LIBRARY MEDIA CENTER

The Library Media Center is open before school at 8:00 a.m., during snack and lunch, and after school until 3:45 p.m. every day. Students may check out books for personal use. ***Fines will be charged on lost, overdue, or damaged books. Failure to fulfill your responsibilities can keep you from participating in other school privileges.** Computers, computerized research tools and a variety of current magazines are available for students to read and conduct research. Students **MUST** present a Norwalk High School yellow hall pass to use the library during class time. You must present your current Norwalk High School I.D. card to use the resources and to check-out books. An Internet Use Contract must be signed by a parent and on file in the library for internet access. Contracts are available to be picked up at the library check-out counter and must be signed by both student & parent. Violation of any internet use rules will result in loss of computer use privilege. Absolutely no food or drink is allowed in the Library.

LOCKERS (book lockers & P.E. lockers)

Each student is assigned an optional book locker for school use upon request and availability. Students may use any type of combination only lock for the locker. The combination to the lock must be provided to the school front office. A lock can be purchased at school from the Finance Office. Next, the student may request a locker from the Student Services Office. Students must **ONLY** use the locker assigned to them. For safety reasons using lockers not assigned to you will result in the lock and all items inside to be removed. Removed locker items will be stored in the Student Services Offices. The following guidelines are to help students avoid problems regarding lost items and replacement charges: (Click here for online student store.)

- ✓ **Do not keep valuable items in your lockers! Neither Norwalk High School nor NLMUSD are responsible for articles lost, stolen or damaged in lockers. things will not** be sought out or investigated if lost or stolen per Board Policy. Please do not allow students to carry more money than needed for school. If there is a problem, please report the incident to security personnel immediately.
- ✓ Items that are not permitted during instructional time (i.e. cell phones, Nintendo Switch's, or any other electronic devices, cards, skateboards, etc.)
- ✓ NEVER give out your locker combination to another student.
- ✓ NEVER share lockers with another student nor allow another student to store items in YOUR locker. The student assigned to that locker will be held responsible for all items found inside.
- ✓ Do not forget to secure the lock after each entry.
- ✓ The law allows school officials to search lockers when reasonable suspicion leads them to believe something prohibited, illegal, suspicious, or dangerous is inside a locker.

- ✓ Students are responsible for clearing out their lockers and removing their locks at the end of the school year, students can use that same lock for the upcoming school year. All items not removed will be disposed of, NHS is not responsible for items not taken by students.

PHYSICAL EDUCATION

Students enrolled in Physical Education (PE) are issued a PE locker and must have a lock, locks are available in the finance office. All PE clothing and equipment can be purchased through the PE Department. PE uniforms purchased from the school are printed with the school logo. Standard PE uniforms, if purchased outside of the school, consists of unaltered black shorts/sweats, charcoal colored t-shirt & tennis shoes. Additional information with directions, details & charges will be given to the student by their teacher. If needed, please contact the PE department directly for more information. (Click here for online student store.) It is the student's responsibility to use the locker assigned to them and put their belongings away as to not lose their items. ***Norwalk HS is not responsible for any lost or stolen items.***

LOST AND FOUND

Unclaimed articles of clothing and other items that are routinely found should be returned to the Student Services Office in the Administration Building. Lost books should be returned to the Library or Textbook Room (600). Students who have lost items should check the "Lost & Found" in the Student Services Office. ***Norwalk HS is not responsible for any lost or stolen items.*** *All lost and found items will be donated or disposed of at the end of each semester.*

STUDENT INFORMATION - Addresses and Telephone Numbers

Parents **MUST** notify the Registrar Office immediately whenever there is a change of address or phone number. Parents may request new emergency cards to fill out at any time during the school year. These may be obtained in the Registrar's Office. **To contact the Registrar, call (562) 210-3830 ext. 5120.** If your address has changed, you must present proof of residency (utility bill, mortgage bill). Please avoid any **lack of communication** by providing valid telephone numbers and contact information.

TEXTBOOKS

Norwalk HS uses a computerized textbook checkout program. This program enables the school to keep an accurate accounting of all textbooks issued to students. Any textbook returned to the Textbook Room (600) will be credited to the student who was originally issued the textbook. It is important that students keep track of all books issued to them. When students receive their textbooks, they also accept responsibility for that assigned book. It is recommended that students neither share nor borrow books, nor store books in other students' lockers. Students who return a textbook that was not issued to them will not receive credit for returning the book. An obligation will remain on the student's record until the correct book is returned.

LOST OR STOLEN TEXTBOOKS

Students are responsible for keeping their textbooks in a safe and secure place. If a textbook is lost or stolen, students may check with the textbook clerk in the Textbook Room (600) to see if anyone has returned the textbook. Students can also check in the Student Services Office. Students that do not return lost or stolen textbooks that were issued to them will be required to pay for the textbook. The Williams Act requires students be re-issued a text book for each course they are enrolled in, even if a book has been lost or stolen.

DAMAGED TEXTBOOKS

Students who damage or deface textbooks with graffiti or other markings will be required to pay for repair or replacement of the textbook. It is the student's responsibility to keep books in good condition and in a secure area to prevent other students from damaging the textbook in any way. Graffiti damage by anyone can result in suspension, citation, and/or an interview with the proper authorities, in addition to other charges needed to replace the book. Graffiti violations are reported to Public Safety for further investigation. Barcode stickers are adhered to all textbooks issued. Removed, damaged or destroyed barcode stickers will incur a $5.00 replacement fee.

Students will be charged for lost, stolen or damaged books that are assigned to them.
*****Failure to fulfill your responsibility may keep you from other school privileges.*****

STUDENT OBLIGATIONS

ALL STUDENT OBLIGATIONS MUST BE PAID IN CASH TO THE FINANCE OFFICE. NO CHECKS WILL BE ACCEPTED. NO EXCEPTIONS. Students may have obligations for a variety of incidents. Obligations can be accrued by not returning or damaging a textbook or library book, vandalism to school property, money due to sports or clubs for not returning uniforms or fundraising supplies or profits, or other fees incurred at school (including money owed to previous schools). All obligations must be paid before official transcripts or diplomas will be released. Also, students must pay obligations before purchasing tickets to most dances or grad night. **Any appeals to issued obligations must take place within the first 6 months of the obligation being assessed to the student's record.**

WITHDRAWING FROM SCHOOL

When transferring or withdrawing from school, the parent/legal guardian must report to the Registrar's Office and fill out an affidavit of school withdrawal. All books, laptop, must be returned to the bookroom/library and any fines or obligations must be paid. Upon completion of check out procedures, a parent may request an unofficial copy of the student's transcript. This is needed to enroll the student in his/her new school.

