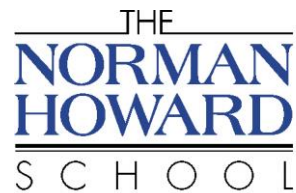THE NORMAN HOWARD SCHOOL

Where Students Learn How to Learn

2016-2017
Parent Handbook

2016 - 2017 Parent Handbook

Table of Contents

Welcome

September 2016

Dear Parents,

I want to welcome all parents, both returning and new, to the 2016-2017 school year at The Norman Howard School. Our community prides itself on promoting the academic potential of all of our students by using an individual approach. The faculty and staff at NHS are constantly striving to keep current with new developments in the universe of education. Along with this, we communicate internally to make sure that there are no strangers in the student body and that teachers know a tremendous amount about a student before even the first day of class.

Your children will not just learn academic material. The supportive community at Norman Howard will help challenge your kids, regardless of age, to be the best version of themselves that they can be.   Our mission motivates us to cultivate the students to be respectful, responsible, and resilient citizens. You will see this in a myriad of ways as the school year progresses.

The purpose of this handbook is to give parents a guide with as much information as possible about our procedures, expectations, and policies. There is also a copy of this on the Norman Howard website. With that said, situations will occur throughout the year that cannot be anticipated. Our hope is that we can partner with you to handle the variety of ambiguous scenarios that will arise as the year progresses in a way that is most beneficial for your child and the NHS community as a whole.

We thank you for trusting us with your children. It is an act of faith to leave your kids with us each day and it is not a responsibility that we take lightly or without sincerity. Please know that you can contact me at any time with questions or items that you would like to discuss. I can be reached by phone at (585) 344-8010, ext. 305 or by e-mail at pkeller@normanhoward.org. We look forward to seeing you at Norman Howard sometime soon!

All The Best,

Paul D. Keller III

Introduction

Our Mission

The mission of The Norman Howard School:

The Norman Howard School (NHS) fosters the academic growth of students with learning needs using an individualized approach. The school's supportive community promotes students' development as respectful, responsible, resilient citizens. The school promotes the understanding of diverse learning needs and serves as a resource for families and professionals.

About NHS

NHS was founded in 1980 and approved by the New York State Department of Education as an approved Special Program in 1990. NHS also holds accreditation by the New York State Association of Independent Schools (NYSAIS).

We currently serve students from approximately 30 school districts in 9 counties. Being approved by New York State Education Department as a special program provides NHS with a unique opportunity to educate a diverse group of youngsters. NHS collaborates with School Districts' Committees on Special Education (CSE) to meet our students' individual needs. As a special education provider, NHS must adhere to all New York State education laws and each student's Individualized Education Program (IEP).

The Norman Howard School's reputation is built upon the delivery of grade level content, instructional strategies and remediation within a supportive environment so that students can reach their learning potential. NHS encourages all students to explore their learning strengths and challenges to better understand themselves as learners.

THE NORMAN HOWARD SCHOOL
2016 - 2017 CALENDAR

AUGUST 2016

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

SEPTEMBER 2016

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

OCTOBER 2016

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

NOVEMBER 2016

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10*	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

*Admissions Open House 9-11 a.m.

DECEMBER 2016

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JANUARY 2017

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

No School
1/2 Day
NY State Regents exams

School Day: 8:40 a.m. -3:17 p.m.

AUGUST
30, 31 Staff Orientation
31 New Students/Parents Orientation 6 p.m.

SEPTEMBER
1 Staff Conference Day
5 Labor Day Recess--No School
6 **First Day of School**
11 Back to School Picnic, Veterans Memorial Park 1-4 pm
24 Golf Tournament 1:30 pm Webster Golf Club

October
6 Curriculum Night for Parents Only 6:30-8:30 p.m.
7 Conference Day--No School for Students
7 Interim Reports Due
10 Columbus Day--No School
26 Half day for students. Dismissal at 11:30 a.m.

NOVEMBER
10 Quarter one ends
11 Veterans' Day - No School
23 Half day for students/staff. Dismissal at 11:30 a.m.
24-25 Thanksgiving Recess - No School

DECEMBER
16 Interim reports due
23 Half day for students/staff. Dismissal at 11:30 a.m.
Dec. 26- Jan. 2 Holiday Recess--No School

JANUARY
16 Martin Luther King Day--No School
18 Half Day for students. Dismissal at 11:30 a.m.
24-27 Regents/Local exams
(Grades 9-12 attend by exam schedule only. Grades 5-8 in session.)
27 First semester ends.

FEBRUARY
15 Half day for students. Dismissal at 11:30 a.m.
20-24 Winter Recess--No School

MARCH
10 Interim reports due
17 Conference Day-No School for Students.
22 Half day for students. Dismissal at 11:30 a.m.

APRIL
13 Quarter three ends.
14-21 Spring Recess
26 Half day for students. Dismissal at 11:30 a.m.

MAY
19 Interim reports due
24 Half day for students. Dismissal at 11:30 a.m.
29 Memorial Day--No School

JUNE
1 Celebration of Success
12 Last day of classes for grades 5-12
12 Second semester ends for Middle School
13-22 Regents Exams
22 Second semester ends for High School
22 Graduation Ceremony 7 p.m. at NHS
23 Regents Rating Day--Staff Only

FEBRUARY 2017

S	M	T	W	T	F	S
			1	2*	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

*Admissions Open House 9-11 a.m.

MARCH 2017

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9*	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

*Admissions Open House 9-11 a.m.

APRIL 2017

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

MAY 2017

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JUNE 2017

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

JULY 2017

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

2016-2017 NHS Staff

Part of what makes NHS special is our caring and dedicated staff. We encourage you to maintain regular, on-going communication with those responsible for your child's education to keep you up-to-date with each success and to address every concern.
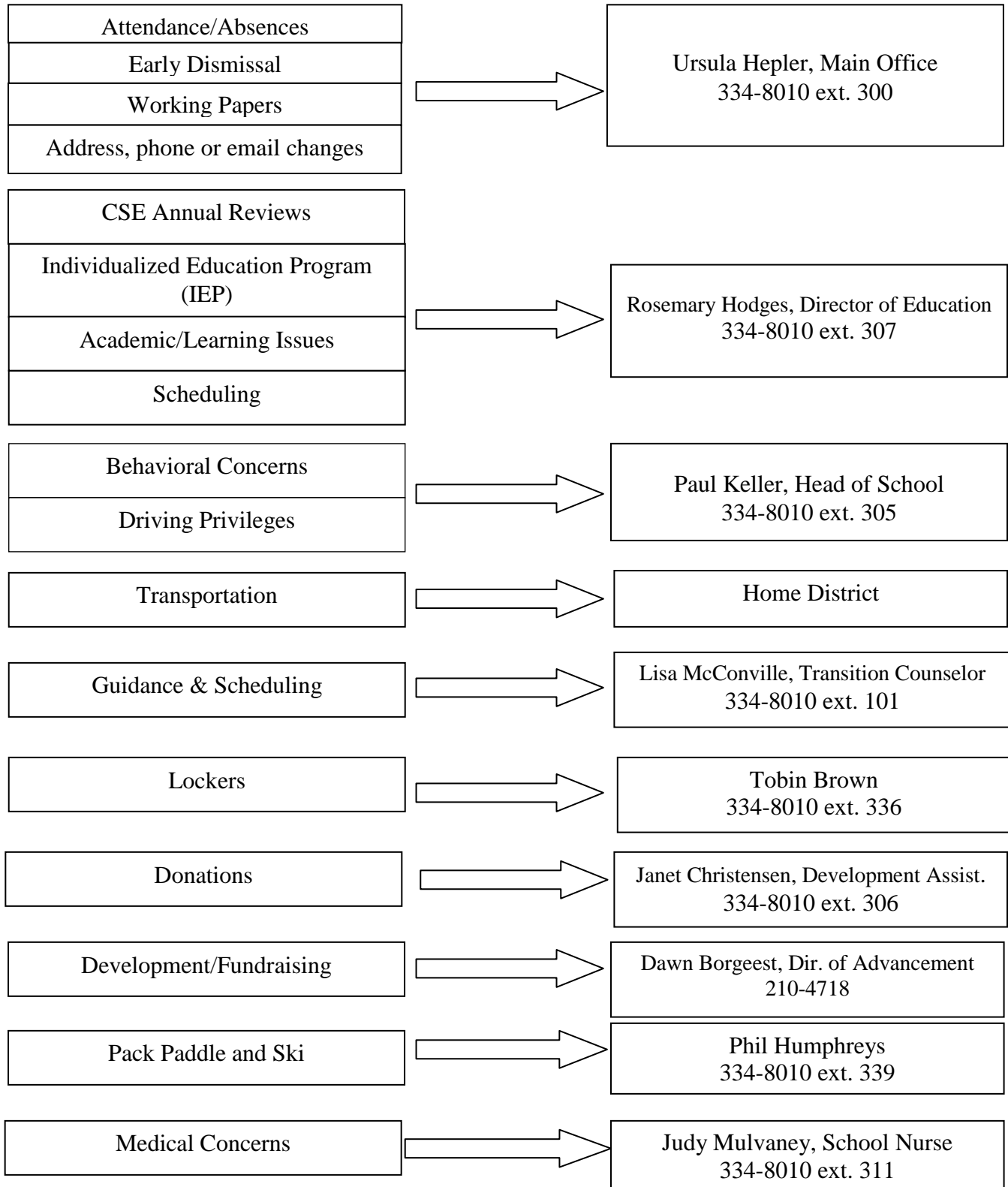
Administration

