

THE NORMAN HOWARD SCHOOL

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A Sense of Belonging and a Safe Environment to Learn & Grow

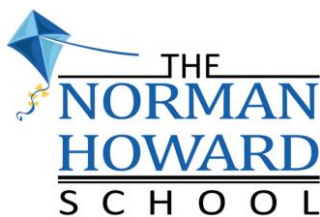
2023-2024

Student/Parent Handbook

THE NORMAN HOWARD SCHOOL

# 2023-2024 Student/Parent Handbook

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The Norman Howard School  
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Rochester, NY 14623  
Phone 585.334.8010  
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[www.normanhoward.org](http://www.normanhoward.org)

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## Norman Howard School | 2023-2024 Academic Calendar

July 2023						
Su	M	Tu	W	Th	F	Sa
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30	31					

August 2023						
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September 2023						
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October 2023						
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November 2023						
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December 2023						
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31						

July	
4	Independence Day

August	
29-31	Staff Orientation

September	
4	Labor Day
5	Conference Day-No School
5	New Family Orientation
6	First Day of School

October	
4	Half Day for Students
5	Curriculum Night
6	Interims Due
9	Columbus Day-No School
20	Conference Day-No School

November	
8	Half Day for Students
9	Q1 Report Cards Due
10	Veterans Day-No School
16	Admissions Open House
22-24	Thanksgiving Recess-No School

December	
1	Conference Day-No School
13	Half Day for Students
15	Interims Due
25-29	Holiday Recess-No School

January 2024						
Su	M	Tu	W	Th	F	Sa
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February 2024						
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March 2024						
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April 2024						
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May 2024						
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June 2024						
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23	24	25	26	27	28	29
30						

January	
1	New Year's-No School
10	Half Day for Students
11	Admissions Open House
15	M.L.K. Day-No School
23-26	Regents Exams
28	Q2 Report Cards

February	
7	Half Day for Students
19-23	President's Week-No School

March	
6	Half Day for Students
8	Interims Due
14	Admissions Open House
21	Celebration of Success
22	Conference Day-No School
29	Spring Break-No School

April	
1-8	Spring Break-No School
17	Half Day for Students
19	Q3 Report Cards

May	
15	Half Day for Students
23	Interims Due
24	No School
27	Memorial Day-No School

June	
4	Next Gen Algebra 1 Regents
13	Last Day of Classes
14-25	Regents Exams
17	Rating Day
19	Juneteenth-No School
28	Rating Day
28	Graduation

## **Introduction**

### **Our Mission**

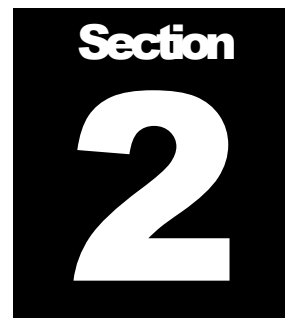
The Norman Howard School (NHS) fosters the academic and social emotional growth of students with learning needs using an individualized approach. The school's supportive community promotes students' development as respectful, responsible, resilient citizens. The school promotes the understanding of diverse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

### **About NHS**

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

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

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



## 2023-2024 NHS Staff

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

### Administration

Joseph Martino  
Rosemary Hodges  
Renee Widor  
Susan Dieter  
Rebecca Ferri  
Julie Murray  
Christopher Zupcak

Chief Executive Officer  
Director of Education  
Director of Students  
General Counsel & Chief Operations Officer  
Director of Development and Communications  
Associate Director of Admissions & Special Events  
Director of Finance

