Dear Student/Parent or Guardian:

The material covered within this student handbook and on-line at the school and district websites is intended as a method of communicating to students and parents regarding general school and district information, rules, and procedures, and is not intended to either enlarge or diminish any Board policy, administrative regulation or negotiated agreement. Material contained herein may therefore be superseded by such Board policy, administrative regulation or negotiated agreement. Any information contained in the student handbook is subject to unilateral revision or elimination from time-to-time without notice.

The student agenda/handbook is written for our students and their parents. It contains required and useful information. Because it cannot be as personal of a communication as we would like, we address students not directly as "you" but rather as "the student," "students," or "children." Likewise, the term "the student's parent" may refer to the parent, legal guardian, or other person who has agreed to assume responsibility for the student. Both students and parents need to be familiar with the Code of Conduct which is intended to promote school safety and an atmosphere conducive for learning.

The Student Handbook is designed to be in harmony with Board policy. Please be aware that the handbook is updated yearly, while policy adoption and revision may occur throughout the year. Changes in policy that affect portions of this Handbook will be made available to students and parents through newsletters, web pages, and other communications throughout the school year as necessary.

Your signatures below are required and ensure that you have read and understood the contents of the handbook. Any questions/concerns can be addressed to any administrator at the high school. We also welcome any feedback you may have as to ways to improve either the policies or communication mediums.

Thank you for being a partner in your child's education.

Dear Students and Parents,

On behalf of the faculty and staff of Naugatuck High School, we extend a welcome to all students as we begin the new academic year. Naugatuck High School offers a variety of academic, athletic and co-curricular opportunities for all students. We encourage our learners to challenge themselves academically and benefit from the activities and sports programs that are available throughout the year.

This handbook is the official student and parent handbook for Naugatuck High School. It is important for all families to familiarize themselves with the contents of this publication as well as the policies on the district website. **Both the handbook and website contain valuable information regarding policies and procedures.** They outline attendance and disciplinary guidelines for students and explain how students and parents may access support services at the school. Since students are held accountable for the information in this handbook and on the website, we request that each student sign-off upon receipt and reading of the student handbook and website.

We welcome the input of parents/guardians at all times and encourage them to contact the school if they have questions or concerns. While Naugatuck High School is a large comprehensive high school, we pride ourselves in maintaining a personalized approach to each student's progress. The administrative team, faculty, and staff are committed to promoting a quality school environment that celebrates the strengths and diversity of its students and staff. We look forward to a great year. Please do not hesitate to contact us if we may be of assistance to you. We encourage you to visit our website at http://www.naugatuckhigh.naugatuck.k12.ct.us/ and the district website at http://www.naugatuck.k12.ct.us/ .

Sincerely,

The Naugatuck High School Administrative Team:
John Harris, Principal
Eileen Mezzo, Associate Principal
James Leary, Dean of Students
Brian Mariano, Dean of Students/Athletic Director

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Naugatuck High School - Greyhound Charter

At NHS, we believe that ALL individuals have the right to:

Learn, in classes which nurture curiosity, knowledge, and deep thinking, and where all are free to express opinions & ideas without judgment

Thrive, by developing perseverance, adaptability, and a growth mindset

Belong, in a school where every student feels safe, respected, and connected

To ensure these rights for all, we agree to pursue our excellence by demonstrating:

Habits of conduct	Habits of learning
❑ being patient, open-minded, and reflective; ❑ showing compassion, own our actions, & apologize when mistakes are made; ❑ holding ourselves & school community members to high standards; ❑ being aware of our verbal & non-verbal gestures, and showing respect with our words and actions ❑ accepting that at times we may need to agree to disagree; ❑ taking time to acknowledge each other and give genuine recognition; ❑ keeping each other safe from harm; ❑ assuming good intentions!	☐ Arriving to class on-time, all the time; ☐ Being fully present in classroom learning and taking advantage of class time to ask questions, make mistakes, and receive support; ☐ Using additional available resources, supports, opportunities (ex: study halls, before/after school) for additional practice, studying, or extra help when needed; ☐ Respecting deadlines, and communicating beforehand if a deadline cannot be met; ☐ Giving everything my “best shot” on the first try.

Our Mission and Vision

NAUGATUCK PUBLIC SCHOOLS

VISION OF A LEARNER

OUR STUDENTS WILL

UNDERSTAND THE WORLD	NAVIGATE THE WORLD	IMPROVE THE WORLD

POWERSCHOOL USE AT NAUGATUCK HIGH SCHOOL

Families have 24/7 access to their child's schedule, grades, and attendance in PowerSchool. The parent portal can be accessed at: https://naugatuck.powerschool.com/public/home.html

Report cards/progress reports are no longer sent home due to the 24/7 access in PowerSchool. *Parents who have limited or no access to the Internet may contact the school to request paper mailings of report cards.* The end of quarter dates will be posted on the high school website.

EMERGENCY CLOSING OF SCHOOL

Parents will receive a call and/or email through ParentSquare. Please make sure a current phone number and email address are on file with the school so you can receive important information regarding school closings, delays, or other news.

NAUGATUCK HIGH SCHOOL GRADUATION REQUIREMENTS

To receive a Naugatuck High School diploma, **students must earn 25 credits** and demonstrate proficiency of the graduation competencies leading to the Vision of the Graduate. For a more detailed breakdown of credit requirements, please refer to the Program of Studies.

All courses at NHS are based on semesters. Full year courses run across semesters 1 and 2, while half year courses can run either semester. Each semester is worth one half credit. Students must earn at least a 70 average in a course to earn credit.

Students are considered on track to graduate based on the number of credits earned. Promotion from grade to grade is determined by a student's on-track status, as outlined below:

- Promotion to Grade 10: 6 credits
- Promotion to Grade 11: 12 credits
- Promotion to Grade 12: 18 credits

Students who meet the minimum credit requirement at the conclusion of Semester 1 will be reclassified for the start of Semester 2.

NHS GPA CALCULATION

WEIGHTED GPA AND LATIN HONORS

Courses at the honors/AP/early college level are given an extra value called a weighting factor. The chart below shows the weight based on grade and formula to compute weighted GPA. Beginning with the Class of 2026, NHS will recognize students who demonstrate academic excellence with Latin Honors in lieu of class rank upon graduation:

- Summa Cum Laude (with highest distinction) will be awarded to all students with a weighted GPA of of 4.34 or higher
- Magna Cum Laude (with great distinction) will be awarded to all students with a weighted GPA of 4.0 or higher
- Cum Laude (with distinction) will be awarded to all students with a weighted GPA of 3.67 or higher

Latin Honors will be included on a student's transcript and on their diploma.

SELECTION OF VALEDICTORIAN, SALUTATORIAN and CLASS ESSAYIST FOR GRADUATION

Naugatuck High School recognizes extraordinary academic achievement through the designation of Valedictorian, Salutatorian and Class Essayist. A weighted GPA will be determined using final grades from grades 9 -11 and grades up through quarter 3 of grade 12 (fifteen quarters). In the event that one of the students vying for these honors transferred to Naugatuck High School before the start of their 11th grade year, only final grades from 11th grade through quarter 3 of 12th grade will be compared when determining who is awarded.

PROCEDURE TO COMPUTE GPA BY HAND

GPA is computed only on credits earned and does not include any pass/fail courses. Transfer students must be in attendance three semesters before GPA is calculated.

1. Pass/fail courses are not calculated into GPA. (See grade table breakdown)
2. Identify level. (AP, Honors, academic, general)
3. Using level chart, record the numeric equivalent next to the grade.
4. LEVEL CHART

GRADE	AP	H	A	G*
100 - 97	5	4.67	4.34	4
96 - 93	4.67	4.34	4	3.67
92 - 90	4.34	4	3.67	3.34
89 - 87	4	3.67	3.34	3
86 - 83	3.67	3.34	3	2.67
82 - 80	3.34	3	2.67	2.34
79 - 77	3	2.67	2.34	2

76 - 73	2.67	2.34	2	1.67
72 - 70	2.34	2	1.67	1.34
69 - 0	0	0	0	0

5. Multiply the level equivalent by the credit earned.
Ex. 2.67 x .5 = 1.335
6. Total the credit column.
7. Total computation column from results in step 5.
8. Divide # in step 5 by # of potential credits; this is your weighted GPA

*General level for modified programs only.

NHS HONORS CONTRACTS

The aim of honors contracts at NHS is to give pathways for students to demonstrate passion, curiosity, and a desire to learn more deeply in courses where honors sections are not typically offered. In general, honors contracts should ask students to think more deeply about concepts, apply them at higher levels, and delve into more sophisticated questions in the field or subject area.

Honors contracts may include, but are certainly not limited to, some of the following elements:

- Students designing and completing an independent project related to course content or competencies
- Independent research and demonstration of learning of questions or content not typically covered in the course
- Preparing and teaching content beyond the regular curriculum to the class
- Differentiated or more rigorous questions on assessments
- Unique assignments that ask students to think differently or more deeply about concepts

While students fulfilling honors contracts should expect that, in the process of learning beyond the expectations of an academic course, they will need to devote additional time to learning, honors contracts should not ask students to do “more of the same” - for example, a contract should not ask students to do 15 practice problems on homework assignments when other students do 10.

Teachers should submit their plans for an honors contract to their department chair for approval.