Education Code 48904(B) states that any school district whose real or personal property has been damaged by a pupil, or whose property is loaned and not returned may, after affording the pupil his or her due process rights, withhold the grades, diploma, and transcripts of the responsible pupil until such a time that the district receives restitution, or the property is returned.

Campus Safety

Campus security and the safety of our students is a daily priority. In addition to the administrative and counseling staff, a team of highly competent and well-trained security assistants secure the campus. Their duty is to maintain order to ensure students have a safe learning environment, which includes monitoring all areas of the school grounds and all school activities. Disruption of the educational process is subject to an intervention by school safety personnel. The NHS Security Team conducts procedures as outlined by the California Educational Code, Penal Code and the Board of Education. The team works in conjunction with District Security, Norwalk Sheriff's Department, students, teachers and parents.

BICYCLE AND SKATEBOARD SAFETY

Students in grades 4-12 who ride bicycles or skateboards, to and from school, shall be required to wear bicycle helmets (Board Policy 5910). Students are responsible for locking their bikes in the bicycle rack and securing skateboards to the skateboard rack. Skateboard rack spots are available on a first come, first serve basis. ***Locks can be purchased in the Finance Office***. Neither the district nor the school will provide or obtain insurance to cover theft or damage. (Click here for online student store.) It is a privilege to bring your mode of transportation onto campus, and it can be restricted or completely taken away at administrative discretion for violation of proper use.

CAMPUS ACCESS – School Entry/Exit

The gates on Taddy St. are secured and closed by 8:55 am. The main entrance gate on Leffingwell Rd. will be closed at 8:55 a.m. This gate is always monitored by security. All late students will be directed to the Attendance Office by security where they will receive their late pass and consequence for their tardy, at which time they can proceed to their assigned class. Please make sure your child is in class and on time each day. **If gates are closed, please do not climb over the gates!** Students found jumping or climbing the fences are subject to disciplinary actions. ***Leaving school grounds without permission is considered "truancy" and students can be issued a citation for "Daytime Curfew" requiring a court appearance. Truancy is not tolerated; therefore, Ed. Code laws, School Board Policies and Penal Code are strictly enforced.***

In accordance with District policy- (BP5920), **Norwalk H.S. is a closed campus.** Only a parent/guardian may request that their child be permitted to leave school during official school hours and exiting students must be accompanied by a parent, guardian or emergency contact. An **Outside Pass** may be obtained in the Attendance Office once the verified individual is present to pick up the student and proper authorization is verified. Parents/guardians must also include a verifiable reason for the removal of their child during their instructional time.

"Early Release" stickers are for students that are enrolled in fewer than six classes. To exit the campus the student must show proper I.D. with an official **"Early Release"** sticker. If the student fails to produce appropriate authorization or identification, he or she will need to report to the attendance office for a copy of their schedule, students who forget their ID on multiple occasions may be asked to purchase a new ID. No students with **"Early Release"** should be permitted to remain on campus without administration approval.

PARKING REGULATIONS

WARNING: Students parking in a school lot do so at their own risk. Neither the school nor the district provides or obtains insurance for theft or damage to students' vehicles. Go to the Student Services Office to register your vehicle.

1. Students must register their car information, including proof of insurance, to park in the student parking area.
2. Parking permit must be clearly displayed in the car window. Unauthorized cars may be towed.

3. All traffic accidents, car theft, petty theft, etc., which may occur on school property, should be reported to security immediately. Proper authorities will be contacted by the administration.
4. Students are to comply with all California Vehicle Code laws and all rules and regulations that govern student driving and parking while in the NHS parking lot and community. Students who fail to follow guidelines may have their parking privileges suspended.
5. Students **must** park in the student parking lot, in the assigned spaces. Vehicles parked in any unauthorized area
may be cited.
6. Students may have parking permission revoked if they violate school rules/policies.
7. Students will not be allowed to access their vehicles during the school day.
8. Upon parking, the student must leave the car and enter campus immediately.

VISITORS ON CAMPUS

ALL VISITORS MUST OBTAIN A VISITOR'S PASS FROM THE ADMINISTRATION OFFICE BY PRESENTING VALID ID AND VERIFYING REASON FOR CAMPUS VISIT.

The main office is now equipped with a doorbell with video surveillance, where a guest must push a button, and then must be buzzed in, in order to be allowed to enter the main office. Once in the office guest must present their ID and go through the new "**RAPTOR**" visitor program. The Raptor visitor management system is a school safety tool that scans visitor IDs—such as driver's licenses—against 50-state sex offender registries and custom school, district, or restraining order databases. It instantly identifies potential threats, prints visitor badges, and logs all entries to enhance campus security.

Students are not permitted to have visitors on campus. Former students are not allowed to walk directly to any classroom or field areas during school hours. School-age relatives or friends may not visit or accompany students to school. Security personnel will detain and question any visitor not displaying a Visitor's Pass. Visitors who enter the campus by jumping the gate, using an unauthorized access entrance or is without authorized approval will be considered trespassing. School Safety protocol requires all persons on campus to refrain from wearing hoods or other headwear that obstructs their face. Student safety includes campus peace and therefore, any disturbance of the campus peace and overall learning environment will not be tolerated. Any visitors (authorized or not) that attempt to cause an interruption to the peaceful learning environment will be subject to questioning, be requested to leave the campus, and/or be subject to further action by law enforcement.

Use of Electronic Devices

Possession & use of Cell Phones & Other Electronic Devices

ALL CELL PHONES & OTHER ELECTRONIC DEVICES SHOULD BE SILENCED AND OUT OF SIGHT DURING CLASS/INSTRUCTIONAL TIME AND AT ANY OTHER TIME AS DIRECTED BY DISTRICT EMPLOYEES. It is important that parents/guardians call the school office to leave emergency messages for their student, instead of contacting them on their cell phone during class time. Cell phones may only be used before school, at snack & lunch, and after school. Students are advised not to leave their personal valuables unattended to avoid possible theft. It is recommended that any item of significant value be left at home.