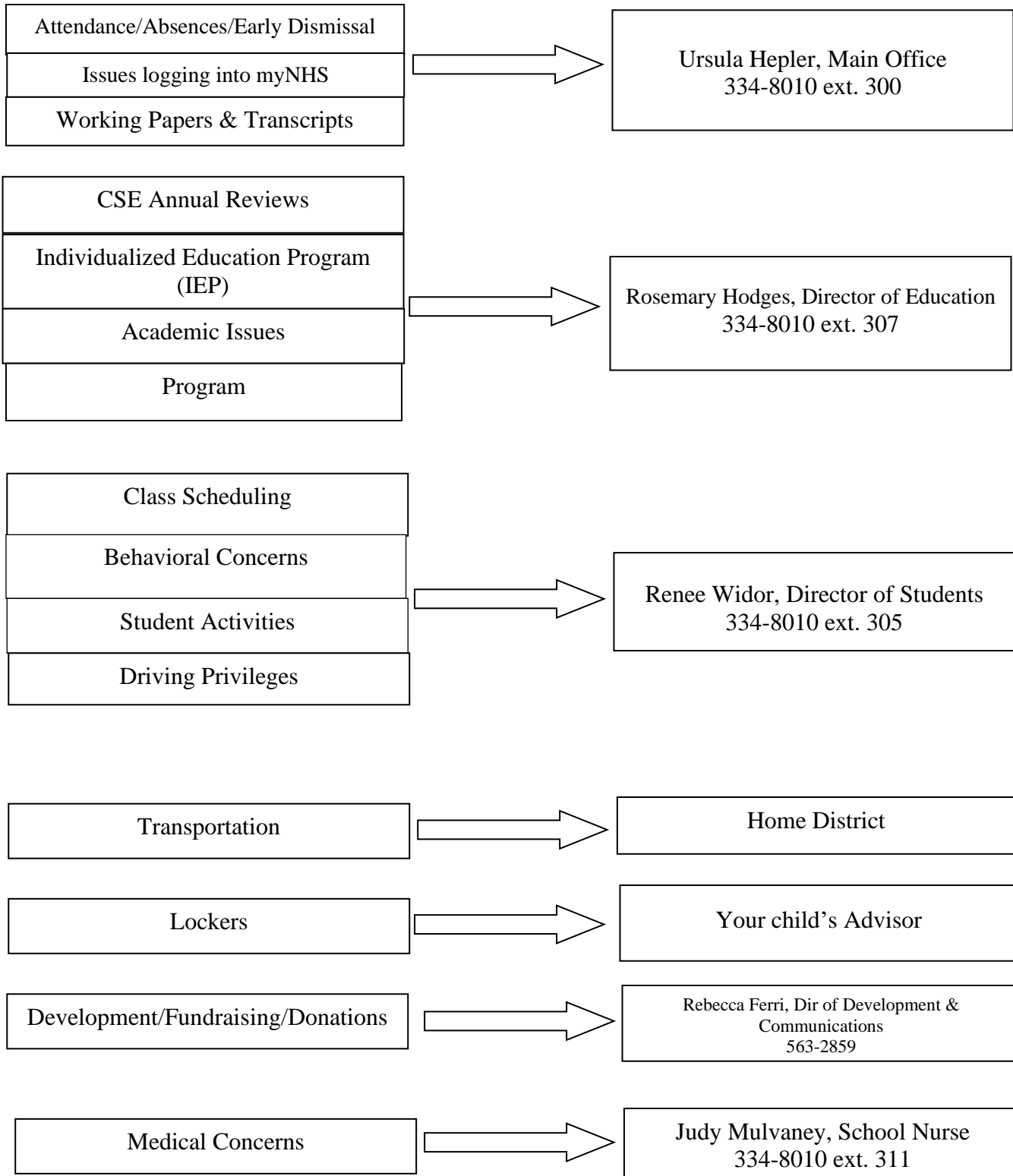
### Support Staff

Ursula Hepler  
Judy Mulvaney

Office Manager - Main Office  
School Nurse

# When You Have a Question

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



## Contacting Us

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

[www.normanhoward.org](http://www.normanhoward.org)

<b>Main Number</b>	<b>585-334-8010</b>
<b>Fax Number</b>	<b>585-334-8073</b>

Please “Like” and follow **The Norman Howard School on Facebook!** Our Facebook page is a great way to stay current with school events & activities. [facebook.com/normanhowardschool/](https://facebook.com/normanhowardschool/)

## NHS Communications

Please login to your child's Google Classroom and myNHS account to view homework and grades.

The NHS newsletter is sent home weekly to parents via email. The newsletter contains important school information. If you do not receive it, please notify Renee Widor at [rwidor@normanhoward.org](mailto:rwidor@normanhoward.org).

## Advising

**Each student is assigned an advisor** whose job it is to support the individual student's needs and monitor his/her overall progress at NHS. Your child's advisor will provide you with updates via telephone calls, in-person meetings and/or e-mail. We encourage you to contact individual teachers if you have specific questions or concerns regarding an academic content area. Also, we recommend that parents let their child's advisor know what their preferred form of communication is (phone, e-mail, etc.) along with the best times of day to be reached. Our expectation is that communication between the family and advisor will take place every two weeks during the school year. Do not wait for the advisor to contact you if there is something you would like to discuss.



