

Norwalk High School



PARENT-STUDENT HANDBOOK
2011-2012

Home of the Lancers



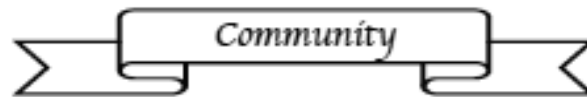
OUR VISION



The vision of Norwalk High School is to engage students in learning activities that will lead to academic and personal excellence. Staff will create an environment that nurtures individual growth and prepares students for post-secondary success. The school community will work together to uphold high expectations, to personalize the value of ethics and integrity, and to create critical thinkers and lifelong learners.

EXPECTED SCHOOLWIDE LEARNING RESULTS (ESLR'S)

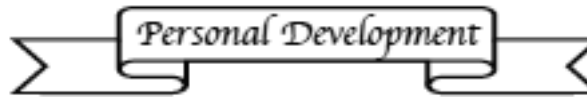
Norwalk High School Graduates will have the ability to:



Be productive citizens through knowledge and respect for the various aspects of their community, other cultures, and the world environment.

As demonstrated by:

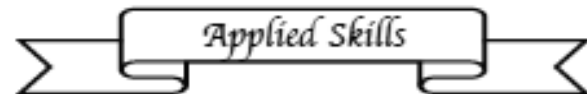
Participation in recycling and campus beautification projects * Written and Oral Presentations * Community Service and field work requirements * Ecological and Environmental Studies in Integrated Science * Contributions to the school website * Participation in campus multi-cultural activities * Community service through Senior Projects, Academic Tutor course, Big Brother/Big Sister program and the Millennium Project and Mentoring Programs.



Explore and develop aspects that lead to a well balanced and healthy life: self confidence, self esteem, creativity, nutrition, physical fitness, hygiene, punctuality, accountability, flexibility, and conflict resolution skills.

As demonstrated by:

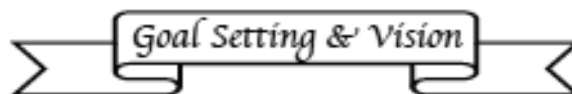
Participation in the Visual & Performing Arts programs * Speech & Debate Club * Participation in P.E. and Health Classes * Involvement in extracurricular activities * Cooperative Learning in Classrooms.



Develop and apply reading, writing, math, technology, communication, collaboration, thinking and problem-solving skills in order to achieve success in their life plan.

As demonstrated by:

Results of Standardized Tests * Meeting the District Technology Proficiency Requirements * Multi-Media Projects * On-Line Research and Information Literacy Skills * Group and Individual Projects * Data Collection and Analysis * Applied Technology Projects * Participation in Career Tech Education and academy courses.



Students will assess their strengths, interests, and needs; they will develop a plan for high school and a vision for the future; and develop the skills necessary to meet the goals.

As demonstrated by:

Production and Yearly Revision of a Four-Year Plan Needs Assessment * Completion of Interest / Skills Inventories * Engagement in self-evaluation of learning * Development of a Career Vision * Development of Study and Goal Setting Skills.

NORWALK HIGH SCHOOL PRINCIPAL'S MESSAGE



Dear Students and Families;

On behalf of the Norwalk High School faculty and staff, I would like to extend a warm welcome to each of you for the 2011-2012 school year!

While the state of California and public education face many more challenges than we have ever seen before, we are dedicated to maintaining a quality program for all students at Norwalk High. Despite a drop in our budget, our teachers and staff remain focused on our goal—student achievement!

With your support and commitment to making education a top priority, we will meet our goals together. Remember, the most important thing you can do to help ensure success at school is to have regular attendance. The hard work you put it each and every day will pay off in the future.

Students: We have been hard at work this summer to improve the educational and extracurricular programs available to Norwalk High students. Your teachers have been working together to create engaging work and improve their instructional skills. Coaches have been practicing with their teams all summer long as well. There are opportunities for everyone to be involved, no matter where your interests lie. So, make this year a memorable one and get involved!

Parents and guardians: We encourage your involvement as well. Continue to support your children by reinforcing the importance of good attendance and consistent effort. Please make an appointment to meet with your child's counselor during the year to review progress, make plans for college, or just to get to know them. You can also show your support by attending a sporting event, back-to-school night or joining a committee or booster club. In addition, you are strongly encouraged to open a web-based Parent Portal Account. Through this account, you will have instant access to monitor your child's attendance, academic progress and homework as posted on PowerSchool, our student information system. Please contact Norwalk High School or our website for more information on how to open an account.

Again, welcome to the 2011-2012 school year. Together we can make it our best yet!

Sincerely,

Dina Wilson

Principal

For up to date news and announcements, visit our website:

www.norwalklancers.org

You can even follow me on twitter!

twitter.com/nhsprincipal

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ALMA MATER	Back Cover

Norwalk High School's Bell Schedules



2011-2012 - 4 X 4 BLOCK

Regular Day Schedule 4 x 4 BLOCK																					
Period 0	7:00 – 7:50																				
Period 1	7:55 – 9:25																				
Snack	9:25 – 9:40																				
Period 2	9:47 – 11:17																				
Passing	11:17 – 11:24																				
Period 3	11:24 – 12:54																				
Lunch	12:54 – 1:24																				
Period 4	1:31 – 3:00																				
Late Start Schedule (Staff Development)	Late Start Wednesday Dates (Staff Development)																				
<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">Staff Development 7:55 am to 10:00 am</div> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Snack</td> <td style="text-align: center;">9:53 – 10:08</td> </tr> <tr> <td>Period 1</td> <td style="text-align: center;">10:15 – 11:13</td> </tr> <tr> <td>Period 2</td> <td style="text-align: center;">11:20 – 12:19</td> </tr> <tr> <td>Lunch</td> <td style="text-align: center;">12:19 – 12:49</td> </tr> <tr> <td>Period 3</td> <td style="text-align: center;">12:56 – 1:54</td> </tr> <tr> <td>Period 4</td> <td style="text-align: center;">2:01 – 3:00</td> </tr> </table>	Snack	9:53 – 10:08	Period 1	10:15 – 11:13	Period 2	11:20 – 12:19	Lunch	12:19 – 12:49	Period 3	12:56 – 1:54	Period 4	2:01 – 3:00	<p>September 14 & 21 October 5 & 19 November 16 December 7 January 4 & 18 February 1 & 15 March 7 March 13 & 14 (CAHSEE Exam) April 4 May 2 & 30</p>								
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Lunch	12:19 – 12:49																				
Period 3	12:56 – 1:54																				
Period 4	2:01 – 3:00																				
SPECIAL SCHEDULE FOR CST Testing Mid-May 2012 School in session 7:55 am -12:45pm																					
Minimum Day Schedule Sept. 8, 2011 & Dec. 16, 2011 June 5, 6, 7, 2012 (Senior Project Presentations)	Finals Schedule Finals will take place during the last two days of each term. January 25-26, 2012 (end of 1 st Semester) June 20-21, 2012 (end of 2 nd Semester)																				
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Period 0</td> <td style="text-align: center;">7:00 – 7:50</td> </tr> <tr> <td>Period 1</td> <td style="text-align: center;">7:55– 8:53</td> </tr> <tr> <td>Period 2</td> <td style="text-align: center;">9:00 – 10:04</td> </tr> <tr> <td>Snack</td> <td style="text-align: center;">10:04 – 10:19</td> </tr> <tr> <td>Period 3</td> <td style="text-align: center;">10:26 – 11:23</td> </tr> <tr> <td>Period 4</td> <td style="text-align: center;">11:30 – 12:30</td> </tr> </table>	Period 0	7:00 – 7:50	Period 1	7:55– 8:53	Period 2	9:00 – 10:04	Snack	10:04 – 10:19	Period 3	10:26 – 11:23	Period 4	11:30 – 12:30	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Period 0</td> <td style="text-align: center;">7:00 – 7:50</td> </tr> <tr> <td>Period 1 or 2</td> <td style="text-align: center;">7:55 – 9:55</td> </tr> <tr> <td>Snack</td> <td style="text-align: center;">9:55 – 10:23</td> </tr> <tr> <td>Period 3 or 4</td> <td style="text-align: center;">10:30 – 12:30</td> </tr> </table>	Period 0	7:00 – 7:50	Period 1 or 2	7:55 – 9:55	Snack	9:55 – 10:23	Period 3 or 4	10:30 – 12:30
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*NOTE: Dates subject to change due to State Testing requirements.