1. If a cell phone is seen out, rings, vibrates, or otherwise causes a disruption during class time or is used in any way, it will be confiscated. This rule applies to all other restricted electronic devices. Disciplinary actions will be taken for this interruption to instruction which may include detention, Saturday School, suspension, behavior contract and/or electronic use privileges revoked.
2. A parent/guardian can pick up the confiscated item in the Office of Student Services from an Assistant Principal or a designee. Make appointment by calling (562) 210-3830, ext. 5111. Items that are confiscated two or more times will be held until a parent/student/teacher/administrator conference can be scheduled and held. Meetings must be scheduled by parent/guardian.
3. No mechanical or electronic devices shall be installed or used in any classroom, office or other room in the school which permits any student to listen to or record the procedures in said room without the expressed prior consent of the teacher(s) and the principal. (E.C. 51512 – E.C. 48901.5; BP 5412).
4. Teachers will have individual cell phone policies that will be explained within their syllabus. Students may be required to place their cell phones in a designated holder during class time.

****Property that is not claimed by the end of the school year, or arrangements are not made to reclaim the confiscated property, will be considered abandoned and will be disposed of.***

****The District is not responsible and does not investigate lost or stolen cell phones or other electronics***.

****Students are responsible for their own items. If necessary, parents must contact their service provider and law enforcement for assistance with lost or stolen items.***

N Dress Code

Appropriate clothing and grooming are required as mandated by California Code of Regulations, Title 5, Sect. 302; & BP 5595. The Board of Education requires all students attending district schools to be suitably groomed and to wear clothing that is neat, clean, safe and appropriate for school activities. Items of dress which are known to support or encourage gang involvement, drug or alcohol use, criminal or immoral behavior, profanity, or which lack modesty are not permitted. If at any time a student's dress is such that it detracts from or disrupts the educational program, he/she may be required to return home to make appropriate changes in dress or grooming. Students and parents are to understand that a school is an educational institution, and that proper attire, footwear and grooming are required at all times. Visible tattoos or body graffiti, whether permanent or temporary are discouraged. Although the school is responsible for enforcing the dress code, it is the parent's responsibility to make sure that students come to school property groomed and attired.

The following items are **NOT ALLOWED** on the Norwalk High School Campus or any school related events, such as after school and evening events, sporting events, summer school and all other off campus events:

1. Each student must be identifiable and not concealed by headwear.
2. Immodest clothing, such as, but not limited to, halter tops, low-cut, strapless, spaghetti strap or off-the-shoulder tops, sheer/see-through tops, bare midriffs, short shorts or skirts, visible undergarments, and other items.
3. Pants or shorts that ride below the waist that cannot stay at the waistline or that cause undergarments to be visible (excessive sagging). Pants must not be excessively baggy
4. Excessively worn pants that have frayed holes that display or expose excessive skin/undergarments.
5. Clothing or jewelry that advocates violence, racism, sexism and/or sexually explicit material or text/graphics that reference any parts of the human body or displays offensive, demeaning or gang related symbols or significance, language, or writing. Also, clothing (including jerseys), school supplies or personal items promoting tagging, gang or prison logos and/or expressions.
6. Clothing or jewelry promoting inappropriate messages, such as, the use of alcohol, drugs, cigarettes, other harmful substances and/or profanity.
7. Any chains or accessories worn on the body or that hang from clothing, or which may be used as a weapon, or which may be a safety hazard to the wearer or others or impedes the maintenance of a safe campus.
8. For health and safety reasons, appropriate footwear must be worn at all times.

This policy applies to Norwalk High School students when they are on campus, at any school sponsored event or activity regardless of weather conditions. The following consequences may be initiated when students violate any of the above policies:

A. Students will be required to change into loaner clothes.
B. Students may be assigned detention.
C. Students may be assigned to Saturday School.
D. Students may be given other means of correction at school

Norwalk High School reserves the right to amend the Dress Code Policy at any time during the school year or summer when it is in the best interest of ensuring school safety and promoting a positive learning environment for the student body. We appreciate your support of a safe and positive learning environment for all students.

Progressive Discipline, Interventions, & Violations

Norwalk HS is recognized for its educational excellence. To maintain such excellence, we provide students an educational environment that is quiet, peaceful and stable. Rules and regulations are not disregarded. The integrity of our daily instruction is a priority. Students must maximize their instructional exposure by attending class daily, arriving on time to each class, and commit to honoring school rules.

NHS' ***GOAL IS TO FOSTER A COMMITTMENT OF CITIZENSHIP AND PERSONAL DEVELOPMENT IN ALL STUDENTS BY MAINTAINING THE POSITIVE LANCER ATTRIBUTES OF RESPECT, RESPONSIBILITY AND INVOLVEMENT THROUGHOUT THEIR HIGH SCHOOL CAREER AND BEYOND.***

The purpose of interventions and consequences are to modify the behavior that interrupts student success. Students must recognize that proper rules of conduct in classroom situations will vary from teacher to teacher and it is the responsibility of the students to adapt to these variations. Norwalk HS Administration follows a set of **Progressive Disciplinary** procedures.

Progressive Discipline begins with a student's teacher. The teacher will exercise professional judgment regarding appropriate disciplinary measures to be taken in the classroom and in establishing classroom rules and expectations based on the Positive Behavioral Interventions and Supports (PBIS) behavior matrix and our Norwalk HS Student Learning Outcomes (SLO's). Students must adhere to each classroom's established rules and expectations. If a student continues inappropriate behavior even after attempted interventions by the teacher to correct the behavior, the teacher may refer the student to a counselor. The counselor will also intervene to help the student control his/her behavior to succeed in school. Severe cases will be handled by the Dean of Students or an administrator.

Prohibited student conduct includes but is not limited to:

1. Behavior that endangers student, staff and/or other students.
2. Behavior that disrupts the orderly classroom or school environment.
3. Harassment of students or staff, including bullying, cyberbullying, intimidations, hazing, or any other verbal, written or physical conduct that causes or threatens to cause bodily harm or emotional suffering.
4. Damage to or theft of property belonging to the District, staff or students.
5. Use of a laser pointer on school premises shall first be obtained from the principal or designee. The principal or designee shall determine whether the requested use of the laser pointer is for a valid instructional or school-related purpose.
6. Profane, vulgar or abusive language.
7. Plagiarism or dishonesty in schoolwork or tests.
8. Tardiness and unexcused absence from school.
9. Failure to remain on school premises in accordance with school rules.