## **General Information**

### **Attendance Policy**

#### **Philosophy**

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

#### Statement of Overall Objectives

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

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

# Description of Strategies to Meet Objectives

## *The Norman Howard School will:*

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

## Determination of Excused and Unexcused, Tardiness and Early Departures

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

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

## Student Attendance Recordkeeping

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

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

## Attendance Incentives

To encourage attendance, The Norman Howard School will explore and implement grade/age-appropriate strategies and programs.

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

The Office Manager or the School Nurse may notify by telephone the parent/guardian of a student who is absent.

**SIGNING IN & OUT:** Any student leaving the building must have prior written permission from a parent/guardian on file for that date/time and must sign out in the Main Office.

## Make Up Policy

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

## School Closings

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

**NHS makes an independent determination for school closing** and does not follow any one district. Please download the Remind app to receive a text message about school closings. The "class code" is @c7fhc32. You may also check Norman Howard's Facebook page or the following television stations, as well as their websites, for the latest school closing information. If you do not receive a text message OR see the listing on our Facebook page by 6:15 a.m. then school will be in session and in person. If the school building is closed due to inclement weather, students are expected to login to Google Meets for virtual instruction, unless otherwise indicated.

WROC – Channel 8

WHEC – Channel 10

WOKR – Channel 13

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

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

## Cell Phones

A student may possess a cell phone provided it is used in accordance with the school's policy. Cell phones must be turned in during homeroom and may be collected at dismissal. Cell phone policy violations can result in the device being confiscated by staff and given to administration. First offense: the cell phone will be returned to the student at dismissal. Repeated offenses: the cell phone will be released to a parent or legal guardian. If there is a suspicion concerning violation of other school rules or potential criminal activity using the cell phone, the phone may be turned over to law enforcement officials. Students will assume risk when bringing such devices to school.

## Bus Transportation

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

## Parent/Alternate Transportation

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

- Parents picking up students at dismissal should line up with buses on the north side. PLEASE contact the Main Office prior to 2:30 p.m. if there is a change in your child's dismissal so we know not to put your child on his/her bus. Parents picking up their child will be asked to park in the car pickup line in the north parking lot so we can double check that all students are accounted for on our pickup list. Parents should bring ID and follow the one-way flow of traffic and should not exit the parking lot until all students are loaded and buses have departed.

## Visitors to NHS

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

## NHS Parent Association

We encourage parents to get involved with The Norman Howard School by joining the NHS Parent Association (PA). The PA meets during the school year to plan social events, fundraisers, and the annual faculty appreciation lunch. The meetings are informal and all are welcome! Please join their page on Facebook –*Parents Association of the Norman Howard School* to get involved! (If you do not have Facebook, please contact Julie Murray at [jmurray@normanhoward.org](mailto:jmurray@normanhoward.org) and she will connect you with the PA.)

## Lunch

Students must bring lunch from home and may store their lunch in their locker or the refrigerator in the kitchen. (Please note: the school does not provide utensils or napkins.) There is supervised access to microwaves in the school kitchen for heating or re-heating foods. Pizza, from Cam's, will be sold on Mondays and Fridays as a fundraiser for high school activities. High sugar, high caffeine or energy drinks are not allowed. Students are encouraged to bring a nutritious lunch to school.

## Snack Attack

Snack Attack is a school-operated store held before homeroom from 8:15 – 8:25 a.m. that offers students a chance to purchase a variety of snacks. Snacks may include breakfast bars, yogurt, juice, bagels, and cream cheese.

## Driving Policy and Privileges

The NHS parking lot must accommodate our staff and allow access for buses from 30 school districts to deliver our students to and from school. There are a limited number of parking spaces available for student use. Seniors will be given priority along with students who are involved in a vocational, college or transition program. Driving to school is a privilege and can be revoked due to academic, behavioral or safety concerns. To drive, students must complete and turn in the NHS Parking Privilege Application to Mrs. Widor.

# Mandatory Standardized Dress Code

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

## TOPS

### SHIRTS

- White, blue, black, or gray oxford, dress shirt, polo, turtleneck or collared blouse; long-sleeve or short-sleeve with no writing or graphics
- Official NHS t-shirt or NHS hoodie

### SWEATERS/BLAZERS

- Any solid-colored vest with no writing or graphics
- Any solid-colored long-sleeve lightweight fleece or sweater, non-hooded
- Any solid-colored blazer with no writing or graphics

### JUMPER/DRESS/SKIRT

- Any solid-colored navy, black, gray, or khaki-colored jumper, dress or skirt no more than 3 inches above the knee