Students who intend to pursue honors credit must notify their teacher within 2 weeks of the start of the course. At the end of the semester/year, teachers will give the PowerSchool secretary a list of students who fulfilled the honors contract, and credits/transcripts will be adjusted.

ACADEMIC EXPECTATIONS/INFORMATION

Required Course Load

All students must maintain a minimum of five (5) courses that meet five (5) times every two weeks per semester. Community service does not count toward those five courses. Community service credits (.25) for seniors must be completed by January of the senior year.

Honor Roll

After each marking period, an Honor Roll is compiled for that quarter. High Honor Roll: students receiving an average of 90 or more with no grade below 83. Honor Roll: students receiving an average of 83 or more with no grade below 73. Honor roll is only calculated once per quarter. If a student's quarter average changes after honor roll is calculated we will not publish a corrected honor roll; however, the student's GPA will be recalculated.

Communication

Parents/Guardians have 24/7 access to grades, attendance, and other important information in PowerSchool. If you do not have or have lost your username and password, please contact the school. If you do not have access to a computer or Internet, you may contact the school and request that paper copies continue to be mailed to you.

The semester average (S1/S2) will indicate whether the student has passed the course for that semester with an average of 70 or higher or whether the student has failed the course. Comments will also indicate if the student has been denied credit due to excessive absences. Parents may contact their son's or daughter's counselor with questions. We encourage parents to check PowerSchool periodically.

Grading and Assessment.

At Naugatuck High School, we are committed to growth for all students toward the Vision of the Graduate. Our grading and assessment practices support student learning and are guided by pillars of equitable grading and shared accountability. We use a common grading system across each course:

Summative assessments - which are typically major projects, tests, or papers that give students opportunities to demonstrate what they know and can do towards the end of a unit of learning - count for 60% of each course's grade.
Interim assessments - which are typically smaller assignments or quizzes that show a student's progress during a unit of learning - count for 30% of each course's grade.

The final 10% of the grade is based on **midterm and final exams.**

A student's semester grade = (Summative category average x 0.6) + (Interim category average x 0.3) + (Exam grade x .10)

Quarterly grades are snapshots of a student's progress at the end of each quarter. Quarterly grades themselves are not averaged to calculate semester grades.

Students who submit assignments with genuine effort will not earn less than a 50% on those assignments. Students who do not submit assignments or who submit assignments not demonstrating genuine effort will receive zeros on those assignments.

Redos and Retakes

All students can reach high levels of mastery. Some students need additional time or multiple opportunities to demonstrate what they've learned.

To be eligible for a redo or retake on a given assessment, students must consistently demonstrate the learning habits outlined in our school charter:

- Regular attendance - Coming to class on time consistently
- Active participation - Engaging in class, asking questions, and using class time effectively
- Using support resources - Taking advantage of study halls, before/after school help when needed
- Completing practice work - Finishing assignments within agreed timelines
- Best effort on first attempts - Giving assessments a genuine try initially

Timeline: Redos must be completed within one week of the original assessment (unless the skill will be assessed again later in the course)

Maximum Grade: The highest grade possible on a redo is 85% (B level)

Format: Teachers may change the format of retakes and focus only on skills that need improvement

Additional Learning: Teachers may require evidence of new learning before offering a retake

End of Quarter: Teachers will stop accepting redos one week before the quarter ends

Grade Recording: Teachers will enter the higher of the two grades (original or retake), up to the 85% maximum

Late and Missing Assignments

Timely assignment completion helps teachers track student progress and provide appropriate support. We balance accountability with understanding

that students face different challenges and, like adults, can benefit from flexibility.

Student Responsibilities:

- Use class time and study halls to complete assignments on-time
- Communicate proactively and make arrangements in advance if extensions are needed
- Complete missing work before the unit of study ends

Late Work Consequences

Occasional lateness (once or twice per quarter): No penalty - work accepted for full credit

Pattern of lateness (more than twice per quarter):

- Up to 10 point grade reduction per late assignment
- Parents and counselors will be notified

Unit deadline: Teachers may stop accepting late work after a unit ends.

Every two weeks, administrators will send reports of missing assignments to parents.

Study Halls

- Study halls should provide an atmosphere conducive to **academic endeavors.**
- Absence from or tardiness to study hall will be handled as though from a regular class.
- Students should already have a pass from their intended destination (if they're planning to work somewhere other than their study hall) before arriving.

Advisory

- Advisory is designed to be a whole-school, 25 minute, proactive and relationship building intervention weekly on Mondays
- In grade 9, students will be assigned to an advisor and keep that advisory for their 4 years at NHS
- Activities in advisory will primarily be focused on developing college and career readiness as well as social/emotional skills

ACADEMIC DEPARTMENT LEADERSHIP

If you have questions about your performance in your class, the first point of contact should always be your teacher. If you/your family have additional questions that require additional support, please reach out to the following individuals (designated by department) as your next point of contact. School Counselors and building leadership are always available as additional points of contact- initial contact should be made with the teacher and department head first.

Applied Education- Ms. Black
Fine Arts- Mr. Arboleda
PE/Health- Mr. Mariano
Social Studies- Mr. Tenney
Special Education- Ms. Donofrio
English- Dr. Stewart
Math- Ms. Lamson
Science- Ms. Carpenter
World Language- Ms. DeLuca

STUDENT SERVICES

SCHOOL COUNSELING DEPARTMENT

The Naugatuck High School Counseling Department supports all students' academic, post-secondary, and social emotional goals throughout their four years of high school. Beginning early in the freshman year and continuing throughout each student's high school career, the school counselor will partner with each student on their caseload (and family) to help plan an academic program that will help them achieve their post-secondary goals, will support students' exploration of post-secondary interests, and will be available for social emotional intervention and support.

Parents and students may make appointments to meet with the school counselor at any time. Students will have at least two scheduled individual planning meets with their school counselor annually in addition to group and classroom lessons.

Counselor Assignments:

Ms. Katrenya: A - Dn
Ms. Swan: Do - L
Ms. Morgan: M - Ro
Ms. Vitti: Rp - Z

Ms. Fenn - 9th Grade

Social Workers: Joanna Dinkle, Erica Norcross, John Drewry

SCHEDULE CHANGE PROCEDURE

Naugatuck High School begins the course selection process in January of the current school year. Student course schedules for the upcoming school year **must** be finalized by the last day of school. Students have from February through June of the current school year to make changes or adjustments to their course selections for the next school year.

Changes will not be made to switch teachers or period assignments of classes. If a course change would remove a necessary course, reduce the number of academic courses to an unacceptable level, or be implemented for the sole purpose of obtaining early dismissal, the change is not considered to be in the student's best interest. Such changes will not be approved.

Reasons for a schedule change after the start of the school year must meet one of the following qualifications:

- Level change as recommended by teacher, department chair, counselor and/or parent within 20 school days for a semester based course and by the end of Q1 for a full year course. (see counselor for required form)
- Withdrawal from course to a study hall as recommended by teacher, department chair, counselor and/or parent within 20 school days for a semester based course and by the end of Q1 for a full year course. (see counselor for required form – administrator approval also required)
- Need to fulfill a graduation requirement
- Completed summer school course/credit earned
- PPT/504 mandated change

School counselors will meet individually with each student during course selection in order to provide guidance on the level of courses students should consider so that they will be engaged and challenged in each subject area.

Independent study courses

A student will be allowed to sign up for one independent study course per school year. The student needs permission from the following to attend a course for credit: parent, school counselor, administrator, and teacher. A student may earn a total of 2.0 credits towards graduation requirements by completing the independent study course. Independent study courses cannot be used to fulfill core academic course requirements. Independent study courses must have an approved curriculum.

On-Line Courses

Naugatuck High School recognizes the need and value of on-line learning opportunities. To that end, we have contracted with Edgenuity as a provider of on-line courses. These courses are offered as **credit recovery** (free of charge during the school year) and as **credit accrual** (fee charged to students). There is no limit to the number of courses students can take through Edgenuity. Since courses are accessed via the Internet, students have access 24/7 to the course. **Assessments in each course must be taken on campus in a supervised setting.** Naugatuck High School awards one (1) credit for a full year on-line course and a half (.5) credit for a semester on-line course.
Credit recovery: These on-line courses are offered free of charge to students who have failed a course in the traditional school setting or have been denied credit due to attendance. Students are generally required to complete these courses during summer school.

Credit accrual: For students who want to extend their learning opportunities, there are on-line courses offered for a fee. These include courses NOT offered at Naugatuck High School. Students take these courses on their own time. The fee is charged for the virtual teacher that is assigned to the student through Edgenuity. A current fee schedule and a listing of courses are available through the Counseling Department. Course start dates are determined through Edgenuity, but generally begin at the start of each semester. The end date of courses is determined by Edgenuity faculty. These courses do not have a summer school option.

Summer school

Credit recovery may be available through NHS or another approved summer school for students who failed a course or were denied credit due to excessive absences. Students should see their counselor for information regarding summer school

beginning in May. Summer school makeup credit may not exceed the value of the failed course.

Transfer Students

Students transferring into Naugatuck Public Schools will have transfer credit listed on their transcript, including those from accredited Home School programs (non-accredited Home School program transfers will be subject to further program review to determine if credit is transferable). Transfer credits will be determined and awarded for those courses that align with our course offerings and credit system. Course grades from previous schools are not listed on a NPS High School transcript. Grade point average (GPA) will be computed based on the student's work in NPS. The previous school's grades will not be factored into the GPA. Upon graduation or transfer out of the NPS system, any transcript from previous schools will be sent with the NPS transcript.