Joe Martino	Chief Executive Officer
Paul Keller	Head of School
Rosemary Hodges	Director of Education
Dawn Borgeest	Director of Advancement
Patty Dell	Chief Finance Officer
Susan Dieter	Chief Operating Officer
Rebecca Ferri	Communications Manager
Julie Murray	Associate Director of Admissions & Special Events

Support Staff

Karen Baxter	Business Manager
Janet Christensen	Development Assistant
Daniel Conway	Custodian
Juliann Dhungana	Human Resource Generalist
Ryan Fraser	IT & Telecommunications Manager
Ursula Hepler	Office Manager - Main Office
Kathryn Lindahl	Administrative Assistant/Finance
Ryan Mason	Network Administrator
Judy Mulvaney	School Nurse
Laura Seppala	Assistant Director of Finance

When You Have a Question

The following graph illustrates whom to contact for some of the more commonly asked questions that you may have. If you have a question and you are unsure whom to talk to, please call 334-8010 ext. 300 and speak to our receptionist.

Questions	Contact
Attendance/Absences Early Dismissal Working Papers Address, phone or email changes	Ursula Hepler, Main Office 334-8010 ext. 300
CSE Annual Reviews Individualized Education Program (IEP) Academic/Learning Issues Scheduling	Rosemary Hodges, Director of Education 334-8010 ext. 307
Behavioral Concerns Driving Privileges	Paul Keller, Head of School 334-8010 ext. 305
Transportation	Home District
Guidance & Scheduling	Lisa McConville, Transition Counselor 334-8010 ext. 101
Lockers	Tobin Brown 334-8010 ext. 336
Donations	Janet Christensen, Development Assist. 334-8010 ext. 306
Development/Fundraising	Dawn Borgeest, Dir. of Advancement 210-4718
Pack Paddle and Ski	Phil Humphreys 334-8010 ext. 339
Medical Concerns	Judy Mulvaney, School Nurse 334-8010 ext. 311

Contacting us

Have a question? Talk to us. There are many ways to keep in touch. Every faculty and staff member has an assigned voice mailbox and email address. To access a specific person, contact the school's main number and follow directory instructions. Faculty will make every effort to return your call as soon as possible. Keep in mind that our priority is delivering instruction; many teachers will find it necessary to return calls at the end of each school day.

Are you connected? Contact faculty through our website. Send email directly to faculty and staff by accessing our online directory.

Please "Like" The Norman Howard School on Facebook! Our Facebook page is a great way to stay current with school events & activities.

www.normanhoward.org

Main Number	**585-334-8010**	
Fax Number	**585-334-8073**	

Name	Department	E-Mail	Extension
Ambrose, Kimberly	Assistant	kambrose@normanhoward.org	377
Baxter, Karen	Business	kbaxter@normanhoward.org	398
Bennett, Bruce	Photography	bbennett@normanhoward.org	314
Borgeest, Dawn	Development	dborgeest@normanhoward.org	111
Bothner,Victoria	Physical Educ.	vbothner@normanhoward.org	350
Brown, Tobin	Physical Educ.	tbrown@normanhoward.org	336
Caoyuan Ma, Savannah	Assistant	sma@normanhoward.org	354
Christensen, Janet	Development	jchristensen@normanhoward.org	306
Ciluffo, Adam	Science	aciluffo@normahoward.org	334
Coates, Birgit	Reading	bcoates@normanhoward.org	354
D'Arpino, Lenore	Spanish	ldarpino@normanhoward.org	364
Dell, Patty	Business	pdell@normanhoward.org	304
Dhungana, Juliann	HR	jdhungana@normanhoward.org	113
Dieter, Susan	Administration	sdieter@normanhoward.org	309
Doremus, Ben	English	bdoremus@normanhoward.org	375
Dunham, Pam	Assistant	pdunham@normanhoward.org	328
Ferri, Rebecca	Communications	rferri@normanhoward.org	105
Fraser, Ryan	IT	rfraser@normanhoward.org	340
Gardner, Rick	Science	rgardner@normanhoward.org	319
Garofalo, David	Math	dgarofalo@normanhoward.org	318
Granville, Cheryl	Social Worker	cgranville@normanhoward.org	335
Graziano, Cindy	Assistant	cgraziano@normanhoward.org	333
Hepler, Ursula	Main Office	uhepler@normanhoward.org	300
Hermance, Jason	Assistant	jhermance@normanhoward.org	337
Hodges, Rosemary	Administration	rhodges@normanhoward.org	307
Hopkins, Seth	Social Studies	shopkins@normanhoward.org	342
Humphreys, Philip	English	phumphreys@normanhoward.org	339

Hyatt, Laura	Reading	lhyatt@normanhoward.org	353
Johnston, Tracey	Reading	tjohnston@normanhoward.org	349
Kaplan, Lindsay	Speech Lang.	lkaplan@normanhoward.org	325
Keller, Paul	Head of School	pkeller@normanhoward.org	305
King, Alison	Math	aking@normanhoward.org	338
Koffenberger, Chuck	Social Studies	ckoffenberger@normanhoward.org	343
Lindahl, Kathryn	Finance	klindahl@normanhoward.org	303
Lindley, Marie	Assistant	mlindley@normanhoward.org	348
Little, Jennifer	Fine Arts	jlittle@normanhoward.org	345
Mack, Vera	Assistant	vmack@normanhoward.org	278
Martino, Joseph	Executive Director	jmartino@normanhoward.org	102
Mason, Ryan	IT	rmason@normanhoward.org	310
McConville, Lisa	Guidance	lmcconville@normanhoward.org	101
Menges, Joshua	Assistant	jmenges@normanhoward.org	369
Monturo, Sarah	Reading	smonturo@normanhoward.org	317
Mulvaney, Judy	Nurse	jmulvaney@normanhoward.org	311
Murray, Julie	Admissions	jmurray@normanhoward.org	302
Pecoraro, Megan	English	mpecoraro@normanhoward.org	377
Pellegrino, Carrie	AT Instruct./Spanish	cpellegrino@normanhoward.org	368
Perdue, Edward	Math	eperdue@normanhoward.org	316
Pfeifer, Allison	Assistant	apfeifer@normanhoward.org	356
Pudetti, Robin	Speech Lang.	rpudetti@normanhoward.org	357
Rader, Leigh	English	lrader@normanhoward.org	358
Ramble, Ashley	French	aramble@normanhoward.org	
Richolson, Ann	English/Reading	aricholson@normanhoward.org	320
Ryan, Patricia	Math	pryan@normanhoward.org	376
Schrager, Sherry	Reading	sschrager@normanhoward.org	332
Seppala, Laura	Finance	lseppala@normanhoward.org	110
Vercruysse, Sue	5/6 Grade Teacher	svercruysse@normanhoward.org	344
Wagner, Dara	Reading	dwagner@normanhoward.org	370
Wagner, Paul	Creative Arts	pwagner@normanhoward.org	371
Weston, Nikki	Social Worker	nweston@normanhoward.org	330
Wolcott, Kyle	Social Studies	kbwolcott@normanhoward.org	372
Zampatori, Kathleen	Science	kzampatori@normanhoward.org	327

Advising

Each student is assigned an advisor whose job it is to support the individual student's needs, and monitor his/her overall progress at NHS. Your child's advisor will provide you with updates via telephone calls, in-person meetings and/or E-mail. We encourage you to contact individual teachers if you have specific questions or concerns regarding an academic content area. Also, we recommend that parents let their child's advisor know what their preferred form of communication is (phone, e-mail, etc.) along with the best times of day to be reached.

Homework

Google Classroom is a free web-based platform that helps to save time and paper, distribute assignments, and stay organized. Teachers can quickly see who has or hasn't completed the work, and provide direct, real-time feedback right in Classroom. In the beginning of the school year students are given instructions on how to set up and use their Google Classroom account.