## BOTTOMS

### PANTS/SHORTS/CAPRI

- Navy, black, gray or khaki-colored pants or leggings, excluding jeans and sweatpants
- Shorts must be no more than 3 inches above the knee

## GUIDELINES FOR ALL STUDENTS

- Outdoor jackets, coats, heavy down vests, hoodies (other than the NHS hoodie), hats, or sunglasses may not be worn in the classroom.
- Clothing should provide coverage that is not revealing. Clothing that exposes the midriff or under garments is not acceptable.
- Clothing should be neat, clean, and appropriate, not ripped, torn or frayed.
- Students who are on a district sports team will be allowed to wear team jerseys or whatever is indicated as district designated dress for game days.
- Students who go to another educational placement during the school day, or to a job after school, will be allowed to change into other clothes prior to departure, if desired.
- Any clothing or accessory that is likely to cause a disruption or distraction from school activities is considered inappropriate for students to wear during the school day as outlined in the Code of Conduct. A school administrator will decide if clothing or an accessory is inappropriate.

**NHS T-SHIRTS & NHS HOODIES** may be purchased through Lands End, [www.landsend.com](http://www.landsend.com). Click the School tab and shop School Uniforms under The Norman Howard School or use our School Number: 900155532. There will be two spirit wear sales during the school year.

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

**JEANS DAY FRIDAYS**—Students will be allowed to wear jeans, without holes, the last instructional Friday of each month. The Senior Class also runs a fundraiser on Jeans Day to raise money for their activities. Students may pay \$1 to wear a hat all day and \$2 to wear a non-NHS hoodie. If students do not want to pay \$2 to wear a non-NHS hoodie then they must be in a dress code shirt.

### **Religious or Health Accommodations**

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

#### **Procedures for Exemption**

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

### **Instructional Technology & Internet Usage**

The Norman Howard School provides Chromebooks to all students for educational use. After students sign the Acceptance Use Policy, they will receive their own Chromebook device to be used in school and at-home. It is the student's responsibility to treat the device with care (not dropping it, getting it wet, leaving it somewhere, losing it, or submitting it to extreme conditions, temperatures, or abuse). The student also should not remove any school software or physically modify the device in any way to repair, upgrade, or alter it. It is the student's responsibility to return the device at the end of the year in good, working condition. If the student's assigned Chromebook becomes physically damaged in any *accidental* way that requires repair (broken screen, keys falling off, cracked device, etc.), the student is responsible for a \$150 replace/repair fee. The student won't receive a new replacement or repaired Chromebook until the \$150 fee has been paid by the student. If the student's assigned Chromebook becomes physically damaged in any *intentional* way that requires repair (smashed screen, keys peeled off, physical abuse, etc.),

or *is lost or stolen*, the student is responsible for the full \$350 replacement cost. If a replacement charger is needed, the student is responsible for a \$35 fee.

Individual users of the NHS computers and computer network are responsible for their behavior and communications over the network. It is presumed that users will comply with both the NHS Acceptable Use Policy (AUP) and will honor the agreements they have signed. Beyond clarification of the policy, NHS is not responsible for restricting, monitoring, or controlling the communications of individuals utilizing the network.

The Norman Howard School is committed to providing learners of all backgrounds authentic opportunities to use technology daily so that it might become a healthy part of their lives not only in learning, but in responsible socialization, communication, planning and organization.

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

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

## Nursing Services

New York State law requires that each child in a school district has a health examination prior to entering school, (and when first entering The Norman Howard School) and again in the first, third, fifth, seventh, ninth and eleventh grades. Additionally, new entrants to The Norman Howard School, students wishing to play interscholastic sports, and students desiring work permits must have an annual health examination. These health appraisals may be done up to one year before your child begins these grades, i.e. after September 1, 2022 for the 2023-24 school year.

### Medications

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

1. The medication permission form must accompany all prescription and non-prescription medications. Inhalers and over-the-counter medications are the only medications that may be carried by a student and self-administered. The physician and parent must sign the medication form where indicated for self-administering medications.
2. All medications must be brought in their original containers. All prescription medication must have the following information: Name of student, date, name of medication, dosage, time medication is to be taken, frequency, and physician's name. Ask your pharmacist to give you another labeled bottle for school. Please do not send any medications in unmarked containers, as they will not be accepted.
3. Students may not transport medications to and from school.
4. If your child needs a non-prescription medicine to get through the day (e.g., Ibuprofen, Tylenol, cough syrup), it is the parent's responsibility to provide the medication. The medication form must be completed and signed by a physician and parent for all non-prescription medications. Please be specific and indicate the dose your child takes.
5. Medication forms are available in the Health Office.