ADMINISTRATIVE AND AUXILIARY SERVICES FOR ALL PHONES ENTER EXTENSION NUMBER
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The staff at Norwalk High School welcomes you and would like to introduce you to this valuable handbook. Information provided in this handbook is designed to assist students and parents with the policies, procedures, and regulations of the school.

Dina Wilson	Principal	(562) 868-0431	Ext.	4101
Patty Yarbrough	Principal Secretary	(562) 868-0431	Ext.	4149
Robert Gutierrez	Athletic Director	(562) 868-0431	Ext.	4804
Paulette Gasporra	Activities Director	(562) 868-0431	Ext.	4103
Denise Barrett	Finance Clerk	(562) 868-0431	Ext.	4124

STUDENT SERVICES

Jennifer Hopkins	Dean of Students	(562) 868-0431	Ext.	4122
Nena Alonzo	Administrative Assistant	(562) 868-0431	Ext.	4111

ATTENDANCE AND FACILITIES

Francisco Ramirez	Assistant Principal	(562) 868-0431	Ext.	4118
Nena Alonzo	Administrative Assistant	(562) 868-0431	Ext.	4111

CURRICULUM AND COUNSELING SERVICES

Mike Garcia	Assistant Principal	(562) 868-0431	Ext.	4116
Della Yriarte	Administrative Assistant	(562) 868-0431	Ext.	4119

COUNSELORS

Jerry Koppe		(562) 868-0431	Ext.	4824
Rosa Gonzalez		(562) 868-0431	Ext.	4812
Michelle Lobendahn		(562) 868-0431	Ext.	4121
Vanessa Iaquina		(562) 868-0431	Ext.	4117
Irene Rifilato		(562) 868-0431	Ext.	4106
Candi Hernandez	College & Career Counseling	(562) 868-0431	Ext.	4812
Yvonne Duran	Counseling Secretary	(562) 868-0431	Ext.	4114

SUPPORT STAFF

Margaret Fernandez	Data Clerk	(562) 868-0431	Ext.	4115
Elena Partida	Registrar	(562) 868-0431	Ext.	4120
Debbie Brown	Clerk Typist	(562) 868-0431	Ext.	4126
Nikole Juhasz	Attendance Clerk (A-F)	(562) 868-0431	Ext.	4012
Cyndi McDonald	Attendance Clerk (G-O)	(562) 868-0431	Ext.	4113
Susan Padilla	Attendance Clerk (P-Z)	(562) 868-0431	Ext.	4109

Norwalk-La Mirada Unified School District 2011-2012 Master Calendar



HOLIDAYS



LOCAL HOLIDAY



VOL. STAFF DEV DAYS



TEACHER NON-CONTRACT/STUDENT FREE DAY



STUDENT FREE DAY

M A S T E R C A L E N D A R

SEPTEMBER

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

- 5 Labor Day
- 7 Teacher Prep / Student Free Day
- 8 Students 1st Day (Minimum Day)

FEBRUARY

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

- 13 Lincoln's Birthday Holiday
- 20 President's Day Holiday

OCTOBER

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

MARCH

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

NOVEMBER

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

- 4 1st Quarter ends for H.S.
- 11 Veteran's Day Holiday
- 23 Teacher NC / Student Free Day
- 24 Thanksgiving Holiday
- 25 Local Holiday

APRIL

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

- 5 End of 3rd Quarter for N.H.S.
- 6 Good Friday- Local Holiday
- 9-13 Spring Recess

DECEMBER

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

- 16 Minimum Day
- 19-30 Winter Recess
- 23 Local Holiday
- 26 Christmas Holiday
- 30 Local Holiday

MAY

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

- 28 Memorial Day Holiday

JANUARY

M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

- 2 New Year's Holiday
- 3 Students Return to School
- 16 Martin Luther King Day
- 26 End of 1st Sem.-H.S.
- 27 Student Free Day- H.S. only
- 30 First day-New Semester

JUNE

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

- 21 Last Day (Minimum Day)
- 22 Teacher Check-out Day

Student Services



(ASB) ASSOCIATED STUDENT BODY GOVERNMENT

The Associated Student Body government (ASB) is the group responsible for student affairs such as approving the organization of clubs and activities, selling ASB cards, and dances. The ASB Office is located in the Administrative Office. Information about activities, dances, rallies, and student government is available from the Director of Activities.

ASB ELECTIONS

Anyone wishing to run for an ASB or class office must secure a petition from the Director of Activities. All ASB officers are elected by the student body. Elected officials are mandated to conduct themselves in a responsible manner at all times.

Completed petitions are to be returned by specific deadlines. Candidates are asked to follow campaign guidelines.

2011-2012 Associated Student Body Meet your 2011-2012 ASB members!

President: Ryan DeForeest

Vice President: Rotha Sam

Treasurer: Kristen Reeves

Secretary: Mariah Banks

Recording Secretary: Sydney Soto

Senior Class President: Lizette Acosta

Senior Class Vice President: Briana Murray

Junior Class President: Valerie Soto

Junior Class Vice President: Sandy Sanchez

Sophomore Class President: Valerie Hen



Historians: Ariana Hernandez

Sergeant At Arms: Jessica Contreras

Student Recognition: Mayra Cazares & Mayela Aviles

Pep Commissioners: Monica Moreno & Leslie Torres

Technology Commissioner: Anthony Gonzales

Club Commissioners: Ashley Nicole Alatorre & Samantha Kehnt

Renaissance Commissioners: Christina Rodriguez & Jazmin Gonzalez

Activities Commissioners: Brandon Romero & Andrea Samiado

Publicity Commissioners: Diana Salas & Brianna Jauregui

Boys/Girls Sports Commissioners: Elisa Banuelos & Pamela Rodriguez

Members at large: Felicia Felix, Ana Christina Ortiz, Carmen Lievano, Rebecca Reyes, Mariana Pacheco, Criezta Hernandez, Rebecca Reyes, Matthew Banuelos, Jaime Bedford, Paula Sanchez, Kelly Figueroa, & Victor Gutierrez

ASB STICKER is your passport to the whole activity program at Norwalk High School. It provides a real bargain in fun, entertainment and social activities. You can get special discounts on admission to all regularly scheduled athletic events, plays, dances and other school activities. The ASB sticker must be attached to your I.D. card. Your ASB funds pay for the total activities program. Show support and save money! The cost of an ASB sticker is \$30.00.