Parents are able to login and view homework assignments via https://classroom.google.com. If parents want to view their child's account they have to do so using their own child's login and password.

Parent login information for:

5th grade - Parent5@normanhoward.info

6th grade – Parent6@normanhoward.info

7th grade - Parent7@normanhoward.info

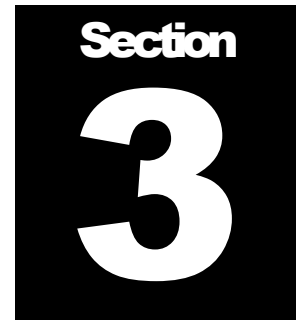8th grade - Parent8@normanhoward.info

9th grade - Parent9@normanhoward.info

10th grade - Parent10@normanhoward.info

11th grade - Parent11@normanhoward.info

12th grade - Parent12@normanhoward.info

Parent Password: normanhoward

General Information

Attendance Policy

Philosophy
New York Education Law requires that students enrolled in The Norman Howard School attend on every school day unless legally excused. The Norman Howard School believes that students' participation in classroom instruction is an integral part of the learning process. Students who are absent cannot benefit from the teachers' instruction and expertise of the subject matter and, in addition, students who are absent lose valuable interactions between peers and teachers. For this reason, we urge all parents to make every effort for their children to be in attendance.

Statement of Overall Objectives
The Norman Howard School is an active partner with students and parents in the task of ensuring that all students have every opportunity to reach their educational potential. We recognize that school attendance and academic success have a positive correlation. For this reason, we have developed a comprehensive Student Attendance Policy with the following objectives:

- To increase student achievement and close gaps in student performance;
- To identify attendance patterns in order to design attendance improvement efforts;
- To know the whereabouts of every student during instructional times for safety and other reasons;
- To verify that individual students are complying with education laws relating to compulsory attendance.

Description of Strategies to Meet Objectives

The Norman Howard School will:

- Create and maintain a positive school culture by fostering an environment where all members of the school community encourage respectful and nurturing interactions between adults and learners. Our intention is to create a positive, supportive environment, which in turn should lead to increased attendance.
- Maintain accurate recordkeeping to record attendance, absence, tardiness or early departure of each student.
- Track individual student attendance and trends, using the school's data system.
- Develop early intervention strategies to improve school attendance for all students.

Determination of Excused and Unexcused, Tardiness and Early Departures

Based upon The Norman Howard School's education and community needs, values and priorities, we have determined that absences, tardiness and early departures will be considered excused or unexcused according to the following standards:

- An excused absence is an absence, tardiness or early departure due to personal illness, illness or death in the family, religious observance, quarantine, required court appearances, a doctor's appointment, an approved college visit, approved cooperative work programs, military obligations or other such reasons as determined by the school administration.
- An unexcused absence is an absence, tardiness or early departure which does not fall into the above categories or any absence for which a reason is not provided, including planned family absences.

Student Attendance Recordkeeping

The record of each student's daily and class-by-class attendance, absence, tardiness and early departure shall be kept in the school's data collection system. An absence, tardiness or early departure will be entered as "excused" or "unexcused" along with The Norman Howard School's coding for reason.

Student Attendance/Course Credit

To gain full course credit, a student must fulfill the necessary requirements of each course and comply with The Norman Howard School Attendance Policy, which requires 90% attendance of the total number of days that a specific class/course is in session.

This requirement means that:

- In a one-credit course, a student must not be absent more than 18 days.
- In a half-credit course, a student must not be absent more than 9 days.

Even when an absence qualifies as excused, it will still be factored into this percentage requirement. Coming late to a class or leaving early by 15 minutes will be considered an absence and count toward this percentage requirement.

If a student's diagnosis or disability impedes his/her ability to meet the NHS attendance standards then an individual attendance plan will be developed and implemented.

Attendance Incentives

In order to encourage attendance, The Norman Howard School will explore and implement grade/age-appropriate strategies and programs. Students who have a high rate of absences will be brought to the attention of the grade-level team and the student's advisor to assess and discuss appropriate interventions. Interventions may include advisor/student discussions, a meeting between the student and the administrators, a meeting with parents and the student, and/or a referral to other appropriate resources.

Disciplinary Consequences

Unexcused absences, tardiness and early departures will result in disciplinary sanctions, which may include, but are not limited to denial of participation in interscholastic and extracurricular activities as well as loss of credit, as described above. Students with excessive truancy will not be allowed to participate in field trips not related to instruction. Parents/guardians will be notified by a NHS administrator to discuss their child's absences, tardiness or early departures and the importance of class attendance and appropriate interventions if absences become a concern.

Notice of Students who are Absent, Tardy or Depart Early Without Proper Excuse

The Office Manager or the School Nurse may notify by telephone the parent/guardian of a student who is absent or departs early without proper excuse, and shall inquire as to the cause of the student's absence.

If deemed appropriate by school administration, or if requested by the parent/guardian, a school conference shall be scheduled to address the student's attendance. The student may also be requested to attend this conference in order to address appropriate intervention strategies designed to meet the needs of the student.

SIGNING IN & OUT: Any student leaving the building must have prior written permission from a parent/guardian on file for that date/time and must sign out in the Main Office. If the student is a driver, he/she can sign out as long as approval has been granted and the written permission from the parent/guardian has been presented. All other students *must* be signed out by a parent/guardian.

TARDINESS: Punctuality and regular attendance are extremely important to learning success. Students are expected to be on time to school, and to all classes.

- Students who are tardy to school must sign in at the Main Office and get a pass before reporting to class.
- Students who are tardy are responsible for all missed work due to lateness.

Excessive tardiness may impact a student's ability to receive passing grades. Administration may deem that a parent conference is needed.

Make Up Policy

Students who are absent need to make up the missed work. **It is the student's responsibility to contact the teacher to get the assignments that must be completed.** Failure to complete or fulfill the requirements of the make-up assignment(s) within a timely fashion from the day of return from the excused absence may result in the student receiving no credit for the assignment.

School Closings

INCLEMENT WEATHER: Students attending NHS come from 9 counties and approximately 30 school districts. In some instances, inclement weather will undoubtedly affect the ability of students to arrive at school safely.

NHS makes an independent determination for school closing and does not follow any one district. Please monitor the following radio and television stations as well as their websites for the latest school closing information. You may also view The Norman Howard School Facebook page for up to date information.

Television	Radio	
WROC – Channel 8	WARM 101.3	WPXY 98
WHEC – Channel 10	WCMF 96.5	WZNE 94.1
WOKR – Channel 13	WHAM 1180 - AM	WVOR 100.5
	WHTK 1280 - AM	

IF YOUR SCHOOL DISTRICT HAS CLOSED DUE TO INCLEMENT WEATHER: The safety of your youngster is our first concern, but there may be instances when NHS remains open and your district has closed. If this occurs the decision is yours as to whether to transport your student to NHS. If your youngster is unable to attend because there is no district busing due to your school district closing, the day will be counted as an excused absence. The student will be responsible for completing any missed schoolwork.

SCHEDULED DISTRICT CLOSINGS: Be sure to obtain a copy of your district's school calendar. Many school districts schedule in-service or superintendent's days throughout the school year and do not provide bus transportation. However, your youngster is expected to attend NHS and absence for non-illness non-weather related reasons will be counted as unexcused absences. NHS does not maintain a copy of every school district's calendar, so please contact your district's transportation office for more information.

Bus Transportation

Nearly all NHS students are bused by their home school districts. Students are required to abide by school district rules for busing and are subject to district disciplinary action if transportation rules are not followed. For more information on bus rules, please contact your home school district.

Parent/Alternate Transportation

If students are being transported by anyone other than their usual bus, written parental permission is required. As a courtesy to bus drivers, please notify them if your child will not be riding on a specific day.

- Parents picking up students at dismissal must either park in an available parking space or line up with buses. Parents must follow the one way flow of traffic and should not exit the parking lot until all students are loaded.
- Parents who want to avoid bus congestion are encouraged to pick up their youngster at 3:25 p.m.

Visitors to NHS

- For security purposes, parents and visitors are required to report to the Main Office to sign in and receive a visitor's pass. Students who wish to bring a visitor to school must receive prior approval from Administration. All visitors are subject to NHS rules of conduct. Any visitor who disrupts the school program, or fails to obtain a visitor's pass, will be directed to leave the premises.

NHS Parent Association

We encourage parents to get involved with The Norman Howard School by joining the NHS Parent Association (PA). The PA meets during the school year to plan social events, fundraisers and the annual faculty appreciation lunch. The meetings are informal and all are welcome! Please contact the Parent Association at nhpa@normanhoward.org or join their page on Facebook –*Parents Association of the Norman Howard School* to get involved!