Student Conduct Off School Grounds During Non-School Hours

Students also may be subject to corrective and/or disciplinary action in accordance with law, District Policies, and Rules and Regulations for any off campus conduct during non-school hours which is related to a school activity, attendance, or occurs while the student is going to or from school. For example, a student may be corrected or disciplined for conduct or expression that is related to school activity or attendance and is a violation of lawful school regulations or causes the substantial disruption of the orderly operation of the school.

Progressive Discipline, Interventions, & Violations

EXAMPLES DISCIPLINARY INTERVENTIONS ARE LISTED BELOW:

WARNING/CONFERENCE – Student will discuss the incident with their counselor, teacher or an administrator and be advised/guided on which behavior needs to change and be provided support on how to change that behavior with the hope that the student can return to or remain in class.

INTERVENTION BEHAVIOR CLASSES OR COUNSELING:

(Student Support Policy-Board Policy 5555) Participation is determined by parent, student and school officials, as needed or as often as opportunities are offered. These include but are not limited to: school-based counseling groups, the Parent Project, community intervention resources for parents and/or students, parent/teacher/counselor meetings (with or without administration depending on the situation), SART, SARB, and other intervention resources that become available through the district and the City of Norwalk.

CONFLICT MEDIATION:

To be proactive, an Administrator will conduct a mediation session between disgruntled students to allow them to dialogue and resolve their differences. Students sign an agreement contract that is to be respected by all parties. Students are made aware of the subsequent consequences for not adhering to the contract.

DETENTION:

Students may be assigned detention for being tardy and/or other infractions of school and classroom rules. Detention may be held during snack, lunch or after school with school administration or teacher if assigned. Students will also be allowed to serve detention by volunteering for community service on the school campus or by doing tutoring and filling out the "Detention Credit Form" (form available in Attendance Office). Community service must be pre-approved by an administrator and parent. Students must serve their detentions within 3 days. Failure to comply may result in other progressive disciplinary measures. Students that ignore serving detention or continually earn detentions, may forfeit their participation in extra-curricular activities as determined by school administration.

SATURDAY SCHOOL PROGRAM (SSP):

Saturday School may be assigned to students due to progressive disciplinary consequences.

LOSS OF PRIVILEGES:

Students that fail to abide by proper conduct during the school day or during school sponsored activities, or those that fail to complete assigned consequences for attendance or inappropriate behavior could have their ability to participate in events, athletics, lunch/snack can be held in main office, Senior Privileges (i.e. Prom, Grad Night, Senior Events and/or walking at graduation), or other school based privileges revoked for a period of time or permanently.

HOME SUSPENSION:

(Ed. Code 48900) Students are suspended for infractions that violate California Education Code 48900. Students that are assigned home suspension must remain under their parental or guardian's supervision during the suspension period. Suspended students may not be at school or in the community during school hours.

HOME SUSPENSION (continued):

***Violating Suspension Rules*:** Students are considered in violation of suspension if they are on campus, within sight of the school, in attendance at any school related activity, or on any school campus in the district. Violating suspension rules is a serious offense.

EXPULSION:
Any act that is deemed to be severe enough can warrant a student being put up from expulsion from the Norwalk La Mirada Unified School District. See the list on the subsequent pages for actions that could result in an expulsion.

DISCIPLINARY VIOLATIONS:
THE FOLLOWING PAGES DETAIL OFFENSES FOR WHICH PROGRESSIVE DISCIPLINE & INTERVENTION PROCEDURES WILL BE IMPLEMENTED IF THEY OCCUR WHILE STUDENTS ARE ON SCHOOL GROUNDS, GOING TO OR FROM SCHOOL, DURING LUNCH, OR DURING OR WHILE GOING TO OR FROM A SCHOOL-SPONSORED ACTIVITY.

Under the influence of or in possession of controlled substances (of Alcohol and/or Other Intoxicants) – E.C. 48900 (c): Drugs, Alcohol, & Weapons are a violation - The Board of Education of the Norwalk-La Mirada Unified School District recognizes that the use of alcohol and other drugs adversely affects a student's ability to achieve academic success, is physically and emotionally harmful, and has serious social and legal consequences. The Governing Board of Education may take action to mandate counseling, suspend, transfer, or expel a student upon finding that the student has violated Education Code, Section 48900 or 48915. ***(Click here for detailed list)*** Disciplinary actions for unlawful use and/or possession, or being under the influence of a controlled substance, alcohol, or an intoxicant of any kind, except for possession for sale may be subject but not limited to the following disciplinary consequences:

- The intent of the Board of Education is to keep the District schools free of alcohol, tobacco and drugs. Consequently, the Board has established a comprehensive substance abuse prevention program that includes instruction, intervention, recovery support services, and enforcement; and ensures the provision of adequate human and material resources to support these efforts. Recognizing that keeping school free of alcohol, tobacco, and drugs is a major concern of the schools and the community, the Board actively supports cooperation between schools, parents/guardians, student law enforcement, and other appropriate community agencies and organizations which are involved in alcohol, tobacco, and drug prevention programs. The District provides K-12 sequential instructional programs that help students resist the use of alcohol, tobacco, and other drugs. This instruction includes information regarding the effects of these substances that have been identified as being harmful in prenatal development. Norwalk-La Mirada is a Tobacco Free School District in compliance with Healthy and Safety Code #24167. Student self-referral for prior alcohol and other drug abuse will not result in punishment. Students who disclose past use of alcohol, tobacco, and other drugs when seeking help from an intervention or recovery program shall not be punished or disciplined for past use. Interventions shall be provided to help assist these students refrain from continued use. Interventions might include District counseling, referrals to outside agencies, parent education programs, or after school alternative programs. The following local agencies have recovery programs: Los Angeles Centers for Alcohol and Drug Abuse (LA CADA) 562-906-2681, California Smoker's Hotline 1-800-662-8887 (Telephone Based Counseling) http://www.californiasmokershelpline.org/ Tobacco-free California http://www.tobaccofreeca.com/. Southern California Alcohol & Drug Programs Inc. 562-923-4545; American Cancer Society 562-776-0201. Please speak to any school counselors for more information regarding additional agencies.