CLUBS & ACTIVITIES

There are a variety of clubs and activities that students may be interested in at Norwalk High School. Club sign-ups are usually at the beginning of the school year, but most clubs allow students to join by attending any meeting and signing up. Meeting times are announced in the daily bulletin. A list of clubs and activities is posted in the ASB Room.

DANCES AND EXTRA CURRICULAR ACTIVITIES

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

APPROVAL PROCESS

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

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

Student Services Continued...

DELIVERIES TO STUDENTS

Students must not be interrupted during their regularly scheduled instructional time. The delivery of non-instruction items to students at school, including balloons, food and flowers IS PROHIBITED AT ALL TIMES. It is not the school's responsibility to distribute or deliver non-instruction items to students. Acceptable items delivered to the school will be kept in the Attendance Office. The office personnel will make attempts to contact the student before the end of the day. The office is not responsible for lost or stolen items left for students.

FOOD SERVICES: Cafeteria – Snack Bar - Carts

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

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

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

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

I.D. CARD/ASB STICKER (Every Student must have an Identification Card at all times.)

Each school has been directed by the State of California to institute security measures on campus. One of those measures is that every student must carry his/her own I.D. card at all times. Students will have their picture taken for the I.D. card early in September. **If you lose your I.D. card, you must purchase another one from the Finance Office for \$5.00. Detention can be assigned if students fail to properly identify themselves. If school officials cannot identify a student, proper authorities may be called for assistance. Students will be detained until identification is verified. I.D.'s are required for all school functions and must be produced by students upon request of a valid school authority.**

LIBRARY MEDIA CENTER

The Library Media Center is open before school at 7:30 a.m., during snack and lunch, and after school until 3:30 p.m. every day. Students may check out books for personal use. *****Fines will be charged on lost, overdue, or damaged books.**

Failure to fulfill your responsibility can keep you from participating in other school privileges.

Computers, computerized research tools and a variety of current magazines are available for students to read and conduct research. Students MUST present a Norwalk High School yellow hall pass in order to use the library during class time. You must present your Norwalk High School I.D. card to use the resources and to check-out books. An Internet Use Contract must be signed by a parent and on file in the library for internet access. Violation of any internet use rules will result in loss of computer use privilege. Absolutely no food or drink is allowed in the Library.

LOCKERS (book lockers, class lockers, skateboard lockers and P.E. lockers)

Upon request and availability, a student is assigned a locker. Students must first purchase a school approved lock from the activities office **ONLY**. Locks are only \$ 6.00. Next, the student may request a locker from the Student Services/Discipline Office. Students must **ONLY** use the locker assigned to them. (For safety reasons, unauthorized locks will be removed and discarded.) The following guidelines are to help students avoid problems regarding lost items and replacement charges:

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

Student Services Continued...

Lockers- Physical Education: All the above rules, policies and regulations apply.

Students in Physical Education are issued a P.E. locker and must use a school purchased lock. The school lock that must be used is only \$6.00. All required P.E. clothing and equipment are handled within the Physical Education Department. Additional information with directions, details and charges will be given to the student on the first day of school. If needed, please contact the department directly for more information.

LOST AND FOUND

Unclaimed articles of clothing and other items that are routinely found should be returned to the Student Services/Discipline Office in the Administration Building. Lost books should be returned to the Library or Textbook Room (600). Students who have lost items should check the "Lost and Found" in the Student Services Office. **Norwalk High School is not responsible for lost or stolen items.**

STUDENT INFORMATION - Addresses and Telephone Numbers

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



TEXTBOOKS

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

LOST OR STOLEN TEXTBOOKS - Students should take care to keep their textbooks in a safe and secure place. If you lose a textbook, you may check with the textbook clerk in the Textbook Room (600) to see if anyone has returned the textbook. Students that do not return lost or stolen textbooks that were issued to them will be required to pay for the textbook. The Williams Act requires students be issued a text book for each course they are enrolled in, as applicable.

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

Students will be charged for lost, stolen or damaged books that are assigned to them.

****Failure to fulfill your responsibility may keep you from other school privileges.****

Student Obligations: ALL STUDENT OBLIGATIONS MUST BE PAID IN CASH TO THE FINANCE OFFICE. NO CHECKS WILL BE ACCEPTED. NO EXCEPTIONS.

Students may have obligations for a variety of incidents. Obligations can be accrued by: not returning or damaging a textbook or library book, vandalism to school property, money due to sports or clubs for not returning uniforms or fund raising supplies or profits, or other fees incurred at school (including money owed to previous schools). All obligations must be paid before official transcripts or diplomas will be released. Also, students must pay obligations before purchasing tickets to prom or grad night. **Any appeals to issued obligations must take place within the first 6 months of the obligation being assessed to the student's record.**

Student Services Continued...

WITHDRAWING FROM SCHOOL

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

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

UNIFORM COMPLAINT PROCEDURES

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

Guidance & Counseling Services

GUIDANCE SERVICES – COUNSELORS

Norwalk High School is staffed with six counselors. Students may make an appointment to see their guidance and/or career counselor by calling or stopping by the Counseling & Career Center during snack or lunch. Parents and students can make appointments to meet with a counselor by calling (562) 868-0431 ext. 4114.

CHANGING SCHEDULES

Due to our accelerated 4x4 block schedule, class time is very important. Students may only change their schedules by going through the step-by-step procedures as outlined below:

- Step 1: Get a BLUE CARD from the Counseling & Career Center (CCC) or any counselor and submit it to the CCC or your counselor to request an appointment to meet with them.
- Step 2: If necessary, a meeting is held with teacher, parent and counselor.
- Step 3: An administrator determines authorization for all changes. If changes are approved, a counselor will summon the student from class. Please be patient. It may take a few days for the counselor to attend to you.

Class changes will follow this schedule:	FALL TERM SEMESTER 1	SPRING TERM SEMESTER 1
Last day to adjust schedule:	09/16/11	02/06/12
Last day to drop course without receiving an F:	10/06/11	03/01/12

GRADES - REPORT CARD INFORMATION

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

**Semester grades will be placed on each student's permanent transcript and will be used to calculate GPA and progress towards graduation. Incompletes must be made-up by the following semester (9 weeks) or they will automatically become an "F" grade.



End of Grading Period	Report Cards Sent Out	Type of Report Card
09/22/11	09/28/11	Progress Report
10/07/11	10/12/11	Quarter 1 Grades
10/21/11	10/26/11	Progress Report
11/04/11	11/09/11	Semester 1 Grades
11/18/11	11/22/11	Progress Report
12/09/11	12/14/11	Quarter 2 Grades
01/10/12	01/13/12	Progress Report
01/26/12	02/01/12	Semester 2 Grades
02/14/12	02/17/12	Progress Report
03/02/12	03/07/12	Quarter 1 Grades
03/19/12	03/22/12	Progress Report
04/05/12	04/17/12	Semester 1 Grades
04/27/12	05/01/12	Progress Report
05/16/12	05/21/12	Quarter 2 Grades
06/01/12	06/05/12	Progress Report
06/21/12	06/27/12	Semester 2 Grades

Academic Achievement



UNDERSTANDING ... GRADUATION REQUIREMENTS, CREDITS AND GRADES

Progress Reports and Report Card information and details:

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

A = Excellent (5 credits)

B = Above Average (5 credits)

C = Average (5 credits)

D = Below Average (5 credits)

F = Failure (0 credits)

P = Pass; Credit Granted

NP = Non-pass; No Credit (0 credits)

I = Incomplete, (0 credits) must be made up during the next grading period

NM = No Mark, no grade (0 credits)

Academic Achievement Continued...