Mandatory Standardized Dress Code

The Norman Howard School has a mandatory standardized dress code policy. This policy outlines the colors and styles that the students will be required to wear, but allows the parent the freedom to purchase acceptable clothing from the retailer of their choice. The standardized dress code is as follows:

BOYS

PANTS
- Navy, tan or khaki-colored chino, twill, corduroy or pull on pants that must be worn at the waist with a belt, if necessary
- Pants can be plain front, pleated, elastic-waist, with or without pockets

SHIRTS
- White or light blue oxford or dress shirt, long-sleeve or short-sleeve with no writing or graphics
- Navy, white, light blue or cobalt blue polo or turtle neck, long-sleeve or short-sleeve with no writing or graphics

SWEATERS/BLAZERS
- Navy, camel or solid colored vest with no writing or graphics
- Navy, camel or solid colored long-sleeve lightweight fleece or sweater—pullover, cardigan, V-neck, crew or zip-front with no writing or a navy, camel or solid colored blazer with no writing or graphics

SHORTS
- Navy, tan or khaki-colored chino, cargo or pull on shorts that must be worn at the waist, with a belt, if necessary
- Shorts must be no more than 3 inches above the knee

FOOTWEAR
- Shoes, sneakers or boots—laces must be tied, sandals with backs

GIRLS

SKIRT
- Navy, tan or khaki-colored pleated or flare skirt
- Skirts must be no more than 3 inches above the knee

JUMPER/KNIT DRESS
- Navy, tan or khaki-colored pleated, flare jumper with no writing or graphics
- Navy, tan, khaki-colored or light blue polo, knit or shirt dress with no writing or graphics
- Jumper and dress hemline must be no more than 3 inches above the knee

PANTS
- Navy, tan or khaki-colored chino, twill, corduroy or pull on full length pant or capri length pant that must be worn at the waist with a belt, if necessary
- Pants can be plain front, pleated, elastic-waist, with or without pockets

SHIRTS
- White or light blue oxford or dress shirt or collared blouse, long-sleeve, three-quarter sleeve or short-sleeve with no writing or graphics
- Navy, white, light blue or cobalt blue polo or turtle neck, long-sleeve or short-sleeve with no writing or graphics

SWEATERS/BLAZERS
- Navy, camel or solid colored vest with no writing
- Navy, camel or solid colored long-sleeve lightweight fleece or sweater—pullover, cardigan, V-neck, crew or zip-front with no writing or a navy, camel or solid colored blazer with no writing or graphics

SHORTS
- Navy or khaki chino, Bermuda or pull on shorts that must be worn at the waist, with a belt, if necessary
- Navy, tan or khaki-colored skort or scooter (skirt + short)
- Shorts, skort and scooter must be no more than 3 inches above the knee

LEGGINGS/TIGHTS
- Solid colored full length or capri leggings or tights, any color—must be worn under a skirt, jumper or dress

FOOTWEAR
- Shoes, sneakers or low heeled boots—laces must be tied, sandals with backs

BOYS AND GIRLS
- T-shirts are not permitted by themselves or over collared shirts. Novelty T-shirts may not be visible beneath shirts or sweaters.
- Hats, headgear that covers the entire head, sweatpants, sweatshirts (hooded or not hooded), denim jeans, pajama pants, tight fitting straight skirts, sleeveless tops, halter tops, tube tops, and tops or dresses with spaghetti straps are NOT permitted.
- Athletic apparel is only allowed in the gym.

- Polyester training/soccer/sports jackets are NOT permitted.
- No flip-flops, backless sandals or high heels.
- No fish-net tights.
- No outdoor jackets, coats, heavy down vests, and sunglasses may not be worn in the classroom.
- Clothing should provide coverage that is not revealing. Clothing that exposes the midriff or under garments is not acceptable.
- Clothing should be neat, clean, and appropriate, not ripped, torn or frayed.
- Students who are on a District sports team will be allowed to wear team jerseys or whatever is indicated as district designated dress for game days.
- Students who go to another educational placement during the school day, or to a job after school, will be allowed to change into other clothes prior to departure, if desired.
- Students may wear jewelry, accessories, necklaces, wristbands that contain expressive messages as long as they are not considered inappropriate.
- Any clothing or accessory which is likely to cause a disruption or distraction from school activities is considered inappropriate for students to wear during the school day as outlined in the Code of Conduct. A school administrator will decide if clothing or an accessory is inappropriate.

GYM CLOTHES FOR GIRLS AND BOYS

- Short sleeve T-shirts—no tank tops or muscle shirts, no writing or graphics
- Sweat shirt or track jacket
- Sweatpants
- Athletic shorts—no shorter than 3 inches above the knee
- Sneakers

OUTDOOR FIELD TRIPS--Students will be notified if their field trip warrants wearing clothing other than the standardized dress.

JEANS DAY FRIDAYS—Students will be allowed to wear jeans, without holes, the last instructional Friday of each month. Students must be in dress code shirts or the NHS T-shirts purchased from the Parents Association.

Jeans days are as follows:

- September 30
- October 28
- November 18
- December 16
- January 27

- February 17
- March 31
- April 28
- May 26
- June 9

SCHOOL PLAY TEASER--On the day of the school play teaser presentation, students in the cast/crew of the school play will be allowed to wear the cast/crew T-shirt over their dress code shirt and pants.

This policy does not prohibit administration from allowing dress down days or special celebrations which involve dress such as "crazy hat day" or "pajama day". However, the specific dates and allowable dress for such days shall be clearly stipulated by administration.

Religious or Health Accommodations

When the religious beliefs or health needs of a student conflict with the standardized dress code policy, the school will provide reasonable accommodation. The parent/legal guardian of any student desiring standardized dress code policy exceptions must notify the school administrator in writing of the requested accommodation and the factual basis for the request. Approved coverings worn as part of a student's religious practices or beliefs will not be prohibited under this policy. Medical documentation will be required for health accommodations. The procedures for this process are set forth below:

<u>**Procedures for Exemption**</u>

- A parent/legal guardian may request an exemption from the mandatory standardized dress for religious or medical reasons using the Application for Exemption Form that may be obtained from the school.
- A request must be made within 10 operational days of the beginning of the school year or within 10 operational days of being enrolled at NHS for the first time ("operational days" is defined as days when school is in session).
- Medical exemption requests must be signed by a medical doctor.
- A school administrator will meet with the parent/legal guardian within 5 school days to discuss the NHS standardized dress code policy and to verify the accuracy of the information on the Exemption Form.
- The parent/legal guardian will be notified in writing of the outcome of the conference within 3 school days. If the parent/legal guardian does not agree with the decision, they have a right to appeal to the Head of School within 5 days by submitting a letter.
- Consideration will be reviewed on a case by case basis.

Standardized Dress Code Violations

Parent and Student Responsibility: The parent and student shall be responsible for ensuring that the student is in compliance with all aspects of the NHS dress code when the student enters the school premises during the regular school day.

Dress code or grooming violations should be referred to administration. All dress code violations will be handled by administration. The ruling of administration regarding compliance/non-compliance with this dress code and corresponding consequences assigned for violation of this dress code are final and may not be appealed to the Head of School.

<u>1st Offense</u>
- Administrator pulls student from program and meets with the student to discuss the dress code violation and review the dress code policy.
- Student is not allowed to re-enter program unless in proper dress. A parent can drop off the proper dress at school or the student can borrow the item from the "dress code closet" if available.
- If a parent does not supply the appropriate attire or it is not available in the "dress code closet", the student remains out of program for the remainder of the school day.
- Documented in Education Edge as infraction--"dress code violation", consequence — "detention" and "parent phone call".

- Parent/guardian is notified of the dress code violation, the dress code is reviewed, an additional copy of the dress code letter that includes affordable places to purchase clothing is sent to the parent/guardian if needed.
- Missed class time will need to be made up either at lunch or after school.

2nd Offense
- Administrator pulls student from program and meets with the student to discuss the dress code violation and review the dress code policy.
- Student is not allowed to re-enter program unless in proper dress. A parent will need to drop off the proper dress at school.
- If a parent does not supply the appropriate attire the student remains out of program for the remainder of the school day.
- Documented in Edge as infraction--"dress code violation", consequence—"detention" and "parent meeting".
- Parent/guardian is notified of dress code violation and a parent meeting is scheduled.
- Missed class time will need to be made up either at lunch or after school.