Civility Policy:
Norwalk High School is committed to maintaining orderly educational and administrative processes in keeping schools and administrative offices free from disruptions and preventing unauthorized persons from entering school

grounds. Members of the District staff will treat parents and members of the public with respect and expect the same in return. It discourages volatile, hostile or aggressive actions. (Board Policy 1350)

Academic Dishonesty (See pages 22-23 for further description) – Any student caught doing any of the following will be disciplined for misbehavior: obtaining, plagiarizing or copying another person's work; altering your grade(s) or the grade(s) or work of another student; re-using an old assignment or another person's work for credit on a current assignment; use of notes or answers during an exam without explicit permission from the teacher; looking at or copying another student's or the teacher's answers without explicit permission from the teacher; and/or sharing answers with other students within or outside the classroom without explicit permission from the teacher.

Cyberbullying Laws Ed. Code 48900 (r); BP 5413 - All students and staff have a right to a safe, secure, peaceful and healthy environment. The Board prohibits and will not tolerate student conduct that intentionally instills fear in students or staff through bullying tactics. Bullying behavior includes, but is not limited to, threatening, teasing, taunting, or tormenting by asserting power through physical or verbal aggression. Bullying may also be direct or indirect, such as gossip or exclusion. Bullying behavior includes direct physical contact, such as hitting or shoving, verbal assaults, such as teasing or name-calling, and social isolation or manipulation. Contact by means of electronic communication, include email, telephone, text message, kik, twitter, or anywhere that has open access on the Internet such as social networking sites. Bullying includes conduct committed personally or by means of an electronic act ("cyber-bullying"). Cyber bullying also may include breaking into another person's account and assuming that person's identity in order to damage that person's reputation or friendships. Personal bullying is effected through verbal, written, recorded or physical means. An electronic act refers to the transmission of a communication, including but not limited to a message, text, sound, or image by means of an electronic device, including but not limited to a telephone, wireless telephone, or other wireless communication device, computer, or pager. Students who violate this Policy may be subject to District disciplinary procedures including expulsion and/or criminal prosecution.

Harassment of Students/Bullying (Ed. Code 48900 (r)) – No student may verbally abuse or harass another student, threaten another student with bodily injury, or engage in any gang type activity. "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, placing a reasonable pupil in fear of harm to their person or property, or causing a reasonable pupil to experience substantially detrimental effects on their physical or mental health, academic performance, or their ability to participate in services, activities or other privileges.

Diversity and Tolerance (AB 1785, Ed. Code 201 & 48900.3) - Norwalk High School affirms the right of every student to be protected from hate motivated behavior and supports appropriate harassment-free school environments, promoting respect for all diverse cultures. Derogatory labels directed at each other, or others are considered degrading and demeaning. Such actions, behaviors and statements that degrade an individual on the basis of his/her race, ethnicity, culture, heritage, gender, sexual orientation, physical/mental attributes, religious beliefs or practices, shall not be tolerated and may result in suspension, review of placement at Norwalk High School, expulsion or criminal proceedings.

Excessive Display of Affection - Regardless of gender combination, excessive displays of affection such as standing between legs or prolonged kissing, hiding behind buildings, halls, or in dark places are inappropriate for students at Norwalk High School. All couples are required to demonstrate affection in good taste and modesty.

Graffiti/Vandalism (E.C. 48900 (f)) - Destruction of school, staff or student property is considered an act of vandalism. Students who graffiti or deface any surface on campus will face disciplinary action, including financial restitution. In addition, students in possession of any object that can be used for defacing school or private property can be cited. These items may include but are not limited to markers, spray paint, or any sharp object that could be used to mark a surface. Students may not graffiti on their own personal property. Student backpacks, notebooks, clothing, and books must be free from graffiti or other defacing marks. These items become subject to search to secure school safety and may also be confiscated, pending a parent conference.

Loitering – Students are not permitted to loiter in front of the school or in restricted areas on campus.

Vending - Students shall not offer, arrange, or negotiate to sell ANY ITEMS for personal reasons without school authorization.

Tobacco (**BP 5490**) - Students shall not smoke, use, or be in possession, of any product containing tobacco or nicotine, while on campus, or at any school activities. Violators are subject to suspension, citation, and district transfer.

Fighting (E.C. 48900 (a)(1) and (a)(2) and 48900.3) - Students shall not engage in physical contact with another student during school or on their way to or from school. Fighting will result in suspension and depending on the severity of the incident this could result in review of student's placement at Norwalk High School or expulsion from NLMUSD or could result in criminal proceedings.

Aids or abets the infliction or attempted infliction of physical injury to another person (E.C. 48900 (t)) – students that aid or abet another student that engages in a fight can be subject to the same disciplinary action as the students fought.

Possession of a firearm, knife, or other dangerous object (E.C. 48900 (b)) – students found in possession of any of the mentioned items will result in suspension from school and may result in expulsion or criminal proceedings depending on the item or review of placement at Norwalk High School.

Offering, arranging, or selling a look-alike-controlled substance (E.C. 48900 (d)) – students found in possession of any of the mentioned items or found providing or selling these items will result in suspension from school and may result in expulsion, review of placement at Norwalk High School or criminal proceedings depending on the item.

Unlawful possession, offered, arranged, or negotiated to sell any drug paraphernalia (E.C. 48900 (j)) - students found in possession of any of the mentioned items or found providing or selling these items will result in suspension from school and may result in expulsion, review of placement at Norwalk High School or criminal proceedings depending on the item.

Stolen or attempted to steal (E.C. 48900 (g)) or knowingly received stolen school or private property (E.C. 48900 (l)) – students found stealing or knowingly receiving items that had been stolen will result in suspension from school and may result in expulsion, review of placement at Norwalk High School, or criminal proceedings depending on the item.

Possessed an imitation firearm (E.C. 48900 (m)) – students found in possession of the mentioned items or found providing or selling these items will result in suspension from school and may result in review of placement at Norwalk High School, expulsion, or criminal proceedings depending on the item.

Committed or attempted to commit sexual assault (E.C. 48900 (n)) or sexual harassment (E.C. 48900.2) – Engaging in sexual harassment acts (verbal comments, gestures, and/or physical contact) will not be tolerated. Consequences may include suspension, involuntary school transfer, expulsion and/or criminal prosecution.

Harassed, threatened, or intimidated another pupil witness is school disciplinary proceedings (E.C. 48900 (o)) – Any statement, written or oral, made by a person who willfully threatens to commit a crime that may result in bodily injury to another person, even if there is no intent of actually carrying out that threat may be subject to suspension from school, review of placement at Norwalk High School and may result in expulsion or criminal proceedings.