CITIZENSHIP

Along with a letter grade for achievement each teacher will also issue a citizenship grade. Teachers will develop a classroom management plan for the class that will outline expected student conduct and citizenship. The grade identifies student behavior in class as detailed below. In general, students are expected to behave in a mature and responsible manner in class. Absences and tardies are considered in this grade, as well as the manner in which a student addresses adults in the classroom. State Standards require instruction to include the development of student behavior leading to a society of well mannered, peaceful, and responsible individuals prepared for the work world and/or college placement. Citizenship options include:

O = Outstanding S = Satisfactory N= Needs Improvement U = Unsatisfactory

If a student earns two "U's" in Citizenship, disciplinary intervention may result in the student's forfeit of extra-curricular activities, other school privileges and participation in sports.

GRADE REPORTS

Progress on student performance for the school year is reported by mail to parents on a quarterly basis: October, January, March and June. The reports mailed in November, February, April, and June are semester grades and are recorded on the student's permanent record card and count toward high school graduation credit.

HONORS AT GRADUATION / CLASS RANKING

Seniors who have met all graduation requirements (see pg.10), have the opportunity to be recognized as "Graduating with Honors." The criteria for "Honors" is - total cumulative G.P.A. 3.0-3.499; "High Honors" - total cumulative G.P.A. 3.5-3.749; "Highest Honors" - total cumulative G.P.A. 3.75 and above. **Class ranking and honors status is based on each student's total cumulative G.P.A. at the end of the 1st term grading period` of their senior year- January 26, 2012.** All Incomplete (I) grades and/or grade changes must be completed prior to March 2, 2012 in order for them to be used in calculating GPA for honors at graduation.

NOTICE OF UNSATISFACTORY PROGRESS

Teachers can also notify parents by mail of student progress during October, December, March, and May. These progress reports are mailed to parents of students who are earning less than a 'C' grade midway through the quarter, or they may have attendance problems, or may not be exhibiting satisfactory citizenship. Parents may request a conference with their child's assigned counselor to organize teacher conferences, intervention possibilities, as well as weekly progress reports.

ATTENDANCE REQUIREMENTS : All students must attend a full schedule of four (4) periods. Seniors who are on track for graduation and in good disciplinary standing may attend (3) periods during the 2nd semester of their senior year.

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

COUNSELING & CAREER CENTER SERVICES AVAILABLE:

Norwalk High School is committed to the belief that every student has the opportunity for growth and development and therefore offers many opportunities for students to professionally grow throughout high school and into the future. A College & Career Counselor is available for counseling. The Counseling & Career Center is complete with catalogs, booklets, brochures, and computer programs that provide current information regarding careers, colleges, universities, vocational schools, the military, and information regarding entrance fees, financial aid, and scholarships.

WORK PERMITS

If you are interested in employment during school and/or after graduation, the job developer can assist you with work experience through ROP classes and job placement. State law requires that students 14 to 18 must obtain a **work permit** prior to employment. You may obtain this permit in the Counseling & Career Center.

Academic Achievement Continued...

GRADUATION REQUIREMENTS

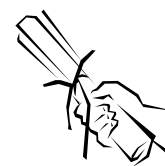
The following graduation requirements are established to assure that all students receiving a diploma from the Norwalk-La Mirada Unified School District have demonstrated mastery in these essential skills:



1. Earn 220 credits in the classes listed below.
2. Pass required core classes with a 2.0 GPA or better.
3. Pass the California High School Exit Exam (CAHSEE) in both Language Arts and Math.
4. Complete and Pass the Senior Project.

Students must meet the District Proficiency Standards as followed:

<u>SUBJECT AREA</u>	<u>UNITS</u>
Language Arts/ Communications**	40
Social Science	30
Science*	20
Mathematics (Including 10 credits of Algebra I)**	30
Physical Education	20
Careers/Fine Arts or Foreign Language*	20
Health/Safety	5
Computer Technology- prove proficiency	*
Total Required Units	165
Total Elective Units	<u>55</u>
Total Minimum Units	220



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

** Students are also required to demonstrate proficiency by earning 20 credits of 'C' or better in the Language Arts department and 10 credits of 'C' or better in mathematics. Students must also take a computer technology class or show proficiency. See counselor for a list of courses that satisfy this requirement.

PROFICIENCY REQUIREMENTS Continued

Students are required to pass the California High School Exit Exam (CAHSEE) to be eligible for a Norwalk High School Diploma.

Senior Project: Successful completion of all components of the senior project.

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

Grade level

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



EARLY GRADUATION PROCEDURES

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

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

Academic Achievement

Continued...

FINANCIAL: If a student has met all the requirements for graduation, but has not met his/her financial obligations to the school, she/he will not be eligible to receive a diploma or official transcript until the amount owed is paid to the school. Students who transfer to another school shall not have their records forwarded until financial responsibilities have been met. **Any changes or challenges to financial obligations must be made within the first 6 months of being assessed the obligation.**

SPECIAL PROGRAMS & ALTERNATIVE PROGRAMS

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

- Summer School
- Enrollment in ROP classes outside of the regular school day. Students 16 years of age or older have the opportunity to learn entry-level employment skills through ROP classes. Classes are available days and evenings for students of all ability and experience levels. High school credits vary according to classes and may be applied toward graduation. Students may contact their counselor to enroll in ROP classes.
- Seniors may take 10 credits per semester in Independent Study as concurrent students. Enrollment must be outside of the regular school day.
- Transfer to El Camino High School. Students seeking these programs must be recommended by their counselor and the Assistant Principal.
- Norwalk Adult School is available to students 16 years or older. Students may enroll concurrently in high school and in the adult school program during their junior and senior years. To do this, a student must obtain counselor and parent permission and be accepted by the adult school director.
- Students may take classes at Cerritos College through the Bridge Program during their 9th – 12th grade years of high school. They can earn both high school and college credit. This is an option for students in need of an accelerated educational program.

TUTORING

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

TESTING SCHEDULES

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

- | | |
|--|---|
| ✓ PSAT/NMSQT | ✓ SCHOLASTIC APTITUDE TESTS (SAT)
reasoning & subject test |
| ✓ ADVANCED PLACEMENT (AP)
EXAMINATIONS | ✓ CALIFORNIA HIGH SCHOOL EXIT EXAM
(CAHSEE) |
| ✓ AMERICAN COLLEGE TEST (ACT) – plus writing | |

S T U D E N T C O N D U C T

Board Approved Policy (BP5412- RR5412)

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

- Diligent in study
- Careful with school property
- Courteous
- Respectful toward their teachers, other staff, students and volunteers

Rules and Regulations 5412: Student Conduct General Information

The Superintendent or designee shall ensure that each school site develops standards of conduct and discipline consistent with District Policies and Rules and Regulations.