3rd Offense
- Administrator pulls student from program and meets with the student to discuss the dress code violation and review the dress code policy.
- Student is not allowed to re-enter program unless in proper dress.
- Parent/guardian is notified of dress code violation, asked to bring appropriate attire to school to assist in correcting the violation and a parent meeting is scheduled.
- If a parent does not supply the appropriate attire, the student remains out of program in "detention" for the remainder of the school day.
- Documented in Edge as infraction--"dress code violation", consequence—"detention" and "parent meeting".
- Missed class time will need to be made up either at lunch or after school.
- At the parent meeting, parent and student is informed that repeat violations of the dress code policy and/or refusal to comply with the policy will result in dismissal from the program.

Driving Policy and Privileges

The NHS parking lot has limited parking spaces that must accommodate our staff, and allow access for buses from more than 30 school districts to deliver our students to and from school. As a result, there are a limited number of parking spaces available for student use. Therefore, we must limit parking passes to **seniors only** with preference given to students with involvement in a vocational, college or transition program.

Seniors requesting a driving pass must submit an application, which includes written parental approval for the student to drive. Applications will be reviewed and approved by Administration. Student drivers must comply with the following rules to maintain driving privileges:

- Arrive to school on time—students should be in their homeroom by 8:40 a.m.
- Maintain a 75% average
- Maintain a safe, slow driving speed of no more than 15 mph in the parking lot

- Yield to pedestrians and school buses in the school parking lot
- Park only in approved student parking spaces
- Students are not to be in cars unless leaving or arriving for school

Driving privileges will be revoked at the discretion of Administration for any reason, including:
- Poor academic performance
- Tardiness
- Unsafe driving on or near school grounds
- Failure to yield to pedestrians or buses on or near school grounds
- Transferring parking pass to an unauthorized student

Computer Lab and Instructional Technology

The Norman Howard School is fortunate to be able to provide our students and faculty with a variety of instructional technology resources intended to support the educational mission of our school. These resources include an extensive local area computer network and file servers, Internet access through a high-speed broadband connection, SmartBoards, laptops and iPads to supplement classroom desktop computers, and various peripheral devices, such as digital cameras, scanners, a digital video camcorder and a computer projector.

INTERNET ACCESS: To gain access to the Internet through the NHS computer network, all students must obtain parental permission by signing and returning the school's Acceptable Use Agreement. Students are responsible for good behavior on the school computer network just as they are in a classroom or a school hallway.

The network is provided for students to conduct research, communicate with others, and support the learning goals set for each student. Access to network services is given to students who agree to act in a considerate and responsible manner. Parent permission is required.

ACCESS IS A PRIVLEDGE – NOT A RIGHT. ACCESS ENTAILS RESPONSIBILITY: Individual users of the NHS computer network are responsible for their behavior and communications over the network. It is presumed that users will comply with the NHS Acceptable Use Policy (AUP) and will honor the agreements they have signed. Beyond clarification of the policy, NHS is not responsible for restricting, monitoring or controlling the communications of individuals utilizing the network.

Each student who has signed and returned the Acceptable Use Policy, will receive training on the proper use of the NHS computer network and will choose a private password allowing access to the network, as well as an individual folder on the school's file server. Each student will be allocated 10MB of storage space in their server folder, which should be ample to satisfy any school-related file storage needs.

It is each student's responsibility to utilize his/her file server space appropriately and expediently, or to seek help from a network administrator if they experience any difficulties. Network administrators may review files and communications to maintain system integrity and insure that users are utilizing the system responsibly. Users should not expect that files stored on school servers will always be private, although certain data (such as grades, progress reports, IEP's, etc.) will be restricted to authorized faculty members with a private password.

Within reason, freedom of speech and access to information will be honored. During school, teachers of younger students will guide them toward appropriate materials. Outside of school, families bear the same

responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio and other potentially offensive media.

The following are not permitted:

- Sending, downloading or displaying offensive messages or pictures
- Downloading or installing software
- Using obscene language
- Harassing, insulting or attacking others
- Damaging computers, computer systems or computer networks
- Using another's password
- Trespassing in another's folders, work, or files
- Intentionally wasting limited resources (i.e. games, chat lines, & Napster are off limits)
- Employing the network for commercial purposes

Violations will result in: loss of computer privileges as determined by administration. Offenses may also result in other disciplinary or legal action. Repeated or serious offenses may result in loss of access for the remainder of the school year.

Mobile Learning Devices

Acceptable Use Policy and Tech-Spectations

In addition to the Acceptable Use Policy, a student who plans to bring a personal mobile learning device to The Norman Howard School (NHS) must sign and return the **Tech-Spectations for Personal Mobile Learning Devices** that was included in the summer mailing packet.

The Norman Howard School is committed to recognizing and developing students' educational potential using the wide range of technology devices available. We believe students need to be proficient and safe users of information, media, and technology to succeed in a digital world. Students are allowed to use technology to assist and support their learning experiences, as long as they meet the expectations for use. Staff will support students as they learn to meet these expectations independently. Please be aware that in certain circumstances, part of the learning process may involve having his/her technology privileges revoked.

Things your child should know:
- A teacher has the right to set his/her own rules for the use of technology in his/her class.
- Technology use is a privilege, not a right, and may be taken away if not used appropriately. Repeated misuse of a cell phone or any other personal device will result in losing the privilege to use the personal device in school. Students losing technology privileges will be required to check in their personal device prior to homeroom and may pick it up at dismissal.
- Always keep in mind that nothing you post on the Internet is private.
- Students are not allowed to access Facebook or other social networking websites during school hours.
- When necessary to ensure the safety and/or well-being of students, the school administration reserves the right to look at electronic communications (such as emails, chats and texts) sent using the school network or Internet connection.

Expectations for student use:

- Students must register their personal electronic devices with the IT office.
- Students are encouraged to find creative uses for technology that help you learn. We hope you will share your ideas with your peers and teachers so that we can all benefit.
- *Unless otherwise instructed by a teacher*, while a student is in class, he/she is expected to turn off and put away all personal electronic devices.
- Any break a student takes from class, such as a bathroom or water break, is still considered "class time." Using breaks to check phones, text, etc. is not allowed.
- Cell phones and other personal devices are not allowed during passing time.
- *Unless otherwise instructed by a teacher*, any programs, browser tabs and windows open for personal use by a student should be closed completely (not minimized) while in class.
- The use of technology by a student in class should not distract the student or anyone else from learning. All personal electronic devices must be set to silent mode.
- The chat functions available on many programs, including Mail and Docs should not be used for social discussions during class time.
- Students are asked to please respect the environment--print only what they need, and be mindful of energy consumption and battery disposal. Dispose of batteries in the Main Office or IT Office.
- **School issued** electronic devices should not be used during lunch time. Personal MLD's may be used by High School students during lunch time.
- The school is **not** responsible for loss, damage, theft or maintenance of personal electronic devices. Be sure to record the make, model, and serial number of your device and keep it in a safe place at home. Students may want to use a passcode lock to restrict access to the device and/or tracking software in the event of loss or theft.
- It is the student's responsibility to plan ahead and charge your device prior to coming to school.

Guidelines for Ethical Conduct and Safe Practices:

- While online, a student is expected to act with civility-be kind and respectful to others. Cruel, rude, or otherwise negative online activity will not be tolerated.
- As online actions have a potentially global audience, a student is expected to represent him or herself and The Norman Howard School by acting with integrity, kindness, and appropriate language.
- Use of technology that violates academic integrity (cheating or plagiarism) or that violates the law (such as accessing pornography or gambling) or harms others (such as online bullying) may result in immediate disciplinary actions.
- Unless express permission is granted, mobile devices should not be used to make calls, take photos, record audio or video. If in doubt, a student should ask a staff member.

The pace of innovation with technology is fast and can create unanticipated situations. Policies and procedures are subject to change at any time based on the discretion of staff and administration.

Lunch

NHS does not provide a hot lunch program. All students must bring a lunch from home Tuesdays and Thursdays. Students are encouraged to pack and bring a nutritious lunch from home. High sugar, high caffeine or energy drinks are not allowed. Pizza, from Domino's, will be sold on Mondays and Fridays as a fundraiser for high school activities. In October, the student run Sub Shop will be up and running on Wednesdays. Students have supervised access to microwaves in the school kitchen for heating or re-heating foods.

Snack Attack

Snack Attack is a school-operated store held before homeroom from 8:15 – 8:30 a.m. that offers students a chance to purchase a variety of snacks. Snacks may include breakfast bars, yogurt, bagels and cheese, milk, and juice.

Nursing Services

New York State law requires that each child in a school district have a health examination prior to entering school, and again in the second, fourth, seventh and tenth grades. Additionally, new entrants to The Norman Howard School, students wishing to play interscholastic sports, and students desiring work permits must have an annual health examination. These health appraisals may be done up to one year before your child begins these grades, i.e. after September 1, 2015 for the 2016-17 school year.