SAT Program test dates

The SAT Test is given several times throughout the year and students must register ahead of time. Families may log onto www.collegeboard.org for test dates and registration information.

NAUGATUCK GRADES 9 -12 STUDENT SUCCESS PLAN

The Student Success Plan (SSP) is an individualized student driven plan that has been developed to address every student's needs and interests. The focus is to help every student stay connected in school and to achieve postsecondary educational and career goals. The SSP will begin in the 6th grade and continue through high school to provide you with support and assistance in setting goals for social, emotional, physical and academic growth, meeting rigorous high school expectations, and exploring postsecondary education and career interests.

As students you will use Naviance Family Connection to complete many of the components of your SSP. The tasks assigned to you can be found under the "About Me" tab on your home page. Click on the "About Me" tab then on the "Tasks Assigned to Me" tab. You will then find a listing of required and optional SSP tasks to be completed prior to the end of each year.

Guaranteed programs and experiences, by grade level, that are aligned with College and Career Readiness standards are outlined below. Codes: academic (A), career (C), and personal/social (P/S) domains.

GRADE 9

Advisory	A, C, P/S
Freshmen Orientation	A, P/S

Senior Panel	A, P/S
Strengths Explorer	A, C, P/S
Course Planning	A

Optional Programs: College and Career Center, Financial Aid Night, College Information Night

GRADE 10

Advisory	**A, C, P/S**
"Do What You Are"	A, C, P/S
Career Interest Profiler	C
Course Plan/Credit Check	A, C
Testing Information	A

Optional Programs: PSAT, College and Career Center, Career Fair, Financial Aid Night, College Information Night

GRADE 11

Advisory	**A, C, P/S**
Testing Information	A
College Info Sessions	A, C
College Admission Representative Visits	A, C, P/S
College Search	A, C
Resume	C, P/S
Course Plan/Credit Check	A, C

Optional Programs: PSAT, SAT, ACT, ASVAB, Career Fair, Area College Fairs, College and Career Center

GRADE 12

Advisory	**A, C, P/S**
Game Plan	A, C
Senior Planning Sessions	A, C, P/S
Testing Information	A
College Admission Representative Visits	A, C, P/S
Resume	C, P/S
College Applications	A, P/S
Access Scholarship Information	C, P/S
Senior Survey	A, C, P/S
Graduation Survey	A,C

STUDENT WELLNESS SERVICES

NHS offers a wide range of student wellness services through our school counselors, social workers, and community partners. Specific programming may vary from year-to-year based on student needs. Counselors and social workers are employed by the Naugatuck Board of Education and service all students in various ways. Families will always be notified if their student is a candidate for additional services provided by a community partner, and NHS will require parent permission before any such services begin. While our student support teams meet regularly to identify students in need of support, families may request support at any time by contacting their child's school counselor.

SPECIAL EDUCATION SERVICES

NHS provides a full continuum of special education services designed to meet the needs of students with identified disabilities. Through an Individualized Education Program (IEP), students avail themselves of opportunities to reach their full academic and social potential in the least restrictive environment possible. Programs range from self-contained classes to resource lab support as well as the support of school psychologist, social work and speech and language services. For questions or more information, please contact the school psychologist, Alison Perlini, at 203-720-5435.

SECTION 504/ADA SERVICES

NHS provides services designed to meet the needs of students with identified disabilities under Section 504 of the Americans with Disabilities Act. Parents and students may contact their counselor to learn about ADA 504 accommodations. The last section of this handbook provides additional information about ADA 504 policies and the legal obligations of the school.

HEALTH SERVICES

R.N. and/or L.P.N. are on duty to care for the health needs of all students. Students are permitted to consult the nurse during school hours. Students should try to arrange to see the nurse during study halls or flex time unless an emergency requires immediate attention. The nurses follow specific guidelines when determining student dismissal from school.

Parents of students requiring medication including an epipen in school must contact the school nurse. Special forms are required to administer medicine in school. The school nurse is also available to parents and students for conferences regarding health problems.

Medication stored in the nurses' office must be picked up by a parent by the last day of school or it will be destroyed.

According to State Statue 10-206(6), your child will need a state mandated health physical from July 1st of the beginning of their 10th grade year through June 30th of their 10th grade. This allows one entire school year to obtain your child's physical. Your child will not be allowed to return to school on the 1st day of their 11th grade if this requirement is not met. **These will be recorded as unexcused absences.**

ACTIVITIES AND SPORTS

NHS offers a wide variety of extracurricular clubs, activities, sports, and special events; these can vary from year to year based on student interest and staff availability. Each fall, the school will organize a club fair during school hours so that students can learn about all extracurricular opportunities, and notice will be sent home to families with a list of available clubs/groups for the school year.

General eligibility for events, sports, and trips

Students are expected to maintain the following standards in order to be eligible to participate on athletic teams, join field trips, or attend special events (such as homecoming and prom):

- Be passing at least four classes, and not failing more than one
- Be free of all detention hour obligations
- Have been present for at least 90% of school days

Administrators may waive the attendance requirement in extenuating circumstances as part of the attendance appeal process outlined in this handbook (see page 22). **No exceptions will be made to the academic or detention hour obligation requirements.**

For trips and events, these standards must be met by the deadline to purchase a ticket or submit a permission slip; please note that this is often weeks in advance of the event/trip itself. For athletics, eligibility is reviewed quarterly. Please see below for additional notes about athletic eligibility.

Each student must be present in school for two of his/her classes in a given day in order to participate in any after-school activity, including dances and special events

Sports

Students must have a current physical to participate in any sport activity, including practices. All physicals must be approved by the school nurse before the students will be allowed to practice or play. The athletic program fosters good sportsmanship and school spirit. It plays a complementary role to our fine academic program. All athletic activities are regulated by local and conference guidelines and must conform to rules established by the Connecticut Interscholastic Athletic Conference (CIAC). Each student athlete will receive a complete pamphlet of CIAC rules prior to the start of each sport season (fall, winter, spring) and an application to purchase medical insurance.

Student eligibility rules – C.I.A.C.

You are not eligible to participate in an athletic activity if:

• you are not taking at least four credit units of work;

- you have not passed at least four units of work at the end of the last marking period as of the official day grades are issued;
- you have played the same sport for more than three seasons in grades 10, 11, 12;
- you play under an assumed name on an outside team.
- you receive payment for participation in any CIAC sport.
- you are twenty years of age before the end of your season of play;
- you have changed schools without a change of residence;

Copies of the athletic and extra-curricular handbooks are available in the athletic office and in guidance. Please consult these handbooks for more information.

STUDENT OBLIGATIONS

Students are expected to care for technology, books, materials and all school property. Students who do not return books or materials or who damage property must make restitution. Students will receive an obligation form which states the items damaged/lost and the amount owed. Obligations may also be issued for detention hours that have not been served.

It is the student's responsibility to be aware of and clear any obligations. Students can obtain obligation information from any office. Information is also available in PowerSchool Obligations will prevent a student from participating in any extracurricular events, sporting games and practices, field trips, proms, dances, or other school sponsored events. The school will withhold caps and gowns from seniors prior to graduation until all financial obligations are cleared.

Remember tickets go on sale weeks before the date of an event. Obligations must be cleared by the last day of ticket sales, not the date of the event.

PARKING

Parking is $50 a semester ($25 per quarter). Applications for parking are obtained through the Dean's office. Priority is given to seniors in good standing. Students who are members of the National Honor Society receive free parking privileges. The lot on Millville Avenue is available until full. Parking on Millville is at your own risk.

ATTENDANCE POLICIES

When a student will be absent, the parent or guardian must contact the school on the morning of the absence to confirm that the student is absent with parent permission. This process is essential to ensure the safety of all students. Please call 720-5403 to report a student absence. An email address is also available for parents if this is a more convenient way to communicate. The email address is nhsstudentattendance@naugatuck.k12.ct.us.

If the parent or guardian does not contact the school, ParentSquare will be used to automate calls to parents/guardians regarding student absences and class cuts. Parents may request that we call a different number; please call 720-5403 to make this request. ParentSquare will call and text the number

listed 15 minutes after the start of each period to notify you if your child is not in class.

It is essential that parents and students complete the emergency card that is sent home at the beginning of each year. This is how the school collects updated telephone numbers. It is the family's responsibility to inform the school if phone numbers have changed.

Absence Counting

- Each missed class period counts as one absence for that class.
- Students have separate attendance records for A-Day and B-Day classes.
- Tardies greater than 10 minutes late are considered class absences for attendance purposes. Class cuts are also considered absences.

Excused vs. Unexcused Absences

Absence #	Status	Requirements
1 - 9	Excused w/ parent/guardian contact	No documentation required beyond parent contact (call or email)
10 and beyond	Excused w/ documentation	Appropriate documentation (medical note, court appearance letter, college visit, etc.) *or* extenuating circumstance approved by Associate Principal

Credit Denial

- Students who exceed 8 total absences (10% of class meetings) in a full-year course (or 4 absences in a semester course) are subject to credit denial.
- All absences — excused and unexcused — count toward the total, unless specified otherwise through administrative appeal.
- Credit denial warnings will be sent to students and families.