Weapons on Campus (EC 48900 (b) & EC 48915): Education code states that the Principals or Superintendent shall recommend a pupil for expulsion for possession of any firearm, knife, explosive, or other dangerous object of no reasonable use to the pupil at school, at a school activity off school grounds, while going to or coming from school, or while traveling to or from a school activity.

Terrorist Threats (EC 48900.7 (a) (b)) - Any statement, written or oral, made by a person who willfully threatens to commit a crime that may result in death or great bodily injury to another person or property damage, is a threat, even if there is no intent of actually carrying out the threat. Offenders making a terrorist threat will be punished to the fullest extent allowed by law (PC 422).

Threat or attack on school employee (E.C. 44014 or 48915 (a)(5)) - Any statement, written or oral, or actual act of violence against the school or a school employee made by a person who willfully threatens to commit a crime that may result in death or great bodily injury to another person or property damage, is a threat, even if there is no intent of actually carrying out the threat. Offenders making a terrorist threat will be punished to the fullest extent allowed by law (PC 422). Consequences may include suspension, involuntary school transfer, expulsion and/or criminal prosecution.

Search and Seizure – School officials may search individual students and their property when there is a reasonable suspicion that the search will uncover evidence of the student violating the law or school/district rules. The Board urges that discretion, good judgment and common sense be exercised in all cases of search and seizure. Because lockers are under the joint control of the student and the district, school officials shall have the right to open and inspect any school locker without student permission. (RR5495).

Vehicles on Campus - NO PARKING OR DRIVING ON THE MAIN CAMPUS. No motorized vehicles may be driven on campus other than on roads or in parking lots. Students are not allowed to park in the staff parking lot for any reason. Bicycles & skateboards are to be walked onto campus only to be parked in the designated area. Any violation of vehicle regulations will be treated as overt defiance.

Crowd Control: School officials can ask students to vacate an area or to walk an alternate route in the interest of ensuring student safety and maintaining order. Parents and students are asked to cooperate with school officials, who at times may not be able to fully disclose the nature of all requests for crowd control compliance. Students are reminded to stay away from potentially harmful incidents such as fights, verbal conflicts or non-instructional

crowding. Any student who runs to a fight, draws a crowd, instigates a fight by aiding or abetting, records (audio/visual) and/or posts any student conflicts on the internet, will be suspended. Refusal to disperse after a fighting incident is overt defiance. [Ed. Code 48900 (q) & (k)]

Academic Integrity Policy

Introduction to the Policy

At Norwalk High School, which is a vibrant and challenging academic community, students are expected to come to school every day with the mindset to learn and prepare themselves for higher education, the workplace and the real world. Students are held to a high standard of working hard and doing their personal best, no matter the difficulty of their classes. Therefore, every student is strongly encouraged to be apprised of and adhere to Norwalk High School's Academic Integrity Policy.

Academic Integrity Policy is a way for students to demonstrate their sincere efforts through their own hard work over the course of their high school career. Consequently, any form of failing to follow the academic integrity policy is unacceptable and will not be tolerated.

Norwalk HS defines Academic Integrity Policy as any deceitful and/or deceptive attempts to complete academic requirements. Violating the Academic Integrity Policy is a serious offense at Norwalk HS because it undermines the bonds of trust and personal responsibility between and among students and faculty, weakens the credibility of the academic enterprise, and defrauds those who believe in the value and integrity of their high school diploma. Academic Integrity Policy may take several forms, including, but not limited to, the following: cheating, fabrication, facilitating academic dishonesty, and plagiarism.

Academic Integrity Policy

Academic Integrity Policy is subject to disciplinary action by teacher, school, and/or district. Some offenses may be criminal in nature and, therefore, prosecutable under local, state, or federal laws. The following actions are examples of academic dishonesty (though not an exhaustive list):

A. Using dishonest, deceptive, or fraudulent means to obtain or attempt to obtain credit for academic work.
B. Using notes, aids, or another student's assistance to complete a test, a project or other assignment in a way other than that expressly permitted by the teacher. Unless otherwise directed by the teacher, students should accomplish all assignments individually.
C. Looking at another student's test, answer sheet, or other materials.
D. The falsification of data, information, or citations.
E. Intentionally or knowingly helping or attempting to help another student commit an act of the Academic Integrity Policy.
F. Talking during a test. The teacher cannot be expected to determine the content of a private conversation between students; therefore, all talking during tests is considered cheating.
G. Copying from or allowing another student to copy from a test, homework, or other course work which is not intended to be collaborative in nature.
H. Tampering with an instructor's records of grades or scores.
I. Abusing the privilege of Internet access.
J. Accessing, deleting, modifying, transferring, or receiving of computerized files without authorization of the teacher. A student may authorize another student to copy or transfer their electronic files for the purpose of study or discussion.
K. Plagiarizing materials; that is, taking the specific or general substance of another person's work or Internet research and offering it as one's own work without giving credit to the original author.

Plagiarizing encompasses omitting references (either in the text or on a source page appearing at the end of the assignment), and/or paraphrasing an author without giving credit to that author for use of his or her ideas. Paraphrasing is the student's use of an author's idea by rewording and/or rearranging that author's original text.

Process for Disciplinary Action

The process whereby a student will be punished for infraction of the Academic Integrity Policy shall include the following steps:

A. The student will be counseled by the teacher of the class where the infraction occurs.
B. The teacher will contact the parent to state the issue, review this policy, and explain disciplinary consequences.
C. The administration or designee will be alerted, and disciplinary consequences may be assigned.
D. The administration or designee will take disciplinary action (see below) and notify the parent of the student(s) involved in the academic dishonest of action(s) taken.
E. Infractions will be recorded on the student's discipline file.
F. Local, state, or federal law enforcement officials will be alerted if the infraction is of a criminal nature.

Disciplinary Action for Student Violation of the Academic Integrity Policy

Teachers and administrators reserve the right to respond to the wrongdoing with appropriate discipline of varying severity based on the infraction. Consequences for a student's involvement in an act of academic dishonesty may include one or more of the those listed below (*please note, that other consequences may be enacted at the discretion of the administration or designee*):

A. The teacher will inform the parent of the infraction and the student may receive an automatic zero (failing grade) on the assignment or test. The teacher may require the student to complete an alternate assignment, project, test, quiz, or the like for full or partial credit.
B. The student may serve a 4-hour Saturday School or detention.
C. The student may receive a U (Unsatisfactory) in citizenship on the semester grade report.
D. The student may be dropped from the California Scholarship Federation (CSF), National Honors Society (NHS), or similar organizations.
E. The student may be dropped from the class with an F (Failure) if the student is involved in an act of academic dishonesty in the class where he or she is a student aide or academic tutor.
F. The student may be removed from the course with a grade of F (failure).
G. The student may face suspension or dismissal from extracurricular and co-curricular activities.
H. The student may be transferred to another school within the Norwalk-La Mirada Unified School District or face expulsion.