Prohibited student conduct includes but is not limited to:

1. Behavior that endangers staff and/or students.
2. Behavior that disrupts the orderly classroom or school environment.
3. Harassment of students or staff, including bullying, intimidations, hazing, or any other verbal, written or physical conduct that causes or threatens to cause bodily harm or emotional suffering.
4. Damage to or theft of property belonging to the District, staff or students.
5. Use of a laser pointer on school premises shall first be obtained from the principal or designee. The principal or designee shall determine whether the requested use of the laser pointer is for a valid instructional or school-related purpose.
6. Profane, vulgar or abusive language.
7. Plagiarism or dishonesty in schoolwork or tests.
8. Inappropriate dress (per Board Policy 5595, Appropriate Clothing and Grooming).
9. Tardiness and unexcused absence from school.
10. Failure to remain on school premises in accordance with school rules.



Possession of Cellular Phones & Other Electronic Devices (i.e. I-Pods, Laptops, Headphones)

ALL CELL PHONES & OTHER ELECTRONIC DEVICES MUST BE TURNED OFF AND OUT OF SIGHT DURING CLASS/INSTRUCTIONAL TIME and at any other time as directed by district employees. It is important that parents/guardians call the school office to leave messages for their children, instead of contacting your child on their cell phone. Cell phones may only be used before school, at snack & lunch, and after school. Students are advised not to leave their personal valuables unattended to avoid possible theft. It is recommended that any item of significant value be left at home.

1. If a cell phone **rings, vibrates or otherwise causes a disruption during class time or is used in any way, the cell phone will be confiscated. This rule applies to all other restricted electronic devices. Disciplinary actions will be taken for this interruption to instruction which may include detention, Saturday School, suspension, behavior contract and/or electronic use privileges revoked.**
2. A parent/guardian can pick up the confiscated item in the Discipline Office from the Assistant Principal or a designee on **Thursdays, from 3:00 PM to 4:00 PM ONLY or by appointment.** An appointment can be made by calling (562) 868-0431, ext. 4111. Items that are confiscated more than twice will be held until a parent/student/teacher/administrator conference can be scheduled and held.
3. **The District is not responsible and does not investigate lost or stolen cell phones or other electronics.** Students are responsible for their own items. If necessary, parents must contact their service provider and law enforcement for assistance with lost or stolen items.
4. No mechanical or electronic devices shall be installed or used in any classroom, office or other room in the school which permits any student to listen to or record the procedures in said room without the expressed prior consent of the teacher(s) and the principal. (E.C. 51512 – E.C. 48901.5; BP 5412).

Norwalk High School Dress Code

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

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

1. ALL HEADWEAR, ALL HATS, CAPS, SCARVES, HEADBANDS, TAMS, VISORS AND BEANIES ARE NOT ALLOWED ON CAMPUS. (EXCEPTION: NORWALK HIGH SCHOOL APPROVED HEADWEAR PROPERLY WORN, SUCH AS THE NHS ATHLETIC BASEBALL CAP.) Additionally, bandannas worn anywhere on body, hairnets, wave caps and sweatshirt hoods must not be worn. Each student must be identifiable and not concealed by headwear.
2. Immodest clothing, such as, but not limited to, halter tops, low-cut, strapless, spaghetti strap or off-the-shoulder tops, sheer/see-through tops, bare midriffs, short shorts or skirts, visible undergarments, and other items. Shoulder straps on tank tops and muscle shirts or other tops must be a minimum of two inches. Extra long shirts not tucked, extending beyond the finger-tips when arms are stretched downwardly at the side.
3. Pants or shorts that ride below the waist. Pants that cannot stay at the waistline or that cause undergarments to be visible (sagging). Pants must not be baggy or exceed waist size by more than two inches. Pajama pants of any kind. Shorts must be at least the length of the finger-tips when arms are stretched downwardly at the side.
4. Pant cuffs that drag on the ground.
5. Excessively worn pants that have slits, frayed cuffs or frayed holes that display or expose any skin or body parts.
6. Military styled metal belt buckles that are worn with a long, hanging end, or have initials, symbols or insignias.
7. Shorts longer than knee length with white socks worn above the hem-line of the shorts.
8. Clothing or jewelry that advocates violence, racism, sexism and/or sexually explicit material or text/graphics that reference any parts of the human body or displays offensive, demeaning or gang related symbols or significance, language or writing. Also, clothing (including jerseys), school supplies or personal items promoting tagging, gang or prison logos and/or expressions.
9. Clothing or jewelry promoting inappropriate messages, such as, the use of alcohol, drugs, cigarettes, other harmful substances and/or profanity.
10. Any chains or accessories worn on the body or that hang from clothing or which may be used as a weapon, or which may be a safety hazard to the wearer or others or impedes the maintenance of a safe campus.
11. For health and safety reasons, appropriate footwear must be worn at all times. House slipper, flip-flops or sandals with soles less than ¼" thick or thicker than 2" are not allowed.

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

- | | |
|---|--|
| A. Students may be sent home to change clothing. | E. Students may be suspended from school. |
| B. Students may be assigned detention. | F. Students may be assigned to a community work program. |
| C. Students may be assigned to Saturday School. | |
| D. Students may be assigned to in-house suspension. | |

Norwalk High School reserves the right to amend the Dress Code Policy at any time during the school year or summer when it is in the best interest of ensuring school safety and promoting a positive learning environment for the student body. *All students and parents are provided with information about the Dress Code policy at the time of student registration. A copy of this policy, signed by student and parent, will be kept on file.* We appreciate your support of a safe and positive learning environment for all students.

Campus Safety



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

- ❖ Reporting/Investigating: Vandalism, drug possession, weapons on campus or other school related problems. Security will investigate.
- ❖ Conflict Mediation: All team members are trained conflict mediators. Students are encouraged to seek assistance.

BICYCLE AND SKATEBOARD SAFETY

Students in grades 4-12 who ride bicycles or skateboards, to and from school, shall be required to wear bicycle helmets (Board Policy 5910). Students are responsible for locking their bikes in the bicycle rack and securing skateboards in a skateboard locker. Skateboard lockers can be requested from the Discipline Office. **Only school issued locks can be used on district owned lockers. Locks can be purchased in the Finance Office for \$6.00.** Neither the district nor the school will provide or obtain insurance to cover theft or damage.

CLOSED CAMPUS

In accordance with District policy- (BP5920), **Norwalk H.S. is a closed campus.** Students are not allowed off campus during school hours without authorization. Only a parent or guardian may request that their child be permitted to leave school during official school hours. The parent/guardian or person identified on the emergency card can authorize a student's release during school hours. An **Outside Pass** may be obtained in the Attendance Office once proper authorization is verified. Parents/guardians must also include a verifiable reason for the removal of their child during their instructional time. Approved reasons include doctor appointments, dentist appointment and family emergencies. "Early Release" stickers are for students that are enrolled in fewer than four classes. To exit the campus the student must show proper I.D. with an official "early release" sticker. If the student fails to produce appropriate authorization or identification, he or she will not be allowed to leave until 3:00 p.m. or at the end of the scheduled school day.

ENTRANCE GATES

The gates on Taddy St. are secured and closed by 7:50 am. The main entrance gate on Leffingwell Rd. will be closed at 7:55 a.m. This gate is monitored by security at all times. Students can see security for access at anytime of the school day. Students will be directed to the Attendance Office by security. Please make sure your child is in class and on time each day. **If gates are closed, please do not climb over the gates!** Students found jumping or climbing the fence are subject to disciplinary actions.