Acceptable Documentation for the Appeals Process

- Written medical documentation from a licensed provider
- Official legal/court documents
- Verified religious observance letter
- College visit documentation (limit of 3)
- Verification of participation in a school-sponsored activity
- Emergency circumstances approved by administration

Reporting and Communication

Parents/guardians must report student absences by phone at (203) 720-5403 or by email at nhsstudentattendance@naugatuck.k12.ct.us. If no contact is made, ParentSquare will issue an automated notification to families after the start of each period.

***Any student who travels out of the country while school is in session and misses scheduled school days will incur unexcused absences for each day missed. No medical excuses will be accepted by doctors outside of their attending physician unless the treating doctor from the foreign country provides documentation of the illness including the medical reason for the delay to the attending physician or the district's medical director. If a student's return to school is delayed due to an illness, along with providing this documentation, proof of delay such as airline flight ticket change must be provided for the absences to be excused.**

ATTENDANCE REVIEW AND APPEAL PROCESS

Students who have been denied credit, or are in danger of being denied credit, due to exceeding the attendance policy for unexcused absences, but have passed the course, will have the opportunity to meet with the Review Appeals Committee to seek restoration of credit. A PARENT MUST BE PRESENT AT THE MEETING.

Students are encouraged to remain in the class and maintain a passing grade until an appeals committee makes a decision.

An appeals committee will include an administrator, counselor, parent, and the student.

The student must initiate the request for an appeal by completing the "Request for an Appeal" form (available through the attendance office).

The counselor will notify the student of the date and time of the appeals hearing. The student is responsible to bring any documentation or other evidence of extenuating circumstances that caused excessive absences that will help the Committee with its decision.

The decision of the Appeals Committee is final.

MAKE-UP POLICY

Students are expected to make-up course work missed due to absence. It is the student's responsibility to see individual teachers to arrange a make-up

schedule, and for missing work to be made up in a reasonable time frame. Make up schedules will be based on the nature of the course and will be defined by each teacher at the beginning of the course. If a student has an extenuating circumstance, parents are encouraged to call their child's school counselor for assistance. If a student has an extended illness, parents are asked to call the school counselor or the Dean's office so appropriate assistance can be arranged.

Students who are absent between one and five consecutive days for a religious observance will be allowed a minimum of five days to make-up course work. Students who are absent due to a death in the immediate family will be allowed a minimum of five days to make-up course work. Counselors will work with the student in this situation. Students are asked to visit their school counselor for assistance with these circumstances.

CLASS CUTTING POLICY

Cutting the full day of school or individual classes is a serious issue that has both attendance and discipline consequences. Cutting school occurs when a student is absent from school without parent permission or when a student arrives at school and then purposely cuts one or more classes. Cutting presents a purposeful disregard for the rules of the school, and it is a serious safety issue. School officials do not know if the student is in the building and cannot work to protect the student in case of an emergency.

The consequences for class cutting are: A 0 for assignments given during that class and no opportunity to make up missed work. Students who cut will be referred to an administrator for discipline. Cuts are treated as unexcused absences and may result in removal of class and loss of credit.

TARDINESS

Tardy to School

Students are tardy to school if they arrive after 7:30 a.m. Students who arrive after 7:30 must report to the attendance office to sign in. The attendance office may refer chronically tardy students to their dean.

Students who arrive to school late and fail to sign in will receive the consequence for cutting classes. In case of a fire or other threat, it is a serious safety issue when we do not know if a student is in the building.

If a student has a medical or legal appointment, proper documentation will excuse a tardy or early dismissal just as it would a full-day absence.

Tardy to Class

Students who arrive to class late will be marked tardy by their teacher. Students with three or more tardies in a quarter will receive a written referral to their

dean who will issue the appropriate consequence. Three tardies will be the equivalent of an unexcused absence.

Further consequences for chronic offenders may be given at the dean's discretion.

EARLY DISMISSAL

When an early dismissal is unavoidable, a request for early dismissal must be made in writing by the student's parent or guardian. **The attendance secretary will then call the parent to verify the dismissal request. If the parent cannot be contacted, NHS will not allow the dismissal.** All requests are submitted to the Attendance Office. Parents or guardians may also come to the school in person to request dismissal of their child. Students eighteen or older may sign themselves out of school for early dismissal.

Students are not permitted to be dismissed to a rideshare driver (ex. Uber or Lyft).

Any student being dismissed early must be picked up by 1:45. This will help us ensure a safe and orderly school dismissal at 2:00.

Classes missed for early dismissal will be considered unexcused absences. If a student has a medical or legal appointment, documentation will excuse the dismissal.

EARLY DISMISSAL THROUGH THE NURSES' OFFICE

When a student goes to the nurses' office with a medical issue, they will be assessed and evaluated. The nurse will dismiss for the following conditions:

- Undiagnosed rash.
- Temperature of 100 degrees or higher.
- Head lice.
- Any type of contagious disease.
- Non-compliance with immunization requirements.
- Other medical symptoms that the nurse believes warrant dismissal. If the nurse issues a dismissal based on any of the criteria listed above, the absences from class will be excused. If the student or parent chooses dismissal against the nurse's advice, the dismissal will be unexcused. Students being excused for an illness by the nurse must be picked up by parent/guardian or by a parent appointed responsible adult. Students may NOT remain in school nor may they ride the school bus home.

LATE ARRIVAL/EARLY DISMISSAL PROGRAM

Late arrival and early dismissal are granted to juniors and seniors in good standing. Seniors may select late arrival/early dismissal as a choice on their grade 12 course selection sheets. We will try our best to accommodate these requests. **After the master schedule is run, we do not have the flexibility to alter student and teacher schedules to accommodate early dismissal requests since this would negatively impact class sizes.**

Students with early dismissal are expected to sign out at the attendance office and leave the school premises at the end of their last class; students with late arrival are expected to remain off school grounds until their first class begins and sign in with the attendance office upon arrival.

Students who select late arrival/early dismissal on their course selection sheet will learn on the first day of school whether their schedule allows for this privilege. **Students must have a permission form signed by their parent/guardian.**

Seniors who have a period one, two, seven or eight study hall may apply for late arrival/early dismissal at any point in the year by following these steps:

1. contact their school counselor for a Late Arrival/Early Dismissal Form;
2. have the parent/guardian sign and date the Late Arrival/Early Dismissal Form and write a note stating that he/she supports the student's early dismissal;
3. bring the note and signed Early Dismissal Form to their dean for signature of approval;
4. return approved form to school counselor;
5. obtain an Early Dismissal Card from the attendance office.

Early dismissal requires the approval of an administrator. The administration may rescind a student's early dismissal privilege if the student is not in compliance with school rules or if the student is not in good academic standing. **If class periods are rotated or extended for exams, state testing, Advisory, weather, or any other reason by administration, students must remain in school and attend all class periods on their schedule. Students who leave school without permission will lose their early dismissal privileges**. If a student is granted early dismissal, he/she must leave school grounds at the designated time for the remainder of the school day and may not return until after school bus dismissal. Students are responsible for their own transportation.

STUDENT IDENTIFICATION CARDS

Students, teachers, and staff must keep their IDs on their person while at school. IDs are issued in the student's freshmen year and are valid until graduation. Freshmen pictures will be taken free of charge in September, and the IDs will be handed-out about ten days later. Students who lose their IDs can order replacements in the main office for a $5 replacement fee. Transfer students will be issued a free ID within a few days of registering at NHS.

IDs may be necessary for access into the building after the start of the school day, scanning into the attendance office for late arrival, scanning through the café to purchase food, and for positive identification when requested. **Student IDs are also needed for admittance into dances, proms, and field trips.**

Students who use someone else's ID will face consequences for falsely identifying themselves. Students may not deface or cover any portion of the ID or face consequences for failure to identify.

Student IDs will also get you free admittance into any HOME sporting event. The ID must be presented at the gate. There will be no exceptions to this rule. Without the ID, students will have to pay the ticket price for admittance.

DRESS CODE

Minimum Safe Attire: Student attire and grooming must permit the student to participate in learning without posing a risk to the health or safety of any student or school personnel.

a. Students must wear clothing including both a shirt with pants or skirt, or the equivalent (dresses, leggings, yoga pants, shorts, sweatpants).
b. Shirts and dresses must have fabric in the front and on the sides (under the arms). Opaque clothing must cover undergarments.
c. Fabric covering breasts, genitals, buttocks, and undergarments must be covered by opaque material.
d. Hats and other headwear must allow the face to be visible to staff and not interfere with the line of sight of any student or staff. Hoodies must allow the face and ears to be visible to school staff.
e. Shoes must be safe and appropriate for weather, course assignments, athletic and other conditions.
f. Clothing must be suitable for all scheduled classroom activities, including physical education, recess, science labs, shop and other activities where unique hazards exist. Specialized courses may require specialized attire, such as sports uniforms or safety gear.

District Dress Code: Attire or grooming depicting or advocating violence, criminal activity, use of alcohol or drugs, pornography, or hate speech are

prohibited. All District students are expected to comply with the requirements of this policy. Specifically:

a. Clothing may not depict, advertise or advocate the use of alcohol, tobacco, marijuana or other controlled substances.

b. Clothing may not depict pornography, nudity or sexual acts.

c. Clothing may not use or depict hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation or any other protected classification.

d. including gang identifiers, must not pose a threat to the health or safety of any other student or staff. All gang affiliated attire are prohibited.

e. Clothing, attire or accessories depicting or suggesting violence so as to disrupt the Clothing educational environment or that provokes others to act violently or causes others to be intimidated by fear of violence
or that constitute “fighting words”, including but not limited to attire or accessories depicting the Confederate flag and/or the Nazi swastika are prohibited.

f. Clothing and accessories that could be considered dangerous or could be used as a weapon are prohibited.

g. Sunglasses are prohibited indoors unless required pursuant to a documented medical issue.

h. Enforcement must accommodate clothing worn by students as an expression of sincerely held religious beliefs (head scarves, for example) and worn by students with disabilities (protective helmets, for example).