MEDICATIONS: If your child will be taking a medication while in school, the following procedure must be followed:

1. The medication permission form must accompany all prescription and non-prescription medications. Inhalers and over-the-counter medications are the only medications that may be carried by a student and self-administered. The physician and parent must sign the medication form where indicated for self-administering medications.

2. All medications must be brought in their original containers. All prescription medication must have the following information: Name of student, date, name of medication, dosage, time medication is to be taken, frequency, and physician's name. Ask your pharmacist to give you another labeled bottle for the school. Please do not send any medications in unmarked containers, as they will not be accepted.

3. Students may not transport medications to and from school.

4. If your child needs a non-prescription medicine to get through the day (e.g., Ibuprofen, Tylenol, cough syrup), it is the parent's responsibility to provide the medication. The medication form must be completed and signed by a physician and parent for all non-prescription medications. Please be specific and indicate the dose your child takes.

5. Medication forms are available in the Health Office.

Please see "Field Trips" for more information about necessary field trip permission, emergency information, and medical release forms required for participation.

Field Trips

A priority for NHS is to have students learn through alternative hands on opportunities. Educational field trips provide students with a chance to experience learning in areas such as the arts, community service, and local and regional history. Occasionally, parents may be asked to assist with field trip supervision.

Students wishing to attend field trips must submit the following:

- Hold Harmless Agreement & an Individual Field Trip Permission Form
- Field Trip Emergency Information Form (overnight trips only)
- Permission for Use of Medication for Field Trips (overnight trips only)

Students must be in good behavioral standing to participate in off-campus field trips. The determination for participation will be conducted by administration in conjunction with input from the grade-level team. Students with excessive truancy will not be allowed to participate in field trips not related to instruction. The appropriate form or forms will be sent home for completion by a parent or guardian. Once the permission slips are received, the School Nurse will organize and prepare medications, if necessary. All of the rules for medication indicated above in the "Nursing Services" section will apply for every field trip. There will be no exceptions.

NHS Student Management Policy

Each NHS student has the responsibility to abide by all laws, policies and procedures of the school. Failure to assume responsibility will result in disciplinary actions. Each student and circumstance is handled individually. All rules and policies of the school are formulated to ensure a healthy, safe and effective learning environment for everyone.

The opportunity to attend The Norman Howard School is a privilege for each and every student. The rules and policies of the school have been developed to ensure that each student has the opportunity to learn and thrive in a safe and healthy environment. If a student chooses to violate school rules, subsequent consequences can be expected, up to and including NHS action for immediate expulsion. Each suspendable offense is reported in writing to the Committee on Special Education (CSE), with a copy retained in the student's permanent record. A parent meeting is mandatory for re-entry into program following an out-of-school suspension. Reoccurring suspensions will result in NHS requesting a meeting with the CSE to discuss appropriate placement or decision to expel, if the student is parentally placed.

Smoke Free Campus

In accordance with NY State Education law, The Norman Howard School is a smoke-free campus.

- Use of tobacco products (both smoking and smokeless) along with "vaping" and e-cigarettes is strictly prohibited in the school building, on school grounds, in school owned or operated vehicles and during school related activities on or off campus.
- The possession of tobacco products is also prohibited. Possession of lighters, matches or other flame generating mechanisms is also prohibited. The presence of an open flame associated with smoking presents a serious threat to the safety of others.

Student Harassment and Bullying Prevention and Intervention

The Norman Howard School (NHS) is committed to providing an educational environment that promotes respect, dignity, and equality. Norman Howard recognizes that acts of discrimination and harassment, including bullying, taunting, or intimidation, are detrimental to student learning and achievement. These behaviors interfere with the mission of our school to educate its students and disrupt the operation of our school. Such behavior affects not only the students who are its targets, but also those individuals who participate in, and witness such acts.

To this end, NHS condemns and strictly prohibits all forms of discrimination and harassment, including bullying, taunting or intimidation, against students by students and/or employees and by third parties on school property, which includes school transportation, school field trips, and at school functions, which means school-sponsored, extra-curricular events or activities.

DEFINITIONS

Harassment

Harassment has been defined in various ways in state and federal law and regulation. The School recognizes that these definitions are important standards and has developed policies and procedures which comply with them. It is also the School's goal, in developing these policies and procedures, to prevent incidents of misbehavior from occurring and/or escalating, to promote a positive school environment, and to limit liability.

The Dignity Act (Education Law 11[7]) defines harassment as the creation of a hostile environment by conduct or by verbal threats, intimidation or abuse that has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional or physical well-being; or conduct, verbal threats, intimidation or abuse that reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety. Such conduct, verbal threats, intimidation or abuse, includes, but is not limited to conduct, verbal threats, intimidation or abuse based on a person's actual or perceived:

- race
- color
- weight
- national origin
- ethnic group
- religion
- religious practice
- disability
- age
- sex
- sexual orientation
- gender (which includes a person's actual or perceived sex, as well as gender identity and expression

Bullying
Bullying has been described by the USDE as unwanted, aggressive behavior among school-aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated over time. Bullying can occur before and after school hours, in a school building or on a bus while a child is traveling to or from school or on the Internet. Children who are bullied and those who bully others could have serious, lasting problems. Additionally, according to the USDE, bullying generally involves the following characteristics:

- An Imbalance of Power: Children who bully use their power, such as physical strength, access to embarrassing information, or popularity, to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.

- The Intent to Cause Harm: The person bullying has a goal of causing harm.
- Repetition: Bullying behaviors generally happen more than once or have the potential to happen more than once.

Examples of bullying include but are not limited to:

- <u>Verbal:</u> Name-calling teasing, inappropriate sexual comments, taunting, and threatening to cause harm.
- <u>Social:</u> Spreading rumors about someone, excluding others on purpose, telling other children not to be friends with someone, and embarrassing someone in public.
- <u>Physical:</u> Hitting, punching, shoving, kicking, pinching, spitting, tripping, pushing, taking or breaking someone's things, and making mean or rude hand gestures.

http://www.stopbullying.gov/what-is-bullying/definition/index.html

Discrimination

Discrimination is the act of denying rights, benefits, justice, equitable treatment or access to facilities available to others, to an individual or group of people because of the group, class or category to which that person belongs.
The Norman Howard School does not discriminate on the basis of race, color, national origin, sex, disability, age, marital status, military status, or any other characteristic protected under applicable federal, state or local law in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. Retaliation is also prohibited. The following person has been designated to handle student-related inquiries regarding the School's non-discrimination policies:

Susan Dieter
Chief Operating Officer
The Norman Howard School
275 Pinnacle Road
Rochester, New York 14623
Telephone No.: 585-334-8010, ext. 309
Email: sdieter@e-success.org

Ms. Dieter also serves as the Coordinator for the School's student-related compliance with Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title VI of the Civil Rights Act of 1964, and the Age Discrimination Act of 1975 and their implementing regulations.

Inquiries regarding the application of regulations prohibiting discrimination on the bases of sex, disability, and age may also be referred to the federal Office of Civil Rights (OCR) within the Department of Education. Visit http://www2.ed.gov/about/offices/list/ocr/index.html or call 1-800-421-3481.

Hazing

The Penal Law defines hazing as a person intentionally or recklessly engaging in conduct during the course of another person's initiation into or affiliation with any organization, which creates a substantial risk of physical injury to such other person or third person and thereby causes such injury (Penal Law 120.16).

Under the Penal Law 120.17, it is also considered hazing, even when physical injury does not occur, if a

person intentionally or recklessly engaged in conduct during the course of another person's initiation into or affiliation with any organization, which created substantial risk of physical injury to such other person or a third person.

Prevention

The school setting provides an opportunity to teach children, and emphasize among staff, that cooperation with and respect for others is a key value of The Norman Howard School. A program geared to prevention is designed to not only decrease incidents of discrimination, harassment, bullying, taunting or intimidation, but to help student build more supportive relationships with one another by integrating the prevention and intervention program into classroom instruction. Staff members and students will be sensitized, through school-wide, professional development and instruction, to the warning signs of discrimination, harassment, bullying, taunting or intimidation, as well as to their responsibility to become actively involved in the prevention of such acts before they occur.

Curricular material that raises awareness and sensitivity to discrimination or harassment and civility in the relationships of people of different races, weights, national origins, ethnic groups, religions, religious practices, mental or physical abilities, sexual orientations, sexes or gender expression or identities will be included in the instructional program grades four through twelve.

Intervention

Intervention by adults and bystanders with proper training can be an important step in preventing escalation and resolving issues at the earliest stages. Intervention at the Norman Howard School will emphasize education and skill-building.