Extracurricular Eligibility Criteria

ELIGIBILITY CRITERIA

Extracurricular and co-curricular activities are intended to involve the student in experiences that enrich or enhance their academic, social, physical, or cultural development and/or interests. The following pages explain what these activities are and the checklist of items to review to remain eligible to participate.

Definitions:
Co-curricular programs are those, which are related to or are direct support of the general school program or are a specific class that is offered for credit in the instructional day. Such programs as forensics, band, student government, drama, athletics, productions and Cheer/Song fall into this category.

Extracurricular activities Extracurricular activities are those programs which are not specifically related to a class/course and whose primary functions are social and fall outside of the normal school day. Special interest clubs are traditionally considered extracurricular activities and have all the following characteristics:

- The program is supervised or financed by the school district
- Students participating in the program represent the school district
- Students exercise some degree of freedom in either the selection, planning, or control of the program.
- The program includes both preparation for performance and performance before an audience or spectators.

ELIGIBILITY RULES

A. The California Interscholastic Federation Southern Section (CIFSS) https://cifss.org sets the minimum standards for High School athletic eligibility as: A student must be currently enrolled in a minimum of 20 semester periods of work and must have passed a minimum of 20 semester periods of work at the completion of the last regular school quarter (9 weeks). Effective July 1, 1984, "A student must be successfully progressing toward the graduation requirements and be maintaining the grade point average as set forth by the local board of trustees."

B. In addition to the minimum CIF rules, **extracurricular and co-curricular eligibility** in the Norwalk-La Mirada Unified School District requires satisfactory academic progress and citizenship. Failure to meet any one of these standards shall result in student ineligibility. (Click here for NLMUSD Parent-Student Co & Extra-Curricular Handbook)

1. **Academics:** A student shall maintain a "C' average (2.0) or better on a (4.0) scale during the previous quarter (9-12)/trimester (6-8).
2. **Citizenship:** Utilizing a marking scale of "O", "S", "N", and "U", a student shall not receive more than two "U's" during the previous grading period, student may be suspended or placed on probation from athletics at the discretion of the administration.
3. **Discipline:** Students who have disciplinary issues may be suspended or removed from extracurricular activities at the discretion of administration.
4. Students are encouraged to attend summer school and only improved grades resulting from summer school can be used in the calculation of the eligibility status.
5. Students may not be required to meet the eligibility requirements to try out for an activity.
6. Students running for positions in ASB may not be required to meet district eligibility requirement to run for office but must meet any and all requirements set forth in their respective ASB constitution.

Extracurricular Eligibility Criteria

INELIGIBILITY

A. A student who fails to meet district academic, attendance and citizenship requirements shall be ineligible the quarter following a quarter on probation.
B. Students enrolled in performance activity classes, i.e., all athletic teams, band, choir, chorus, dance, tall flag, drill team, forensics, cheer/song/pep leader units, ASB/class officers and drama shall be allowed to remain in the class but are ineligible for participation in performances.
C. A student shall be declared eligible, or ineligible based on the grading report calendar established by district Integrated Technology Services (ITS). All schools will use the same calendar.
D. Students who move from **middle school** to one of our high schools who do not have a 2.0 GPA or have not passed the four classes will be placed on probation for the first grading period they are at the high school. Should they not maintain a 2.0 and pass at least four classes at each grading period, they will then become ineligible.

SPECIAL CIRCUMSTANCES FOR INELIGIBILITY

The principal may declare a student immediately ineligible, at any time during the school year, when they have been suspended and/or arrested for the use or possession of narcotics, alcohol, weapons, or assault upon a teacher, school employee or other student, or because of any situation that the principal feels is serious enough to require such action.

PROBATIONARY PERIOD

A student who does not achieve satisfactory educational progress in the previous quarter will remain eligible to participate in extracurricular and co-curricular activities during the ensuing quarter. The probationary period shall not exceed one quarter in length. A pupil who does not achieve satisfactory educational progress, during the probationary period shall not be allowed to participate in extracurricular and co-curricular activities in the subsequent grading period. A process of weekly monitoring will be implemented at each site during this probationary period, and an agreed upon course of action developed district wide.

RESPONSIBILITY

An important part of the school experience is the development of student responsibility, particularly as it applies to citizenship and academic achievement.
The student is responsible for seeking and taking corrective action to earn and maintain eligibility. The student should maintain a strong effort in academics and conduct themselves in class in an acceptable manner.
The teacher, advisor, coach, counselor, and site administration has the obligation to monitor and assist the student where appropriate and possible, through such activities as counseling, arranging for tutors, special study sessions, etc. Each school shall develop a plan to assist and monitor ineligible students. Such plans may involve academic coaches or other means to assist a student in developing a plan to earn eligibility.

TRANSFERS

Students from within or from outside of the district are eligible if they were eligible in their previous school.
A student adjusted for disciplinary reasons shall be ineligible for all levels of athletics and co-curricular activities for the period of the disciplinary sanction.

Extracurricular Eligibility Criteria

SUSPENSION

A student shall not take part in social, extra or co-curricular activities while on disciplinary suspension.

APPEALS

Students shall be provided with the opportunity to a timely hearing and appeal.

A. At the initial stage, schools are encouraged to address the concern on an informal level through the process of dialogue involving the appropriate staff members and ultimately the principal.
B. If a student/parent desires to appeal a site level decision, they shall initiate that appeal in writing to the District Co-Curricular Review Committee citing reasons for the appeal.
C. A District Co-Curricular Review Committee shall be designated to review the appeal and make recommendations to the Superintendent or his/her designee. The committee shall be composed of an athletic director, a band director, a director of activities, a pep advisor, a counselor and others as the situation may require. A site principal shall chair the committee yielding if the appeal involves his/her site.
D. In all cases, final appeal rests with the Superintendent or his/her designee, and the Board of Education.

Parent Involvement Policy

Each Title I school must develop, jointly with parents of children participating in Title I, Part A services, a written school parental involvement policy that describes how the school will carry out the parental involvement requirements in Title I regulations, including the development of a school-parent compact.