ELECTRONIC EQUIPMENT

1:1 Chromebook Policies

1. Chromebooks will be distributed to students during the first week of school, provided that students and parents have signed and returned the Chromebook Use Agreement. Chromebooks will be collected during the week before final exams for repairs/maintenance over the summer.
   - Chromebooks and all accessories must be returned in reasonable working condition. Students who fail to return Chromebooks will be assessed the full replacement cost; failure to pay may result in a theft being reported to the Naugatuck Police Department
   - Students who withdraw from school, are expelled, or terminate enrollment for any reason are expected to return their Chromebooks on the day of separation.
2. To encourage responsible use, students will be given the same Chromebook every year during their high school career.
3. Students are solely responsible for the physical condition of their Chromebook, and are expected to adhere to the following guidelines for caring for their Chromebooks:
   - Students may not personalize the physical Chromebook UNLESS it is protected by a removable skin
   - Food or drink should not be consumed near your Chromebook when it is in use
   - Use caution when connecting/disconnecting any cords, cables, or other removable hardware
   - Never carry the Chromebook when the screen is open ○ Be careful there are no obstructions when closing the screens (pens, power cables, etc.)
   - Chromebooks should be powered OFF before storing to preserve battery life and internal hardware
   - Never leave the Chromebook unattended, unlocked, or unsupervised ○ Never leave the Chromebook where it could be subject to extreme temperatures (i.e. car)
   - Chromebooks should always be carried/transported in a protective case, bag, or sleeve
   - The Chromebook must be closed before placing it any cases, bags, or sleeves
   - Nothing should be placed on top of the Chromebook ○ Students are encouraged to take their Chromebooks home each day, regardless of whether or not they are needed
4. Students and their parents/guardians will be held financially responsible for any repairs required to keep their Chromebook in working condition, and/or any damages/loss that occur as a result of neglect or abuse. Examples included, but are not limited to, damage to keys, touchpads, screens, hinges, extreme cosmetic damage, or damage to internal components from liquids or extreme temperatures.
   - Parents will receive a price sheet at the beginning of each year outlining costs of various repairs as well as full replacement
   - Financial obligations related to Chromebooks will be treated as obligations in accordance with the student handbook.

5. Students are expected to bring their Chromebooks to school each day fully charged. Students who forget their Chromebook may be able to use a loaner that can be checked out of the Library Media Center, however the number of loaners available is limited and their availability is not guaranteed.
6. Students are expected to adhere to the following classroom norms regarding Chromebook use:
    - Chromebooks will be used at the teacher's discretion; *teachers reserve the right to restrict their use at any time*
    - Chromebooks will be used for educational purposes only; students should not use Chromebooks to access websites, games, or other applications unrelated to academics
    - Sound must remain muted at all times unless permission is given by the teacher and/or headphones are in use
7. Use of Chromebooks is governed by the Naugatuck Public School's acceptable use policy both in and out of school.
    - Students should NOT have an expectation of privacy when using Chromebooks at school or at home, including email, stored files, or internet activity. The District reserves the right to monitor all Chromebook activity by students.
    - Students may not attempt to alter or bypass any restrictions on Chromebook activity or security measures by "jailbreaking," using VPNs, or any other means
    - Parents should be aware that District internet filters are in place when Chromebooks are connected to outside networks. Parents are encouraged to regularly review internet browsing history with their students
8. Students will not install any unauthorized applications on their Chromebook.
9. Students are responsible for logging out of their account when not using their Chromebook. Students will be held responsible for all activity that occurs on their account.
10. Violations of the above policies, and/or violations of other school or Board policies carried out using the Chromebook, may result in revocation of Chromebook privileges on a temporary or permanent basis as well as other disciplinary consequences outlined in the Student Handbook.

NAUGATUCK PUBLIC SCHOOLS STUDENT PLEDGE FOR CHROMEBOOK USE

1. I will take good care of my Chromebook.
2. I will never leave my Chromebook unattended in an unsupervised or unsecure location
3. I will never loan my Chromebook to other individuals.
4. I will know where my Chromebook is at all times.
5. I will charge my Chromebook's battery daily.
6. I will keep food and beverages away from my Chromebook since they may cause damage to the computer.
7. I will not disassemble any part of my Chromebook or attempt any repairs.
8. I will protect my Chromebook by only carrying it while in the case provided.
9. I will use my Chromebook computer in ways that are appropriate and educational.
10. I will not deface the serial number Chromebook sticker on any Chromebook.

11. I understand that my Chromebook is subject to inspection at any time without notice and remains the property of the Naugatuck Public Schools.
12. I will follow the policies outlined in the Chromebook Procedures and Information and the District's Acceptable Use Policy.
13. I will file a police report in case of theft, vandalism, and other necessary acts.
14. I will be responsible for all damage or loss caused by neglect or abuse.
15. I agree to pay for the replacement items in accordance with the above document in the event any of these items are lost or stolen.

I agree to return the Naugatuck Public Schools' Chromebook, sleeve/case, and charger in good working condition.

Personal Electronic Devices/Cell Phones

All personal electronic devices are prohibited from use during the school day.

Each student in grades 7-12 will be issued a locking pouch on the first day of school to keep their cell phone and any wearable technology in during the school day. As students enter the school building, they will be expected to turn off or silence (including notifications) their phones and wearable technology, place them in their pouch, and lock it. The pouches will remain locked throughout the day.

Students will maintain possession of their cell phones and wearable technology in the locked pouch during the school day.

When students leave for the day, they will tap their locked pouches on one of the unlocking stations set up near the exits. This will open up the pouch, and students will be able to access their devices.

Students will be required to bring their pouch to and from school each day and are responsible for their pouch at all times. Students who damage or lose their pouch will be charged $30 for a replacement.

Please see the Code of Conduct for details about consequences for violations of this policy.

Acceptable Use Standards for Electronic Resources (see NHS Website or District website for complete policy)
Preserving the access to information resources is a community effort that requires each member to act responsibly and guard against abuses. Therefore, both the community as a whole and each individual user have an obligation to abide by the standards for acceptable and ethical use of electronics.

SEARCHES

A student and his/her effects may be searched if there are "reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school." The way the search is conducted will be "reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction." The decision

to search shall be made by the principal or the principal's designee. The search shall be made in the presence of at least one witness. Reference: BoE policy #5510.

LOCKERS

Lockers, desks and other storage areas provided by the school system for use by students are the property of the school. Such storage areas are provided for the temporary convenience of students only. The Board of Education authorizes the administration and/or law enforcement officials to search lockers and other school property available for use by students. When required by law and otherwise at the option of the building principal, items that have been seized shall be submitted to the police department for proper disposition. Items not submitted to the police department shall be disposed of as directed by the building principal. Lockers and locks are the property of the Naugatuck Public Schools and may be opened by the administration at any time. Upon enrollment, students will be issued a locker and a combination lock in which they may store their belongings. Students may not share their locker with other students for any reason. Each student is accountable for the condition and contents of his/her locker. If a locker fails to operate correctly or is broken, the student must report the damage immediately. Costs associated with the cleaning or reconditioning of a locker will be the responsibility of the student to whom the locker was assigned. Loss of padlocks will result in a $10.00 fee to replace the padlock. Reference: BoE policy #5510R

REGULATIONS FOR CONDUCT ON BUSES

Bus drivers are required to enforce all rules and regulations adopted by the school for the conduct of students riding the bus. School transportation privileges are extended to students based on their satisfactory behavior on the bus. Students are advised that while awaiting or receiving transportation to and from school, they may be suspended from transportation services for unsatisfactory conduct that endangers persons or property or violates a board policy or administrative regulation.

NHS Code of Conduct/Administrative Discipline Guidelines

At Naugatuck High School, we believe that all students should have an academic environment that promotes safety, respect, learning, support, understanding, and happiness. The vast majority of our students make positive choices. When a school rule is broken, a logical consequence must be implemented to ensure the safety, welfare and respectful treatment of every student and staff member. Our expectation is that every student will comply with school rules and regulations in accordance with the Naugatuck Public Schools policies. Parents/guardians will be notified by the referring teacher or staff member any time a referral is made to an administrator.

Teachers will establish clear routines and procedures in the classroom, develop classroom expectations in collaboration with students, and convey expectations to students and parents/guardians. Teachers may impose consequences such as teacher assigned detentions. Chronic incidents (three or more) of minor behaviors with the same teacher may result in referral to a student's administrator. Any serious incident or major disruption to the learning environment will result in an immediate administrative referral. Please note that discipline is always based on a thorough investigation of circumstances and consequences will be levied at the discretion of the administration. In certain cases of suspension, it is at the discretion of the administrator to require a parent/ guardian re-entry meeting. We are constantly striving to develop restorative interventions that meet the needs of students and as much as possible does not disrupt the educational process. If a consequence or intervention is developed, including restorative options, that are not described below, students, parents and guardians will be contacted and a full explanation of the program will be provided.