LEAVING CAMPUS IS ONLY PERMITTED WITH PARENT PERMISSION

Leaving school grounds without permission is considered "truancy" and students can be issued a citation for "Daytime Curfew" requiring a court appearance. Truancy is not tolerated, therefore, Ed. Code laws, School Board Policies and Penal Code are strictly enforced.

PARKING REGULATIONS

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

1. Students must register their car information, including proof of insurance, in order to park in the student parking area. All traffic accidents, car theft, petty theft, etc., which may occur on school property, should be reported to security immediately. Proper authorities will be contacted by the administration.
2. Students are to comply with all California Vehicle Code laws and all rules and regulations that govern student driving and parking while in the NHS parking lot and community. Students who fail to follow guidelines may have their parking privileges suspended.
3. Students must park in the student parking lot. Vehicles parked in any unauthorized area may be cited.
4. The parking lot is a secured area and inaccessible to students at all times during the school day. If a student needs to go to his/her car, the student must have permission from an administrator and be accompanied by school security.
5. Upon parking, the student must leave the car and enter campus immediately.
6. Students are to park in the marked parking spaces in the student lot.

VISITORS ON CAMPUS

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

PROGRESSIVE DISCIPLINE AND INTERVENTIONS



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

NHS GOALS FOR STUDENTS, DOCUMENT A COMMITMENT TO NURTURE CITIZENSHIP AND PERSONAL DEVELOPMENT. ESLR'S CONTRIBUTE TO OUR FOCUS IN OUR DAILY DISCIPLINE AND ATTENDANCE OBJECTIVES. (Refer to cover for details.)

***COMMUNITY**

BE PRODUCTIVE CITIZENS THROUGH KNOWLEDGE AND RESPECT FOR THE VARIOUS ASPECTS OF THEIR COMMUNITY, OTHER CULTURES AND THE WORLD ENVIRONMENT.

***PERSONAL DEVELOPMENT**

EXPLORE AND DEVELOP ASPECTS WHICH LEAD TO A WELL BALANCED AND HEALTHY LIFE: SELF CONFIDENCE, SELF ESTEEM, CREATIVITY, NUTRITION, PHYSICAL FITNESS, HYGIENE, PUNCTUALITY, ACCOUNTABILITY, FLEXIBILITY, AND CONFLICT RESOLUTION SKILLS.

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

Progressive Discipline begins with a student's teacher. The teacher will exercise professional judgment regarding appropriate disciplinary measures to be taken in the classroom. Students must adhere to classroom rules. If the student continues inappropriate behavior even after attempted interventions, and the circumstances warrant more extensive discipline, the teacher may refer the student to a counselor. Next, the counselor will also intervene to help the student control his/her behavior to succeed in school. Severe cases will be handled by the Dean of Students or an administrator.

Disciplinary Interventions are listed below:

DETENTION – (California Code of Regulations Title V, Chapter 353) Students may be assigned detention for being tardy, and for other infractions of school and classroom rules. Detention will be held after school from 3:10 p.m. to 4:10 p.m. from Monday through Thursday in the MPR/cafeteria. Students will also be allowed to serve detention by volunteering for community service on the school campus. Community service must be pre-approved by an administrator and parent. Students must serve their detentions within 3 days. Failure to comply may result in other punitive measures. Students that ignore serving detention or continually earning detentions, forfeit their participation in extra-curricular activities. Parents may receive information by mail or by contacting the Discipline Office at (562) 868-0431 ext. 4111.

CONFLICT MEDIATION- NHS's Security staff has been trained in conflict mediation. In an effort to be proactive, a member of the Security Staff will conduct a mediation session between disgruntled students to allow them to dialogue and resolve their differences. Students sign an agreement contract that is to be respected by all parties. Students are made aware of the subsequent consequences for not adhering to the contract.

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

SATURDAY SCHOOL PROGRAM (SSP) - Saturday School begins at 8:00 a.m. and ends at 12:00 p.m. Students are notified of details. Failure to attend will result in further disciplinary action.

OPPORTUNITY ROOM / IN-HOUSE SUSPENSION - (Ed. Code 48911) Students may be assigned the Opportunity Room / In-House Suspension for a full day or for a number of periods during the school day. The Opportunity Room / In-House Suspension program provides additional support for students that are insubordinate, disorderly, habitually truant from instruction, or disruptive. This option offers students a supportive environment with specialized curriculum, instruction, guidance, and other services to help students overcome barriers that keep them from learning. This class is not a permanent placement for students; rather, it is considered a short-term intervention.

HOME SUSPENSION – (Ed. Code 48900) Students are suspended for infractions that violate California Education Code 48900. Students that are assigned home suspension must remain under their parental or guardian's supervision during the suspension period. Suspended students may not be at school or in the community during school hours. **Violating Suspension Rules:** Students are considered in violation of suspension if they are on campus, within sight of the school, in attendance at any school related activity, or on any school campus in the district. Violating suspension rules is a serious offense.

INTERVENTION BEHAVIOR CLASSES OR COUNSELING: (Student Support Policy-Board Policy 5555) Participation is determined by parent, student and school officials, as needed or as often as opportunities are offered.

- **COMMUNITY SERVICE/WORK PROGRAM:** Students may volunteer to work on campus or assist teachers to clear some detention time. Students may also work on school grounds as determined by parent, student or contract agreements. See the Discipline Office for more information.

Parents/Guardians: feel free to contact the Discipline Office at ext. 4111 at any time to ask for more information.

PROGRESSIVE DISCIPLINE AND INTERVENTIONS Continued...

The following sections outline school infractions and the consequences for engaging in these infractions. Disciplinary action is deemed progressive and may vary based on the severity of the infraction and student disciplinary history.

Controlled Substances (Under the Influence or Possession) of Alcohol and/or Other Intoxicants: Drugs, Alcohol, & Weapons are a violation (Board Policy 5495)

The Board of Education of the Norwalk-La Mirada Unified School District recognizes that the use of alcohol and other drugs adversely affects a student's ability to achieve academic success, is physically and emotionally harmful, and has serious social and legal consequences. The Governing Board of Education may take action to mandate counseling, suspend, transfer or expel a student upon finding that the student has violated Education Code, Section 48900 or 48915. Disciplinary actions for unlawful use and/or possession, or being under the influence of a controlled substance, alcohol, or an intoxicant of any kind, except for possession for sale, per board policy:

- **BP 5495- First Offense – Recommendation for Drug/Alcohol Education Classes or Involuntary Transfer of School**
On the **first occasion** of unlawful use, possession (except possession for sale), or being under the influence of a controlled substance, alcohol, or intoxicant of any kind, the involved student will be **suspended and referred to the District Guidance Committee for possible transfer** to another school. If at the District Guidance meeting, **the student and parent commit to enrolling in a voluntary drug and alcohol education program, the transfer will be suspended** and the student will be allowed to remain at the home school. The student and parent must show proof of enrollment within ten days of the District Guidance meeting. If the drug and alcohol program is not completed within the specified time noted, the student will immediately be transferred to the site recommended by the District Guidance committee.
- **BP 5495- Second Offense – Recommendation for Involuntary Transfer or Expulsion**
On the **second occasion** of unlawful use or possession (except possession for sale), or being under the influence of a controlled substance, alcohol, or intoxicant of any kind, the involved student will be recommended by the principal to the superintendent for **transfer to another school** (if a drug and alcohol education class has been attended). If the student has already been transferred to a different school for violation of BP 5495 because of failure to enroll and complete the drug and alcohol program, the student **will be recommended for expulsion from the school district.**
- **BP 5495- Third or Subsequent Offense – Recommendation for Expulsion**
On the **third or subsequent occasion** of unlawful use or possession (except possession for sale) or being under the influence of a controlled substance, alcohol, or intoxicant of any kind, the involved student **will be recommended by the principal to the superintendent for expulsion from the school district.**
- The intent of the Board of Education is to keep the District schools free of alcohol, tobacco and drugs. Consequently, the Board has established a comprehensive substance abuse prevention program that includes instruction, intervention, recovery support services, and enforcement; and ensures the provision of adequate human and material resources to support these efforts. Recognizing that keeping school free of alcohol, tobacco, and drugs is a major concern of the schools and the community, the Board actively supports cooperation between schools, parents/guardians, student law enforcement, and other appropriate community agencies and organizations which are involved in alcohol, tobacco, and drug prevention programs. The District provides K-12 sequential instructional programs that help students resist the use of alcohol, tobacco, and other drugs. This instruction includes information regarding the effects of these substances that have been identified as being harmful in prenatal development. Norwalk-La Mirada is a Tobacco Free School District in compliance with Healthy and Safety Code #24167. Student self-referral for prior alcohol and other drug abuse will not result in punishment. Students who disclose past use of alcohol, tobacco, and other drugs when seeking help from an intervention or recovery program shall not be punished or disciplined for past use.

Interventions shall be provided to help assist these students refrain from continued use. Interventions might include: District counseling, referrals to outside agencies, parent education programs, or after school alternative programs. The following local agencies have recovery programs: Los Angeles Centers for Alcohol and Drug Abuse (LA CADA) (562) 906-2681; California Smoker's Hotline (800)662-8887 (Telephone Based Counseling) – www.californiasmokershelpline.org; Tobacco-free California / www.tobaccofreeca.com . Southern California Alcohol & Drug Programs Inc. (562) 923-4545; American Cancer Society (562) 776-0201. Please speak to any school counselors for more information regarding additional agencies.

PROGRESSIVE DISCIPLINE AND INTERVENTIONS Continued...

Crowd Control: School officials can ask students to vacate an area or to walk an alternate route in the interest of ensuring student safety and maintaining order. Parents and students are asked to cooperate with school officials, who at times may not be able to fully disclose the nature of all requests for crowd control compliance. Students are reminded to stay away from potentially harmful incidents such as fights, verbal conflicts or non-instructional crowding. Any student who runs to a fight, draws a crowd, instigates a fight by aiding or abetting, records (audio/visual) and/or posts any student conflicts on the internet, will be suspended. Refusal to disperse after a fighting incident is overt defiance. [Ed. Code 48900 (q) & (k)]

City of Norwalk Daytime Curfew Law: In the City of Norwalk, it is unlawful for students under the age of 18 to be unsupervised in a public place between 8:30 a.m. – 3:00 p.m. on days when school is in session. Students will be cited with fines totaling up to several hundred dollars.

Civility Policy: Norwalk High School is committed to maintaining orderly educational and administrative processes in keeping schools and administrative offices free from disruptions and preventing unauthorized persons from entering school grounds. Members of the District staff will treat parents and members of the public with respect and expect the same in return. It discourages volatile, hostile or aggressive actions. (Board Policy 1350)

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

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

Enter/Exit: There are designated gates/entrances for students to enter during different times of the day and for different events. These procedures are in place to uphold peace and security on the campus. Students must not jump the fences or gates to enter onto the campus. Individuals using unauthorized methods of entering the campus will be interviewed and searched in order to confirm they do not pose a threat to our students. If a gate is locked or closed, please go to the gate that is open. The main office is always prepared to greet students and parents. (DO NOT JUMP THE GATES)

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

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

Gambling: Pitching coins, throwing dice, or engaging in any kind of gambling are examples of unacceptable behaviors. Groupings of students: Students are prohibited from grouping in such a manner, or in such numbers, that the group creates an intimidating, hostile, or offensive educational environment.

Harassment of Students – No student may verbally abuse or harass another student, threaten another student with bodily injury, or engage in any gang type activity. (Ed. Code 48900 (i) & (k)).

PROGRESSIVE DISCIPLINE AND INTERVENTIONS Continued...

Littering – Any student throwing food, ice or any object will be disciplined for misbehavior. Gum chewing is prohibited on campus and in the classroom. Per superintendent directive, there is no food or drink allowed in the classrooms.

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

Juvenile Citation Program – According to Ed. Code #5475, there are a few infractions that violate both Education Code and Penal Code. Infractions of school rules and penal codes are subject to being issued a citation establishing a date to appear in court. Students can receive a citation for violating truancy laws.

Open and overt defiance – Any student who persistently defies school rules and school authority will be considered defiant. Belligerence and hostility directed toward school authority or personnel are defiant actions. (Ed. Code 48900 (i) & (k)).

Punctuality- Attendance is a Priority!



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

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

We expect all students to be in class on time and ready to begin the learning process when the bell rings. The following consequences, for students who arrive tardy to class, can be modified, revised and amended by the school site at any time:

First & Second Tardies: Student receives Tardy Ticket (1-hour after-school detention) and ticket is forwarded to Discipline office **. Student is marked Tardy in Powerschool/roll book and the teacher will employ their classroom management strategies and consequences. Student may lose credit for opening assignment. The student will be counseled by teacher on the effects of tardiness.

Third Tardy

Student receives Tardy Ticket (1-hour after-school detention) and ticket is forwarded to Discipline office. Procedures first & second tardy are repeated. In addition to this, teachers will make Parent Notification (via teacher phone call or other means) stating that the student may receive a “U” in citizenship for this Quarter if tardiness continues. Parent contact is documented and forwarded to the Dean’s office to be entered in the Log Entries section of Powerschool.

Fourth Tardy

Student receives Tardy Ticket (1-hour after-school detention) and ticket is forwarded to Discipline office. Procedures first & second tardy are repeated. Parent contact is made by teacher requesting a parent meeting or tardy issue discussed via telephone or email. Parent contact is documented & forwarded to the Dean’s office. Student is issued a “U” for citizenship. An Electronic Tardy Alert is sent by Teacher to the Dean, Assistant Principal of Attendance and to the Attendance Interventionist.

Fifth Tardy and beyond

Student receives Tardy Ticket (1-hour after-school detention) and ticket is forwarded to Discipline office. Procedures first & second tardy are repeated. Student is referred to Dean of Students via Student Tardy Referral **. Fourth and Fifth Tardy protocol remain in place until behavior is changed. Excessive tardiness noted in student discipline file on Powerschool – disciplinary actions may include: Parent contact, Behavior & Attendance Contract, informal probation, Saturday School, in-house suspension, suspension, District Guidance referral, SST, SART, SARB, and/or DA Referral, loss of privileges, and may result in loss of work permit.

****If a student does not serve detention, he/she will be assigned Saturday School. If student does not serve an assigned Saturday School, he/she will be assigned in-house suspension. These will be assigned by the Discipline Office.**

PROGRESSIVE DISCIPLINE AND INTERVENTIONS Continued...