Remedial responses to discrimination or harassment, including bullying, taunting, or intimidation, will include measures designed to correct the problem behavior, prevent another occurrence of the problem behavior, and protect the targeted student. Remediation may be targeted to the individual(s) involved in the bullying behavior or to school-wide environmental approaches.

In addition, intervention will focus upon the safety of the targeted student. When aware of incidents of discrimination, harassment or bullying, as well as intimidation or taunting, staff are expected either to refer the targeted student to designated resources for assistance, or to intervene in accordance with this policy and the relevant provisions of the code of conduct.

Provisions For Students Who Do Not Feel Safe At School

The Norman Howard School acknowledges that, notwithstanding actions taken by staff, intervention might require a specific, coordinated approach, if a student does not feel safe at school. Students who do not feel safe at school are limited in their capacity to learn and reach their academic potential. Staff, when aware of incidents of discrimination, harassment, bullying, taunting or intimidation should determine if accommodations are needed in order to help ensure the safety of the student and bring this to the attention of an administrator. The administrator(s), other appropriate or designated staff, the student and the student's parent/guardian will work together to define and implement any needed accommodations.

Training

The Norman Howard School recognizes that professional development is needed in order to implement an effective discrimination, harassment, and bullying prevention and intervention program. Professional

development opportunities to support this program will be provided to all staff as needed.

A staff member referred to as the Dignity Act Coordinator was trained in accordance with state requirements and will continue his/her professional development so as to successfully support this policy and program. Susan Dieter is the Dignity Act Coordinator for the Norman Howard School. She can be contacted by email at sdieter@e-success.org, by phone at 585-334-8010, ext. 309, or by regular mail at:

Susan Dieter, Chief Operating Officer
The Norman Howard School
275 Pinnacle Road
Rochester, New York 14623

Susan Dieter also serves as the Title IX Coordinator and the Coordinator under Section 504, Title VI, and the Age Act at NHS for purposes of complaints of discrimination, harassment and/or bullying submitted by students and/or their parents.

Reporting and Investigation

Students who have been subjected to discrimination or harassment, parents whose children have been subjected to such behavior or other students or staff who observe such behavior, are encouraged and expected to make verbal and/or written complaint to any school personnel in accordance with the training and guidelines provided. At all times, complaints will be handled in accordance with this policy, and, if applicable, the School's code of conduct and disciplinary rules and procedures. If a staff person is unsure of the reporting procedure, he or she is expected to inquire about how to proceed by speaking with an administrator.

There shall be a duty for all school personnel to report to the Dignity Act/Title IX Coordinator incidents of student-to-student and/or staff-to-student discrimination, harassment and bullying that they observe on school property or at school functions. In addition, there shall be a further duty for all school personnel to report to the Dignity Act/Title IX Coordinator any incidents of student-to-student and/or staff-to-student discrimination, harassment and bullying of which they are made aware by students, staff, parents or guardians. The Coordinator will conduct and/or refer the information to staff for investigation as appropriate.

The results of any such investigation shall be reported to the targeted student and the alleged offender, as well as their respective parents or guardians, in accordance with this policy and/or the school's code of conduct.

Disciplinary Consequences/Remediation

While the primary focus of this policy is on prevention, acts of discrimination, harassment and bullying may still occur. When such acts occur, student offenders will be given the clear message that their actions are inappropriate and will not be tolerated because they are inconsistent with the concepts of tolerance and respect for others and the fostering of civility in order to provide a safe and supportive school environment for all students. Student offenders must further be advised that their behavior must improve. Student offenders will receive in-school guidance on making positive choices in their relationships with others. If appropriate, disciplinary action will be taken by the administration in accordance with the school's code of conduct as applicable. If the behavior rises to the level of criminal activity, law enforcement will be contacted.

This policy is meant to promote progressive discipline and intervention, as opposed to a "zero tolerance" approach. Responses to students' violations of the policy shall be age- appropriate and include both consequences and appropriate remedial responses to a student who commits one or more acts of discrimination, harassment and/or bullying. Consequences for a student who commits an act or acts of discrimination, harassment and/or bullying shall be unique to the individual incident and will vary in method and severity according to the nature of the behavior, the developmental age of the student, the student's history of problem behaviors, and must be consistent with the school's code of conduct.

Non-Retaliation

All complainants and those who participate in the investigation of a complaint, who have acted reasonably and in good faith, have the right to be free from retaliation of any kind.

Sex Discrimination, Sexual Harassment, and Sexual Assault

Federal and state law, including the New York Human Rights Law and Title IX of the Education Amendments of 1972, prohibit discrimination on the basis of sex as well as sexual harassment and sexual assault. Sexual harassment is a form of sex discrimination. It includes unwelcome conduct such as sexual advances, requests for sexual favors, offensive touching, and other verbal or physical conduct of a sexual nature. This conduct may constitute sexual harassment when it is made an explicit or implicit condition of a student's educational opportunities or benefits; is used as the basis for educational or academic decisions; or when it unreasonably interferes with a student's academic or educational performance or creates an intimidating, hostile, or abusive academic or educational environment.

Examples of prohibited sexual harassment include:
- Sexual advances, flirtations, or propositions;
- Verbal abuse of a sexual nature, sexually related comments and joking, graphic or degrading comments about a student's appearance, displaying sexually suggestive objects or pictures including cartoons or vulgar email or social media messages;
- Physical contact or touching such as patting, pinching, or repeated brushing against another's body; and
- Sexual assault.

Such conduct may constitute sexual harassment regardless of whether the conduct is between students; School personnel and students; or outside parties who are conducting business at the School and students. Such conduct may constitute sexual harassment regardless of whether the parties involved are of the same gender or a different gender.

Procedures for Complaints of Unlawful Harassment and Discrimination, Including Sex Discrimination, Sexual Harassment and Sexual Assault

Any student who feels he or she has been discriminated against on the basis of sex, including sexual harassment or sexual assault, or discriminated against on the basis of race, color, national origin, age, sexual orientation, disability, or any other legally protected basis, should promptly report the matter to any School administrator or to Susan Dieter, who is the School's Title IX Coordinator (and Coordinator under Section 504, Title VI, and the Age Act) for student complaints. Ms. Dieter may be reached in person, by telephone, by mail, or by email at the following addresses:

Susan Dieter, Chief Operating Officer
The Norman Howard School
275 Pinnacle Road
Rochester, New York 14623
Telephone No.: 585-334-8010, ext. 309
Email: sdieter@e-success.org

Complaints that should be reported include complaints of discrimination or harassment committed by other students, employees, or third parties. Parents and/or guardians may also submit complaints on behalf of the student. A student, parent or guardian's right to file a criminal complaint about an incident does not affect their right to simultaneously file a Title IX complaint about the same incident.

Any School administrator who receives such a complaint from a student, parent or guardian, or who otherwise becomes aware of prohibited harassment or discrimination, must immediately notify the Title IX Coordinator.

The School's Title IX Coordinator will arrange for a prompt investigation of the matter. The complaining party and the accused party will each be permitted to provide witnesses and other evidence regarding the alleged discriminatory or harassing incident. The School will handle the investigation in as confidential a manner as possible consistent with the School's need to determine the facts. Questions about confidentiality should be directed to the Title IX Coordinator. It is expected that most complaints will be processed within 30 days, although a longer time frame may be necessary where complex or multiple incidents are involved. The School will determine the outcome of the complaint based on a preponderance of the evidence standard, i.e., whether it is more likely than not that the alleged harassment or discrimination occurred. The parties will be notified in writing of the outcome of the School's investigation.

Disciplinary Consequences/Remediation

The School will take all necessary steps to prevent unlawful sexual and other harassment and discrimination and to prevent the recurrence and correct the adverse effects of any harassment or discrimination that is found to have occurred. Student offenders will face possible disciplinary sanctions consistent with the School's code of conduct which may include oral and written reprimands, suspensions, other actions appropriate to the individual situation, and in extreme cases, expulsion. Student offenders will also be reminded that harassment and discrimination is prohibited and will receive in-school guidance on appropriate behaviors in their interactions with others. Any student who was subject to prohibited sexual or other harassment or discrimination may receive counseling or other remedies, such as separation of the parties involved, including interim remedies during the investigation, as needed and as appropriate to the situation. The Title IX Coordinator and/or the School's social worker can provide information to the student or parent or guardian on sources of support and outside counseling.

Employees who are found to have committed unlawful sexual or other harassment or discrimination will face disciplinary sanctions appropriate to the individual situation. Possible disciplinary actions may include, but are not limited to, counseling, oral or written warnings, transfers, or termination.