Conduct	Definition	1st Offense	2nd Offense	3rd Offense
***Alcohol and Drugs** **A. Use/under the influence** **B. Possession** **C. Distribution**	A. Under the influence of an intoxicant of any kind B. The possession of any drug, drug paraphernalia, alcoholic beverage, or illegal substance C. The distribution of any drug, alcoholic beverage, or illegal substance	A. 1 day ISS, parental notification; NYS substance abuse prevention referral B. Up to 10 days OSS. Police notification. NYS substance abuse prevention referral C. Up to 10 days OSS. Police notification. Possible expulsion	A. 2 days ISS, parental notification, NYS substance abuse prevention referral B. Up to 10 days OSS. Police notification. NYS substance abuse prevention referral C. 10 days OSS. Police notification. Possible expulsion	A. 5 days OSS, parental notification, NYS substance abuse prevention referral B. Up to 10 days OSS. Police notification. NYS substance abuse prevention referral C. 10 days OSS. Police notification. Possible expulsion
***Assault**	A physical act causing harm to any person.	10 days OSS. Police notification; referral to NYS or counseling services. Possible expulsion hearing for assaults with multiple aggressors.	10 days OSS. Police notification; referral to NYS or counseling services. Possible expulsion hearing for assaults with multiple aggressors.	10 days OSS. Police notification; referral to NYS or counseling services. Possible expulsion hearing for assaults with multiple aggressors.
***Bullying/harassment**	Overt acts by a student or group of students directed against another student with the intent to ridicule, harass, humiliate, or intimidate the other student	Conference with admin; 1 day ISS; Parental notification; Referral to social worker; Respect Agreement; At the discretion of the administrator, additional consequences may apply	Up to 3 days of ISS. At the discretion of the administrator additional consequences may apply.	Up to 5 days of ISS/OSS. At the discretion of the administrator additional consequences may apply.
Cell Phones/ Electronic Devices **A. Use in Classrooms**	A. Use of Cell Phones and Electronic Devices that violate Board of Education policy B. Unauthorized Photographs, Recording, or impersonations of any individuals without permission.	A. Loss of device for the day B. conference with administrative/support staff. 1 Day of ISS/Respect Agreement. Subject to bullying investigation. C. Up to 3 Days ISS/OSS pending investigation	A. Loss of device pending parent pickup/meeting B. Up to 2 Days ISS/ Parent Meeting C. Up to 5 Days of ISS/OSS pending investigation D. Up to 10 Days of OSS pending investigation	A. Loss of device pending parent meeting/additional steps as determined by administrator B. Up to 3 Days ISS Parent Meeting. Subject to bullying investigation.

B. Unauthorized Recording **C. Recording Unsafe/ Disruptive Situations** **D. Use of Social Media**	C.Use of social media that causes a disruption to the educational environment. D. Any recording of an unsafe/ disruptive situation in lieu of seeking help.	D. Up to 10 Days of OSS pending investigation		C. Up to 5+ Days OSS pending investigation D. Up to 10 Days of OSS pending investigation
Attendance **A. Class cut** **B. Tardy to school/class**	A. Unauthorized absence from class. Leaving class without permission. Abuse of pass to be out of class for more than 20 minutes, or arriving more than 20 minutes late. B. Unexcused tardy to school/class	A. Conference with administrator/ support staff; office detention + parent contact B. Conference with teacher/staff	A. Conference with administrative/support staff + parent contact + Office detention B. Conference w/ teacher/staff	A. Saturday Detention + respect agreement B. 1 hour office detention + parent contact
Computer-improper usage	A. Engaging in any activity on the computer for reasons other than those given by a teacher/staff for education purposes.	A. Conference with administrator/ support staff/ parent contact + Laptop restrictions based on severity of disruption	A. Conference with administrator/ support staff/ parent contact + Office detention + Laptop restrictions pending investigation	A. Conference with administrator/ support staff/ parent contact + Saturday detention + Laptop restrictions pending investigation
Defiance	Failing to comply with a proper and authorized direction or instruction of a staff member, including requests to identify or report to office	Conference with administrator + office detention	Conference with support staff + 1 day ISS	Conference with support staff + up to 3 days ISS + respect agreement
Detention- failure to serve	A. Failure to serve detention assigned by teacher B.Failure to serve office detention within two weeks C. Failure to serve Saturday detention	A. Office detention B. 2 hour Saturday detention C. 1 day ISS or restorative consequence (mandatory tutoring, community service, etc. w/ parent agreement)	A. Office detention B. 2 hour Saturday detention C. 1 day ISS or restorative consequence (mandatory tutoring, community service, etc. w/ parent agreement)	A. Office detention B. 2 hour Saturday detention C. 1 day ISS or restorative consequence (mandatory tutoring, community service, etc. w/ parent agreement)
Disrespect towards staff	Written, verbal, or nonverbal abuse directed at a staff member	A. Office Detention + parent contact + opportunity for restorative conference + Up to 2 days ISS/OSS *Further consequences will be at the discretion of the administrator with consideration of the disruption to the learning environment.	A. Saturday Detention and parent conference, restorative conference + Up to 4 days ISS/OSS. Respect Agreement *Further consequences will be at the discretion of the administrator with consideration of the disruption to the learning environment.	A. Up to 5 days ISS /OSS, restorative conference + Check-ins with support staff *Further consequences will be at the discretion of the administrator with consideration of the disruption to the learning environment.

Disruptive behavior	Behavior(s) that disrupts the educational process or interferes with teaching and learning	A. Conference with support staff B. Office Detention *Consequences will be at the discretion of the administrator with consideration of the disruption to the learning environment.	A.Conference with administrator B. Saturday detention. C. Up to 3 days ISS/OSS *Consequences will be at the discretion of the administrator with consideration of the disruption to the learning environment.	A.Up to 5 days ISS/OSS *At the discretion of the administrator, serious disruption may result in suspension
Disruption of the School Learning Environment	Behaviors that cause significant disruption to the learning environment	Up to 10 days ISS / OSS *At the discretion of the administrator, additional consequences including OSS may apply	Up to 10 days ISS / OSS *At the discretion of the administrator, additional consequences including OSS may apply	Up to 10 days ISS / OSS *At the discretion of the administrator, additional consequences including OSS may apply
Dress code violation	See dress code policy and/or student parent handbook for specific information.	A. Student(s) required to correct violations.	A.Parent notification + Student correction of violations, Dress Code Contract	A. Parent notification + Student Correction of Violation + result in ISS for the remainder of the day, May also result in Office Detention, Saturday Detention, or 1 Day of OSS
***Endangering health and safety of self and/or others**	Conduct as determined by an administrator which causes a serious threat of danger to the physical well being of himself/herself or others	Up to 10 days ISS / OSS *At the discretion of the administrator, additional consequences including OSS may apply	Up to 10 days ISS / OSS *At the discretion of the administrator, additional consequences including OSS may apply	Up to 10 days ISS / OSS *At the discretion of the administrator, additional consequences may apply
Failure to Sign into the Building	Students who enter the building and fail to sign in. Failure of students with early dismissal to sign out upon leaving	A. Office Detention	A. Saturday Detention, Parent Contact	A. Saturday Detention B. Up to 3 days of ISS C. Parent Meeting
***Fighting**	Involves the exchange of mutual, physical contact, such as pushing, shoving, hitting, or punching, with or without injury	Up to 10 days OSS Potential police notification Required restorative meeting prior to re-entry	Up to 10 days OSS Potential police notification Required restorative meeting prior to re-entry	Up to 10 days OSS Potential police notification Required restorative meeting prior to re-entry Potential recommended Expulsion
Food Service Delivery	Delivery of food to school using food delivery services / restaurant delivery services is not allowed.	Confiscation of delivery	Office detention Confiscation of delivery	Saturday detention Respect agreement Confiscation of delivery

Forgery, misrepresentation, cheating, altering notes or official documents and/or plagiarism	Altering official documents for the purposes of misrepresentation. An individual's use or the attempt to use another person's identify, signature, academic work or research as his/her own. Cheating as defined on p. 39	Parental notification Restorative Conference with Teacher Zero for academic work pending Administrative/Teacher Review Saturday Detention	Parental notification Restorative Conference with Teacher Zero for academic work pending Administrative/Teacher Review Saturday Detention	Parental notification Restorative Conference with Teacher Zero for academic work pending Administrative/Teacher Review Saturday Detention
Leaving school building and/or grounds without authorization		Saturday detention + parent contact	1 day ISS + parent contact	Up to 3 days ISS/OSS + parent meeting
Profanity/vulgarity **Obscene or derogatory language, gestures, or writing**	A. Profane, obscene or abusive language (written or spoken) or gesture which constitutes insubordination or disruption of an activity	1 day ISS, parent notification, restorative circle/respect agreement *Further consequences will be at the discretion of the administrator with consideration of the disruption to the learning environment.	Up to 3 days ISS/OSS, parent meeting * Further consequences will be at the discretion of the administrator with consideration of the disruption to the learning environment.	Up to 5 days ISS/OSS, parent meeting *Further consequences will be at the discretion of the administrator with consideration of the disruption to the learning environment.
***Racial Slurs/ Hate Speech**	Any act of harassment based on an individual's sex, sexual orientation, race, color, religion, disability, national origin, ancestry, gender identity or expression or any other characteristic protected by law. This includes any off campus or online behavior that causes a clear disruption to the learning environments	Racism and Bias Training/ Restorative Conference and Circles, Up to 10 days OSS, parent notification, Referral to social work *Each offense may result in police notification and recommended expulsion.	Racism and Bias Training/ Restorative Conference and Circles, Up to 10 days OSS, parent notification, Referral to social work *Each offense may result in police notification and recommended expulsion.	Racism and Bias Training/ Restorative Conference and Circles, Up to 10 days OSS, parent notification, Referral to social work *Each offense may result in police notification and recommended expulsion.
Theft/possession of stolen property	Taking property belonging to the school, individual, or group without permission. Having in one's possession property obtained without permission of owner	Up to 3 days ISS/Oss Restitution Police notification	Up to 5 days ISS/OSS Restitution Police notification	Up to 10 days ISS/OSS Restitution Police notification Superintendent hearing
***Threatening**	The act of threatening (verbal, written, physical) to strike, attack, or harm any person in school or at any school sponsored or supervised activity	Up to 10 days ISS/OSS Referral to social work or restorative circle Police notification	Up to 10 days ISS/OSS Police notification	10 days OSS Police notification
Tobacco Products/use or possession (Includes e-Cigarettes,	Possession or use of any tobacco product on school property and at any school related events and activities at all times	1 day ISS Referral to NYS Vape Cessation course Police notification for possible fine	2 day ISS Police notification for possible fine Referral to Wellmore Substance Prevention Counseling	Up to 5 days ISS Police notification for possible fine Referral to Wellmore Substance Prevention Counseling