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

## Field Trips

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

Students wishing to attend field trips must submit the following:

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

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



## NHS Positive Behavior Intervention and Supports (PBIS)

One of the foremost advances in schoolwide discipline is the emphasis on schoolwide systems of support that include proactive strategies for defining, teaching, and supporting appropriate student behaviors to create positive school environments. Instead of using a piecemeal approach of individual behavioral management plans, a continuum of positive behavior support for all students within a school is implemented in areas including classroom and non-classroom settings (such as hallways, buses, and restrooms). Positive behavior support is an application of a behaviorally-based systems approach to enhance the capacity of schools, families, and communities to design effective environments that improve the link between research-validated practices and the environments in which teaching and learning occur. Attention is focused on creating and sustaining Tier 1 supports (universal-whole school), Tier 2 supports (targeted group), and Tier 3 supports (individual) systems of support that improve lifestyle results (personal, health, social, family, work, recreation) for all children and youth by making targeted behaviors less effective, efficient, and relevant, and desired behavior more functional.

Classroom PBIS practices include preventative and responsive approaches that may be effectively implemented with all students in a classroom and intensified to support small groups or a few individual students. Classroom PBIS strategies are important tools to decrease disruptions, increase instructional time, and improve student social behavior and academic outcomes, which is critical as schools are held to greater accountability for student outcomes and teacher effectiveness. Although individual teachers may implement PBIS in their own classrooms regardless of the broader school context, the effects of classroom PBIS strategies are maximized by:

- (a) implementing within a school-wide multi-tiered behavioral framework (MTBF), like school-wide PBIS
- (b) directly linking classroom and school-wide expectations and systems
- (c) merging classroom PBIS strategies with effective instructional design, curriculum, and delivery
- (d) using classroom-based data to guide decision making. The following school- and classroom-level supports should be in place to optimize the fidelity and benefits of implementation.

<https://www.pbis.org/>

Norman Howard PBIS Programs included but are not limited to:

Skill Development  
Integrated SEL programs  
Service-Learning  
Community Services  
Family & Community programs  
Bullying preventions  
Best Buddies

Mentoring younger students  
Rethinking behavior training, PD  
Academic Support Services  
Restorative Practice  
Explicit Instruction on school wide expectations  
School wide behavior expectations  
Faculty mentor (advisory) periods

Attending the Norman Howard School is a great privilege. It is expected that students will follow the school expectations (Respectful, Responsible & Safe). These expectations are clearly and explicitly taught to students based on where the student may be in the building. The matrix on the following page is used to support the teaching process.