1. The involvement of parents in the policy – Norwalk High School will take the following actions to involve parents in developing and implementing the parental involvement policy:
    a. Convene an annual meeting to inform parents of participating students of the requirements of Title I and their rights to be involved.
    b. Offer a flexible number of meetings, such as meetings in the morning or evening, to encourage parents to attend the annual Title I meeting.
    c. Involve parents of participating students in the planning, review, and improvements of its Title I programs and parental involvement policy through annual Title I meetings, annual Title I program review report, parent conferences, and parent surveys.
    d. Provide parents of participating students:
        i. With timely information about Title I programs.
        ii. With an explanation of the curriculum, academic assessment, and proficiency levels students are expected to meet during Back to School Night, Open House, monthly parent meetings, Title I meetings, and other parent education workshops.
        iii. If requested, with opportunities for regular meetings to participate in decisions relating to the education of their children.

2. The building of capacity for involvement of parents by the school – To ensure effective involvement of parents and to support a partnership between the school and parents to improve student academic achievement, Norwalk High School will take the following actions:
    a. Assist parent in understanding academic content and achievement standards and assessments and how to monitor and improve the achievement of their children by providing the following activities:
        i. Offering regular meetings that provide parents with personalized information about the academic performance of their students, as well as resources and information regarding how to improve it.
        ii. Providing information about the essential components of the Common Core State Standards to enable parents to support the instructional practices used by the teacher.
        iii. Training parents in the use of the Internet to enable them to access their children's homework; communicate with teachers; and review information posted about schools in improvement, supplemental educational services, public school choice and other opportunities to promote student achievement.
    b. Provide materials and training to help parents work with their children to improve their children's achievement.
    c. Educate staff, with the assistance of parents, in the value of parent contributions and how to work with parents as equal partners.
    d. Coordinate and integrate parental involvement with other programs and conduct activities that encourage and support parents in more fully participating in the education of their children – To the extent feasible and appropriate, Norwalk High School will coordinate and integrate parental involvement programs and activities with the following programs:
        i. Core instructional program
        ii. Title III language instructional programs

iii. Other relevant programs

e. Distribute information related to school and parent programs, meetings, and other activities to the parents of participating students in a format and, to the extent practicable, in a language the parents understand

f. Provide support for parental involvement activities requested by parents – After an annual Title I meeting explaining the requirements of the regulations, the school will solicit parent input of kinds of activities parents would like to build their capacity. Using the input from the parents, the school will design a year-long workshops and classes to support parents. Disseminate the calendar, indicating the topics and presenters, to all parents of participating students.

3. Norwalk HS will give each parent timely notice when their child has been assigned, or has been taught for four or more consecutive weeks, by a teacher who is not highly qualified.

4. In carrying out the parental involvement requirements of Title I, Part A, Norwalk HS, to the extent practicable, will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory students.

Title I School-Parent Compact

Norwalk High School, the parent and the student participating in activities, services, and programs funded by Title I, agree that this compact outlines how the parent, student, and the entire school staff will share the responsibility for improved student academic achievement.

School Responsibilities – Norwalk High School will

- Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards
- Provide a variety of intervention and tutoring opportunities for students who need assistance to reach their full academic potential
- Communicate with parents in a timely manner regarding student successes and needs
- Provide parents with frequent reports on their student's progress.
- Provide parents reasonable access to staff.
- Provide parents a variety of opportunities to volunteer and participate in their child's classes including observation of classroom activities.
- Schedule annual Title I parent meeting to inform, review and seek input/advice on scheduled activities, support and program needs

Parent Responsibilities – as a parent/guardian of a NHS student(s), I will support my child's learning in the following ways:

- Attend annual Title I parent meeting
- Make sure that my child attends school on a daily basis, arriving on time and prepared for academic success
- Require my child's participation in tutoring and intervention activities when he/she earns a D or F in any core class (English, Math, Science, Social Studies)
- Monitor attendance and grades with weekly accessing of PowerSchool Parent Portal and/or by contacting his/her school counselor (562-210-3830 ext. 5114), school attendance office (562-210-3830 ext. 5113)
- Provide a designated place for completion of daily homework and check for completeness.
- Monitor use of electronic devices at home and school
- Participate, as appropriate, in decisions relating to my child's education through regular contact with school Counselors, Teachers, Attendance Clerks or Administrative/School Staff
- Promote positive use of my child's extracurricular time
- Stay informed about my child's education and communicate with the school by promptly reading all notices from the school, school district and school website (https://norwalk.nlmusd.org)

Student Responsibilities – as student, I will share the responsibility to improve my academic achievement and achieve the State's high standards. Specifically, I will:

- Attend school on a daily basis, arriving on time and be prepared for academic success.
- Participate in tutoring and intervention activities when I earn a D or F in any core class (English, Math, Science, Social Studies).
- Monitor my grades by accessing PowerSchool Student Portal on a weekly basis.
- Complete and submit my daily classwork and homework.
- Use electronic devices responsibly.

- Communicate with my teachers and counselor when I need help or when I am missing required assignments.
- Give my parents/guardian all notices and information received by me from my school the same day I receive it.

STUDENT PICK GATE
TENNIS COURTS
SOFTBALL FIELD
BASEBALL FIELD
PRACTICE SOCCER
BLACK TOP
TRIAGE
STADIUM FIELD HOUSE VISTOR/HOME
COMMAND POST
WRESTLING
BOY'S LOCKER ROOM
GYM
TRAINING ROOM
WEIGHT ROOM
GIRL'S LOCKER ROOM
WRESTLING ROOM
DANCE/CHEER ROOM
LANCERS
BOOK ROOM
COMPUTER LAB
STORAGE
123
CAREER CENTER
LIBRARY
KITCHEN
Multi-Purpose Room
MAIN OFFICE
FOOTBALL FIELD
GATE
GATE
GATE
GATE
GATE
GATE

ALMA MATER

Loyal to Norwalk, Alma Mater true,

Guide of our dreams and of the deeds we do.

We sing thy praise from purple mountains to the sea,

Norwalk, our Alma Mater, Hail to Thee

We will remember, these our golden years

Hearing the echoes of our ringing cheers,

Failure or victory, still our loyalty will be,

Norwalk, our Alma Mater, Hail to Thee!

We are Champions, We are ...

LANCERS !