Profanity – Use of profanity while on campus or at any activity that is related to NHS, including off-campus events and summer school, will be subject to disciplinary actions. Vulgarity, obscenity and profanity are not acceptable at any time. Such acts are in violation of Ed. Code and /or Penal Code. (E.C. 48900 (i) & (k)). Any person who uses offensive words in a public place, which are inherently likely to provoke an immediate violent reaction, will be subject to citation for a crime or infraction. (BP 5475, PC 415)

Prohibited Items- Items such as cell phones, Bluetooth earpieces, earbuds, radios, I-Pods, headsets, cameras, CD players, video cameras, laser pens, scooters, skateboards, or other electronic devices cannot be used during instructional time. Any of these items seen or used during class time or during inappropriate times and on campus will be confiscated. Video cameras or other recording devices can only be used with administrative approval (EC 51512).

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

Sexual Harassment- Engaging in sexual harassment acts (verbal comments, gestures, and/or physical contact) will not be tolerated. Consequences may include suspension, involuntary school transfer, expulsion and/or criminal prosecution.

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

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

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

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



***TRUANCY IS A CRIME.....
ATTENDANCE IS A PRIVILEGE***

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

1. A conference will be held with the student, parent/guardian and school officials to develop an attendance contract and assignment to Saturday School. Students may be assigned one Saturday School for every 4 truancy marks on their attendance record.
2. The parent/guardian is obligated to compel the student to attend school. The parent/guardian who fails to meet this obligation may be guilty of an infraction of the law and be subject to prosecution subject to E.C. 48260.
3. A student who is truant for 10 days or for 20% of classes during any month will be referred to the School Attendance Review Team (SART) and may be subject to prosecution under E.C. 48264 that may include: program adjustments, alternative education programs, referral to the school psychologist, suspension, restrictions, and/or delay of the student's driving privilege pursuant to Section 13202.7 of the Vehicle Code.
4. If district resources do not result in a student's successful attendance, the student will be referred to the School Attendance Review Board (SARB), which was established by the State Legislature in 1974. SARB is comprised of parents, representatives of the school district, and members of the community at large, and its goal is to identify a solution or appropriate resources to resolve a student's attendance problem. SARB's goal is to assist students and families in alleviating those factors that interfere with their compliance of the compulsory education laws.
5. Failure to respond to directives of the SARB hearing will result in a legal complaint filed with the District Attorney's Office, or a petition will be filed with the juvenile court under *Welfare and Institutions Code* Section 601(b) or Section 300. These actions, which result in heavy fines, are usually reserved for the most serious cases and are used when more traditional and less obtrusive measures have failed to change a serious attendance problem.

Attendance Procedures



If you know that your child will be absent from school, please advise the Attendance Office on the morning of the absence. A student can also bring in a note signed by a parent or guardian verifying the reason for the absence. The note must include: 1) Student name and ID number, 2) Date of note, 3) Day and date of absence/tardy, 4) Reason for the absence/tardy*, 5) Parent signature and phone number.

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

Nikole Juhasz	Attendance Clerk (A-F)	(562) 868-0431	Ext.	4012
Cyndi McDonald	Attendance Clerk (G-O)	(562) 868-0431	Ext.	4113
Susan Padilla	Attendance Clerk (P-Z)	(562) 868-0431	Ext.	4109



If a student is to leave campus for an appointment during the school day, please notify the Attendance Office by written note or by telephone. The attendance technicians will prepare an Outside Pass for the appropriate time.

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

Upon return, the student must obtain a re-admittance slip from the Attendance Office in order to be admitted to class. The teacher will record any unverified absence as a cut until the absence is verified as excused. The student has 10 days to bring a note or the absence will be recorded as truancy. When a student is more than twenty (20) minutes late for a class, he/she is considered truant for the period.



ELIGIBILITY CRITERIA



Extracurricular and co-curricular activities are intended to involve the student in experiences that enrich or enhance their academic, social, physical, or cultural development and/or interests.

Definitions:

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

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

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

ELIGIBILITY RULES

- A. The California Interscholastic Federation (CIF) sets the minimum standards for High School athletic eligibility as: A student must be currently enrolled in a minimum of 20 semester periods of work and must have passed a minimum of 20 semester periods of work at the completion of the last regular school quarter (9 weeks). Effective July 1, 1984, "A student must be successfully progressing toward the graduation requirements and be maintaining the grade point average as set forth by the local board of trustees."
- B. In addition to the minimum CIF rules, extracurricular and Co-curricular eligibility in the Norwalk-La Mirada Unified School District requires satisfactory academic progress and citizenship. Failure to meet any one of these standards shall result in student ineligibility.
 1. **Academics:** A student shall maintain a "C" average (2.0) or better on a 4.0 scale during the previous quarter (9-12)/trimester (6-8).
 2. **Citizenship:** Utilizing a marking scale of "O", "S", "N", and "U", a student shall not receive more than two "U's" during the previous quarter. Citizenship shall not reflect attendance.

ELIGIBILITY RULES Continued

3. Students are encouraged to attend summer school and only improved grades resulting from summer school can be used in the calculation of the eligibility status.
4. Students shall not be required to meet the eligibility requirements in order to tryout for an activity.
5. Students running for positions in ASB shall not be required to meet district eligibility requirement to run for office, but must meet any and all requirements set forth in their respective ASB constitution.

INELIGIBILITY

- A. A student who fails to meet district academic and citizenship requirements shall be ineligible the quarter following a quarter (9 weeks) on probation. Incoming 9th graders are automatically on probation.
- B. The parents or guardians of each student who is removed from an activity as a result of ineligibility shall be notified in writing.
- C. Students enrolled in performance activity classes, i.e., all athletic teams, band, choir, chorus, dance, tall flag, drill team, forensics, cheer/song/pep leader units, ASB/class officers and drama shall be allowed to remain in the class but are ineligible for participation in performances.
- D. A student shall be declared eligible or ineligible based on the grading report calendar established by district Integrated Technology Services (ITS). All schools will use the same calendar.

SPECIAL CIRCUMSTANCES FOR INELIGIBILITY

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

PROBATIONARY PERIOD

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

RESPONSIBILITY

An important part of the school experience is the development of student responsibility, particularly as it applies to citizenship and academic achievement.

The student is responsible for seeking and taking corrective action to earn and maintain eligibility. The student should maintain a strong effort in academics and conduct themselves in class in an acceptable manner.

The teacher, advisor, coach, counselor, and site administration has the obligation to monitor and assist the student where appropriate and possible, through such activities as counseling, arranging for tutors, special study sessions, etc. Each school shall develop a plan to assist and monitor ineligible students. Such plans may involve academic coaches or other means to assist a student in developing a plan to earn eligibility.

TRANSFERS

Students from within or from outside of the district are eligible if they were eligible in their previous school.

A student adjusted for disciplinary reasons shall be ineligible for all levels of athletics and co-curricular activities for the period of the disciplinary sanction.

SUSPENSION

A student shall not take part in social, extra or co-curricular activities while on disciplinary suspension. This will include in-house suspensions lasting for the entire school day.

APPEALS

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

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



Norwalk High School



Loyal to Norwalk, Alma Mater true,

Guide of our dreams and of the deeds we do.

We sing thy praise from purple mountains to the sea,

Norwalk, our Alma Mater, Hail to Thee

We will remember, these our golden years

Hearing the echoes of our ringing cheers,

Failure or victory, still our loyalty will be,

Norwalk, our Alma Mater, Hail to Thee!



*We are Champions, We are ...
Lancers!*