Non-Retaliation

Students and their parents or guardians who raise concerns and submit complaints of sexual or other harassment or discrimination in good faith may do so without fear of reprisal. The School prohibits

retaliation of any kind due to the filing of a complaint of harassment or discrimination under Title IX or any other federal, state, or local statute, or against any person who has participated in the investigation of such a complaint. Any student or other person who believes they have been subject to prohibited retaliation should immediately notify the Title IX Coordinator.

Policy Review and Modification

This policy will be reviewed periodically to assess its compliance with state and federal law and revised as needed.

Internet Safety Policy for Norman Howard School

Introduction
It is the policy of Norman Howard School to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act.

Definitions
Key terms are as defined in the Children's Internet Protection Act.

Access to Inappropriate Material
To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.

Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Inappropriate Network Usage
To the extent practical, steps shall be taken to promote the safety and security of users of the Norman Howard School online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Education, Supervision and Monitoring
It shall be the responsibility of all members of the Norman Howard School staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Head of School or designated representatives.

The Head of School or designated representatives will provide age- appropriate training for students who use the Norman Howard School's Internet facilities. The training provided will be designed to promote the Norman Howard School's commitment to:

A. The standards and acceptable use of Internet services as set forth in the Norman Howard School's Internet Safety Policy;
B. Student safety with regard to:
    a. safety on the Internet
    b. appropriate behavior while on online, on social networking Web sites, and in chat rooms; and
    c. cyberbullying awareness and response
C. Compliance with the E-rate requirements of the Children's Internet Protection Act ("CIPA").

Following receipt of this training, the student will acknowledge that he/she received the training, understood it, and will follow the provisions of the Norman Howard School's acceptable use policies.

CIPA definitions of terms: minor. The term "minor" means any individual who has not attained the age of 17 years.
Technology Protection Measure. The term ``technology protection measure'' means a specific technology that blocks or filters Internet access to visual depictions that are:
1. Obscene, as that term is defined in section 1460 of title 18, United States Code;
2. Child pornography, as that term is defined in section 2256 of title 18, United States Code; or
3. Harmful to minors. The term ``harmful to minors'' means any picture, image, graphic image file, or other visual depiction that:
    1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
    2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
    3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
    Sexual act; sexual contact. The terms ``sexual act'' and ``sexual contact'' have the meanings given such terms in section 2246 of title 18, United States Code.

The ABC's of Conduct at The Norman Howard School

8:30 a.m.   Students are allowed beyond the main level to go to their lockers at 8:30 a.m. Students need to report to homeroom by 8:35 a.m.

A.M. Drop Off   All students are to be dropped off at the south entrance. They are to enter the building and remain in the lobby area, or the area near the multi-purpose room prior to 8:30 a.m. No students may be outside the building unsupervised.

Assemblies   File quietly and orderly into the theater; sit in assigned grade area; no food, drink, gum or candy is allowed in the theater. Please be respectful. Students removed from an assembly will be unable to return to the assembly and can lose the privilege of attending future assemblies.

Attendance   Attendance is taken every class. Students with 18 absences (1 credit course) or 9 absences (.5 credit course) will not receive course credit. Students more than fifteen minutes late to class will be considered as an unexcused absence from that class.

Cheating and Plagiarism A student shall not plagiarize, that is use someone else's writing, ideas, or work and claim it as one's own. Plagiarism and/or cheating on homework, tests and/or assignments is prohibited and will result in a grade of "zero" for that particular homework assignment or test. Parents will be notified.

Computers/Technology Inappropriate use of computer hardware or software as outlined in the Computer User Policy and/or misuse of other technologies will result in loss of computer/technology privileges. Parents will be notified.

Damage to School Property A student causing or attempting to cause damage or destruction to school property or private property on school premises will be responsible for repairing the damage, if feasible, or retribution as determined by staff/administration, which could include Saturday work detail.

Disrespecting School Personnel All staff of NHS warrant proper respect. Any disrespectful or inappropriate words or actions directed at school personnel will be addressed.

Dress Code   All students are expected to follow the standardized dress code policy. Teachers concerned about a student in violation of the dress code will notify administration. A student in violation of the standardized dress code policy will not be allowed back in program until the violation is corrected. Parent(s) will be notified.

Driving Privileges   Due to limited parking, only seniors may drive to NHS and park in the parking lot. Seniors must complete the driving permission form and submit it to Paul Keller for approval.

Drugs and Alcohol   Drug and alcohol use is strictly prohibited. Students in possession of drugs or alcohol will be on long-term suspension and may be expelled. Police and CSE will be notified.

Electronic Mobile Learning Devices	A student may possess a cellular phone or personal mobile learning device (MLD) provided that these devices are used in accordance with the NHS Personal Mobile Learning Devices Policy and Tech-spectations. Cell phones must be silenced whenever on school grounds or at a school sponsored activity. Violations of the school policy regarding MLDs can result in the device being confiscated by staff and given to administration. For a first offense, the MLD will be returned to the student at dismissal. For repeat offenses, the MLD will only be released to a parent or legal guardian. If there is a suspicion concerning violation of other school rules or potential criminal activity using the MLD, the phone may be turned over to law enforcement officials. Students will assume risk when bringing such devices to school.
Field Trips	Rules of conduct at school also apply on field trips.
Fire Alarms	Pulling a fire alarm on school grounds is a felony and will result in a disciplinary action. Police and CSE will be notified.
Hall Pass	A student must have a pass if he/she is passing through the halls during class time.
Hands on	Hands and feet are to be kept to yourself. Incidents of "hands on" will be dealt with at the discretion of staff/administration.
Harassment	All students have the right to feel safe at NHS. Harassment will not be tolerated in accordance with the NHS Dignity Act, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title VI of the Civil Rights Act of 1964, and the Age Discrimination Act of 1975 and their implementing regulation.
Hats/Headgear	No hats, bandannas, or other headgear are to be worn in the building. Hats and headgear come off at the door before entering the lobby and they are to be kept in lockers or book bags until the end of the school day. School personnel may take hats/headgear.
Leaving Class or School	Students may not leave class or school without permission. A note signed by a parent must be presented to the Main Office in order for a student to be excused during school hours. Sign in/out at the Main Office when arriving to school late or leaving school early. Students leaving class or school without permission will be considered skipping.
Lockers and Locks	Each student is assigned a locker for books, coats, etc., and a gym locker. Students are responsible for providing their own locks for their lockers. Students are also responsible for keeping their lockers clean, which includes throwing out food that could spoil. Please do not put stickers or write on the outside of the lockers. A student using a key lock is required to give an extra key to his/her advisor. Students clean out lockers at the end of the school year.
Lunch Rules	All students are responsible for throwing out their garbage and helping to clean tables and floors before leaving the lunchroom. Students must remain in the lunch area during their assigned lunch period. The lunch area includes the multi-purpose room, the kitchen, the area outside of the kitchen and the lobby.

Physical Aggression   Physical aggression is prohibited and will result in suspension and possibly expulsion. Police may be involved, particularly if an injury results. CSE will be notified.

Profanity   Profanity has no place in the educational setting and is prohibited.

Public Displays of Affection   Public displays of affection are not appropriate within the school setting.

Skateboards   Skateboards, inline skates and scooters are not allowed at school.

Smoking & Vaping   In accordance with New York State law, NHS is a smoke free campus. Students smoking on school grounds will be suspended and will also be required to attend a smoking cessation program. Vaping is not permitted on school property.

Visitors   Students who want to bring visitors in the building must have prior permission of the administration.

Weapons   NHS is committed to a philosophy of non-violence. Any object that has the capacity to injure and/or any object wielded with intent to injure may be considered a weapon is prohibited and may lead to expulsion. Police and CSE will be notified.

NOTICE OF NON-DISCRIMINATION

The Norman Howard School does not discriminate on the basis of race, color, national origin, religion, sex, gender, sexual orientation, disability, age, military status, marital status, or any other characteristic protected under applicable federal, state or local law in its admissions, employment, and programs and activities and provides equal access to the Boy Scouts and other designated youth groups. Retaliation is also prohibited.

The following person has been designated to handle student-related inquiries and employment-related inquiries regarding the School's non-discrimination policies:

Susan Dieter
Chief Operation Officer
The Norman Howard School
275 Pinnacle Road
Rochester, New York 14623
Telephone No.: 585-334-8010, ext. 309
Email: sdieter@e-success.org

Ms. Dieter serves as the Coordinator for the School's student-related compliance and employment related compliance with Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title VI of the Civil Rights Act of 1964, and the Age Discrimination Act of 1975 and their implementing regulations.

Inquiries regarding the application of regulations prohibiting discrimination on the bases of sex, disability, and age may also be referred to the federal Office of Civil Rights (OCR) within the Department of Education. Visit   http://www2.ed.gov/about/offices/list/ocr/index.html or call 1-800-421-3481.

Notes