Vapes, or any other device that contains or dispenses tobacco related products)				
Unauthorized Occupancy	Unauthorized occupancy of any area of a building, school grounds and/or building or areas used for school purposes	Office Detention	Saturday Detention	1 day ISS
Use of Unauthorized Entrances	After the start of the school day, students may only enter and exit through the front entrance. Use of unauthorized doors during the school day, altering the function of the doors, or opening the doors for others to enter will result in school discipline.	Office Detention	Saturday Detention	1 day ISS
Vandalism **A. Minor** **B. Major**	Maliciously and intentionally causing damage to school property or the property of others. Includes situations in which minor damage can be repaired or replaced at no cost to school.	A. Saturday detention and restitution B. Up to 10 days ISS, restitution, and police notification	A.1 day ISS and restitution B.Up to 10 days OSS. Police notification.	A.Up to 3 days ISS and restitution B. Up to 10 days OSS. Police notification. Possible recommended expulsion
***Weapons and Dangerous instruments, including firearms whether loaded or unloaded, whether functional or no**t	A student shall not possess or use any weapon or any implement that can be deemed to be a weapon including guns, pistols, pellet guns, knives, razor blades, live ammunitions, fireworks, explosive devices, metal knuckles, clubs and any other dangerous object	10 days OSS Superintendent notified immediately; police notification. Expulsion recommendation to superintendent	10 days OSS Superintendent notified immediately; police notification. Expulsion recommendation to superintendent	10 days OSS Superintendent notified immediately; police notification Expulsion recommendation to superintendent
Note: Inadvertent possession of pocket knives, razor blades, pen knives or similar type of knives (with one or more blades that fold into the handle with blade(s) less than 4 inches in length) must be immediately reported to a staff member once discovered by the student. The student will then be brought to the building administrator for an informal hearing, and consequences will be applied at the discretion of the administrator.				
Other disobedience of reasonable school rules	Habitual disobedience of school rules	Consequences to be determined by administrator	Consequences to be determined by administrator	Consequences to be determined by administrator

UNSAFE BEHAVIORS

Behaviors marked in the code of conduct with an asterisk create significant safety risks to our community. In addition to the consequences outlined above, students who have engaged in unsafe behaviors may be prohibited from: participation on field trips, attendance at social events (including homecoming and prom), and attendance at school athletic events. These privileges can be earned back upon completion of a restorative program assigned by an administrator (for example: a student involved in fighting can restore privileges through the completion of an 8 week conflict resolution program offered by Naugatuck Youth Services).

BEFORE AND AFTER SCHOOL DETENTION

Teacher detentions are held from 2:00 - 2:15 p.m. or at the discretion of the teacher. Office detentions are held from 6:29 - 7:29 a.m. or 2:00 - 3:00 p.m. in the ISS room, Mon-Fri.

Students must be punctual in reporting to detention. Behavior must be appropriate. Students must bring schoolwork or reading material to the detention period. Detentions not served will become obligations after 2 weeks or on the final day of classes. Students may not attend or participate in any extracurricular activities, dances, proms, or field trips until all obligations are fulfilled.

IN-SCHOOL SUSPENSION (ISS)

Students who violate school rules may be assigned an ISS as a consequence for poor behavior. On the morning of the ISS, students will report directly to the ISS room after homeroom. It is the student's responsibility to gather assignments from each teacher prior to the day of ISS. All teacher assignments must be completed or the student will receive a zero (0) for the applicable assignments. Students who do not have class assignments or refuse to do class assignments will be given alternative assignments so they are engaged in constructive use of their time.

Students who are asked to leave the in-school suspension room for poor behavior will be sent home, suspended for the remainder of the day and must repeat the in-school suspension immediately upon returning to school. Students who are suspended from school may not take part in any extracurricular activities or athletics.

OUT OF SCHOOL SUSPENSION (OSS)

Students who violate more serious rules or who repeatedly violate school rules may be assigned an out-of-school suspension. Students who are suspended

may not take part in any extracurricular activity or athletic event and may not be present on school property. Any student who is suspended will be given an opportunity to complete any class work, including examinations, given during the period of suspension. Students must submit all class work and complete all tests within five days after returning to school or they will receive a zero (0) for the assigned work. The Dean's Office will notify teachers and school counselors when a student is suspended for three or more days. Work will be brought to the Dean's Office and can be picked up by the parent.

FIRE DRILLS

Fire drills at regular intervals are required by law. It is essential that when the first signal is sounded, everyone evacuates the building by the prescribed route. Should an alarm sound during the passing of classes, students are required to leave the school by the nearest exit and report immediately to a teacher in the area.

CODE DRILLS

When a code is announced, students must immediately follow the directions as stated by the teacher for that specific code. Students who return to the building before permission is given by the administration will receive a consequence and police will be notified. Code drills will be practiced throughout the year. Specific directions on codes will be given to students yearly.

Code Black- Intruder with a gun in or on school grounds.
CODE RED: Intruder, serious threat with or without a weapon in building or on school grounds.
CODE BLUE: Evacuate as per fire drill routes. Move to football field.
CODE YELLOW: Stay in the safety of classrooms until further direction.
CODE ORANGE: Take shelter from weather related or environmental hazards; move to the hallways away from windows and doorways.
Code PURPLE: Medical emergency. Stay in classroom.
CODE GREEN: Return to normal.

Parents may not enter the building when a code is in progress.
Parents who have questions about these codes may contact the principal at 203-720-5400.

ACADEMIC INTEGRITY

At NHS we believe strongly in reinforcing and enforcing academic integrity to develop responsible citizens in accordance with the Vision of the Graduate. Academic misconduct is dishonest and unethical academic behavior that includes, but is not limited to, misrepresenting mastery in an academic area (e.g., cheating), failing to properly credit information, research, or ideas to their rightful originators or representing such information, research, or ideas as your own (e.g., plagiarism), <u>or using artificial intelligence tools in unauthorized ways to misrepresent mastery.</u>

Cheating

The term “cheating” includes, but is not limited to:
1) use of any unauthorized assistance in taking quizzes, tests, examinations, assignments, papers, or reports (including the use of artificial intelligence);
2) use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems or carrying out other assignments;
3) the acquisition, without permission, of tests or other academic material belonging to a member of the faculty or staff;
4) the acquisition, with or without permission, of tests or other academic material belonging to another student who is taking or has completed the course in question;
5) engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion;
6) collaborating or sharing work with other student(s) when not expressly permitted by a teacher (if the teacher does not expressly indicate that collaboration is allowed, then none is permitted);
7) copying or transmitting answers, questions, or parts of assignments or assessments to other students by use of electronic or other means (calculator, mobile phone, tablet, camera, etc.); or
8) engaging in plagiarism, as defined below.

Plagiarism

Students are responsible for distinguishing clearly between their own facts, ideas, and conclusions and those of other sources. To use someone else’s words, opinions, or conclusions without giving them credit is plagiarism. Students must be able to distinguish their own ideas, conclusions, discoveries, etc. from those read or heard. Plagiarism also includes “self plagiarism” wherein a student submits the same work to multiple classes without instructor approval. Examples include, but are not limited to: using information or ideas from a source without properly crediting it; or copying any portion of another’s work (student, faculty, book, article, journal, internet, etc.) without crediting the author. Check with your teacher(s) for the appropriate guidelines to be followed.

Consequences for students who are found to have engaged in academically dishonest behavior will be based on the severity and number of occurrences. Students will receive a 0 on the assignment. Additional consequences may include, but are not limited to:

- Parental contact
- Consequences from Deans/Athletic Director as appropriate
- Removal from National Honor Society

Artificial Intelligence

AI tools may not be used to generate answers or complete assignments, tests, quizzes, or exams unless explicitly stated by the teacher. Passing off AI-generated content as one's own is considered plagiarism.

Responsible Use:

- Purposes: AI tools may be for brainstorming, preliminary research, as a tutor or studying assistant.
- AI Output Review: Always review and critically assess outputs from AI tools before submission or dissemination. Staff and students should never rely solely on AI-generated content without review.
- Bias and Misinformation: Be aware that AI-generated content may possess harmful biases or inaccuracies. Always verify AI-produced results using trusted sources before using them.
- Safety & Respect: Users must not use AI tools to create or propagate harmful, misleading, or inappropriate content. (Note: This may also be added to a student code of conduct or bullying/harassment policy.)
- Transparency: Any use of AI to aid assignments, projects, or research must be declared.
- Usage: AI tools will be used for educational purposes only. Misuse or malicious use of AI technologies will lead to disciplinary action.

We discourage reliance on these systems - your teacher's human intelligence will be a far more valuable resource!

FINAL EXAM RULES

1. Examinations are one and a half (1 1/2) hours in length and will begin at the time indicated. If a student is tardy to an exam, he/she will not be given additional time to complete the exam. Any student who is more than 15 minutes tardy to an exam must have written permission from an administrator to enter the exam.

2. Students are not allowed to leave an exam room once an exam has begun except for a genuine emergency. In the case of such an emergency, the teacher will sign the student's agenda planner. Students who leave the exam room without permission will not be allowed to return and will receive a zero grade on the exam.

3. Should a student be absent on the day of an exam, the student must be called in by the parent/guardian on the day of the exam. Upon returning to school the student must see an administrator for written permission to make-up the exam. *Only absences that have been verified with a call from the parent on the day of the exam may be made up*. Only students with a written permission note from an administrator may make-up an exam.

4. If students miss the makeup sessions for exams, and have permission to

make up the exam, they are encouraged to do so within ten days of the last day of school. If extenuating circumstances prevent that, they can contact the main office at Naugatuck High School to set up an alternate date in the summer before the start of the following year.

5. Any behavior that can be interpreted as cheating (i.e., passing notes, unauthorized papers on the desk or exposed in a folder or bag on the floor, talking to another student, presence of a cell phone or other electronic device (on or off) near the student) will result in the student receiving a zero grade on the exam.

6. Students who are disruptive during an exam will be escorted to the Office of Student Affairs where they will receive a two-day suspension. If the student has an exam in his/her possession at the time of the disruption, he or she will receive a zero on the exam since this behavior can be interpreted as cheating.

7. Students who report to school and do not have an exam must report to the Media Center or café for a supervised study.

ADDITIONAL POLICIES

NAUGATUCK BOARD OF EDUCATION POLICIES

Copies of all Naugatuck Board of Education policies and forms can be found in all administrative offices and on the district website at http://www.naugatuck.k12.ct.us/ . The following policies and procedures are included and posted on the website:

AMERICANS WITH DISABILITIES ACT SECTION 504/ADA

Section 504/ADA Students & Grievance Procedures

EQUITY/ TITLE VI & TITLE IX / SEXUAL HARASSMENT

Family Educational Rights and Privacy Act (FERPA)

Notice of Intent to Release Directory Information with Prior Consent

Protection of Pupil Rights Amendment (PPRA)

BULLYING

The Naugatuck Board of Education is committed to creating and maintaining an educational environment that is physically, emotionally and intellectually safe and thus free from bullying, harassment and discrimination. In accordance with state law and the Board's Safe School Climate Plan, the Board expressly prohibits any form of bullying behavior on school grounds; at a school-sponsored or school-related activity, function or program, whether on

or off school grounds; at a school bus stop; on a school bus or other vehicle owned, leased or used by a local or regional board of education; or through the use of an electronic device or an electronic mobile device owned, leased or used by Board of Education.

The Board also prohibits any form of bullying behavior outside of the school setting if such bullying (i) creates a hostile environment at school for the student against whom such bullying was directed, (ii) infringes on the rights of the student against whom such bullying was directed at school, or (iii) substantially disrupts the education process or the orderly operation of a school. Discrimination and/or retaliation against an individual who reports or assists in the investigation of an act of bullying is likewise prohibited. Students who engage in bullying behavior shall be subject to school discipline up to and including expulsion in accordance with the Board's policies on student discipline, suspension and expulsion and consistent with state and federal law.

For purposes of this policy, "Bullying" means the repeated use by one or more students of a written, verbal or electronic communication, such as cyberbullying, directed at or referring to another student attending school in the same school district, or a physical act or gesture by one or more students repeatedly directed at another student attending school in the same school district, that:

1. causes physical or emotional harm to such student or damage to such student's property;
2. places such student in reasonable fear of harm to himself or herself, or of damage to his or her property;
3. creates a hostile environment at school for such student;
4. infringes on the rights of such student at school; or
5. substantially disrupts the education process or the orderly operation of a school.

Bullying shall include, but not be limited to, a written, verbal or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristics, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics.

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

Students and/or their parent may file a written report of conduct they consider bullying. Students may also make an informal complaint of conduct that they consider to be bullying by verbal report to any school employee, who will promptly reduce the complaint to writing and forward it to the Safe School Climate Specialist for review and action. Students are encouraged to seek out their Dean or counselor if they feel they are the victim of an act of bullying. Anonymous reports may also be made, but no disciplinary action shall be taken solely on the basis of an anonymous report.

Reporting forms are available at the school in any administrative office.
The full board policy is available on the district web site.
Legal References:
Public Act 11-232, An Act Concerning the Strengthening of School Bullying Laws

DRUG/ALCOHOL AND TOBACCO/CHEMICAL HEALTH ADMINISTRATIVE REGULATIONS

(From BoE policy 5220 a-d)
The staff of Naugatuck Public Schools, in cooperation with students and parents/guardians will work to educate, prevent, and intervene in the abuse of all drug, alcohol, and mood altering substances by the entire student population in accordance with state law through the use of the curriculum, classroom activities, community support, a strong, consistent administrative and faculty effort and disciplinary procedures.

Electronic cigarettes are not allowed in school or at or enroute to any school sponsored activity or sporting event. These devices have nicotine which is a drug. It is also possible to add any liquid additive including morphine, codeine, or heroine to the vapor to be inhaled. Possession, use, or distribution of electronic cigarettes will be treated as any substance that is illegal for students to possess.

The use, sale, distribution or possession of controlled drugs*, controlled substances*, drug paraphernalia*, as defined in C.G.S Section 21a-240 or alcohol on or off school property or during any school sponsored activity is prohibited. *The definitions used by NHS are in accordance with BoE policy. Any student found to be under the influence, using or in possession of intoxicants, mood altering drugs, or look-alike substances, or in possession of related drug paraphernalia during a school session, on school premises, or anywhere at a school-sponsored activity will automatically be subject to the penalties listed below. The building administrator will notify the police in the case of possession.

Based upon an investigation conducted under the direction of the building administrator, any student found to be in violation for the first time during his/her tenure in the Naugatuck Public Schools will receive a five-day out of school suspension and a five day in school suspension with counseling. The Superintendent will be informed and may recommend the Board of Education

consider expulsion. In addition, the administrator will inform the parent that the student must participate in drug awareness counseling sessions either at school or through an approved outside agency. The cost of outside programs will not be the responsibility of Naugatuck Public Schools.

Consequences for selling, dealing or giving away intoxicants or mood altering drugs: Any student found to be exchanging, distributing, selling, giving away, or possessing an intoxicant, mood altering drug or look-alike substance with the intention of exchanging, redistributing, selling or giving away such intoxicants, mood altering drugs, or look-alike substances or drug paraphernalia on school premises or while participating in any school-sponsored activity will automatically be subjected to the penalties listed in our code of conduct. The building administrator will notify police in all cases. Based upon an investigation conducted by the building administrator, any student found to be in violation will automatically receive a ten day suspension that will follow the proper procedures for suspension. In addition, the Superintendent will recommend that the Board of Education consider expulsion, pursuant to Connecticut General Statutes.
Any student who owns or operates a vehicle on school grounds or for school sponsored activities is responsible for the vehicle and its contents.
With the building administrator present, a students' car, locker and bag may be searched. A student will be asked to empty his/her pockets if a reasonable suspicion exists that the student possesses objects or chemicals which may endanger himself or others. Except in rare cases, (e.g., likelihood of finding an explosive or other deadly weapon), all searches will be conducted in accordance with state statute and Naugatuck Administrative Policies.

A complete copy of BoE policy 5220 a-d s available from the building administrator or on the district website.

USE OF DOGS TO SEARCH

The administration of Naugatuck High School and the Board of Education take the responsibility of ensuring a safe, drug-free school environment seriously. To that end, this serves as notice to parents and students regarding Board of Education policy 5520 "Use of Dogs to Search School Property" adopted in 2001. In a proactive effort to protect the health and safety of all students and staff, the administration shall authorize the use of trained dogs to search lockers, classrooms, storage areas, and/or vehicles parked on school property for the presence of illegal substances or devices.

The use of dogs will happen without any further notice and can happen at any time. Dogs will never be allowed in rooms occupied by persons for the purpose of a search, nor will the dogs sniff any individuals. Individuals shall not be subjected to a search by dogs. Law enforcement agencies will be given full authorization to investigate and prosecute any person(s) found to be responsible for illegal substances(s) or device(s) on school property.

Procedures for allowing the dogs will be done in conjunction with the local police department and implemented according to Board of Education policy 5520. The full policy can be read on the Naugatuck Public School district web site http://www.naugatuck.k12.ct.us/ under "Board of Education" link on the left side of the page and then click "documents".

This book has been revised as of 6-2018.