**Be Respectful****Be Responsible****Be Safe**

	<b>Be Respectful</b>	<b>Be Responsible</b>	<b>Be Safe</b>
<b>Arrival Before Homeroom</b>	<ul style="list-style-type: none"> <li>* Please take off your hat once inside the building.</li> <li>* Keep your hands and feet to yourself.</li> <li>* Eat only in designated areas.</li> </ul>	<ul style="list-style-type: none"> <li>* Arrive to school on time.</li> <li>* Go directly to Homeroom upon arrival and then proceed to your locker.</li> <li>* Turn off and put away all ECDs when entering school.</li> <li>* Keep your materials with you.</li> </ul>	<ul style="list-style-type: none"> <li>* Walk as you enter the building and when inside the building.</li> <li>* Sit only on chairs and benches.</li> </ul>
<b>Hallway</b>	<ul style="list-style-type: none"> <li>* Keep your hands and feet to yourself.</li> <li>* Be aware of personal space.</li> <li>* Accept different perspectives.</li> </ul>	<ul style="list-style-type: none"> <li>* No technology use.</li> <li>* Be on time to class.</li> <li>* Have a pass when out of class.</li> </ul>	<ul style="list-style-type: none"> <li>* Allow free passage.</li> <li>* Use every step when going up or down the stairs.</li> </ul>
<b>Classroom</b>	<ul style="list-style-type: none"> <li>* Keep hands and feet to yourself.</li> <li>* Leave the workspace clean.</li> <li>* Accept different perspectives.</li> </ul>	<ul style="list-style-type: none"> <li>* Come to class ready to learn and with your materials.</li> <li>* Self-advocate appropriately.</li> <li>* Listen and follow directions.</li> <li>* Predict the consequences of your behavior.</li> </ul>	<ul style="list-style-type: none"> <li>* Use classroom materials appropriately.</li> <li>* Sit only on chairs.</li> </ul>
<b>Medill Commons/ Kitchen</b>	<ul style="list-style-type: none"> <li>* Wait your turn.</li> <li>* Keep your hands and feet to yourself.</li> <li>* Use please and thank you when talking to adults serving food.</li> </ul>	<ul style="list-style-type: none"> <li>* Get everything you need before you sit down.</li> <li>* Use manners - please, thank you, excuse me.</li> <li>* Throw your trash away in the trash can.</li> <li>* Speak quietly.</li> </ul>	<ul style="list-style-type: none"> <li>* Walk</li> <li>* Use a single file when entering and leaving the kitchen or Medill Commons</li> <li>* Ask if you need help operating an appliance.</li> </ul>
<b>Theater</b>	<ul style="list-style-type: none"> <li>* Follow teacher directions.</li> <li>* Be quiet during presentations.</li> <li>* Keep your hands and feet to yourself.</li> </ul>	<ul style="list-style-type: none"> <li>* Sit with your grade level section.</li> <li>* No food or drink in the theater.</li> <li>* Stay seated until excused by an adult.</li> <li>* Keep your feet on the floor.</li> </ul>	<ul style="list-style-type: none"> <li>* Walk when entering and exiting the theater.</li> <li>* Adult supervision is required when in the theater area.</li> </ul>
<b>Dismissal</b>	<ul style="list-style-type: none"> <li>* Proceed directly to your bus.</li> <li>* Be on time.</li> </ul>	<ul style="list-style-type: none"> <li>* Walk directly and quietly to your exit.</li> <li>* Keep your books and belongings with you.</li> <li>* Notify bus driver of any riding changes.</li> </ul>	<ul style="list-style-type: none"> <li>* Walk to your bus.</li> <li>* Look for moving vehicles when in the parking lot.</li> <li>* Stay on the sidewalk while waiting for your bus.</li> </ul>
<b>Bathroom</b>	<ul style="list-style-type: none"> <li>* Allow privacy.</li> </ul>	<ul style="list-style-type: none"> <li>* Wash your hands before leaving.</li> <li>* Throw trash/hygiene products in appropriate place.</li> <li>* Report problems to the Main Office.</li> </ul>	<ul style="list-style-type: none"> <li>* Open door slowly when entering.</li> </ul>

Discipline is most effective when it deals directly with the problem at the time and place it occurs, and in a way that students view as fair and impartial. School personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the students' ability to grow in self-discipline. Disciplinary action, when necessary, will be firm, fair and consistent so as to be the most effective in changing student behavior. Fairness means that all students will be held accountable for all aspects of student conduct and will be afforded "due process" as defined in this document. Consistency is defined as the school's process of addressing all instances of misconduct in a firm and fair manner.

In determining the appropriate disciplinary action, school personnel authorized to impose disciplinary penalties will consider the following:

1. The student's age
2. The nature of the offense and the circumstances which led to the offense
3. The student's prior disciplinary record
4. The effectiveness of other forms of discipline
5. Information from parents, teachers and/or others, as appropriate
6. The student's grade level
7. Other extenuating circumstances

As a general rule, discipline will be progressive. This means that a student's first violation will usually merit a lighter penalty than subsequent violations.

A student identified as having a disability shall not be disciplined for behavior related to his/her disability. Discipline, if warranted, shall be administered consistent with the separate requirements of this code of conduct for disciplining students with a disability or presumed to have a disability.

#### **A. Penalties**

Students who are found to have violated the code of conduct may be subject to the following penalties, either alone or in combination. The school personnel identified after each penalty are authorized to impose that penalty, consistent with the student's right to due process.

- Oral warning – any member of the staff
- Written warning – school counselors, teachers, teaching assistants, school administrator
- Written notification to parent – school administrator
- Detention – school administrator
- Suspension from social or extracurricular activities – activity advisor/director, school administrator
- Suspension of other privileges – school administrator
- In-school suspension – school administrator
- Removal from classroom by teacher – teachers, school counselors, school administrator
- Short-term (five days or less) suspension from school – school administrator
- Long-term (more than five days) suspension from school – student's home district for district placed students
- Permanent suspension from school – student's home district for district placed students

# Student Harassment and Bullying Prevention and Intervention

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

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

## DEFINITIONS

### **Harassment**

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

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

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

## Bullying

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

- **An Imbalance of Power:** Children who bully use their power, such as physical strength, access to embarrassing information, or popularity, to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- **The Intent to Cause Harm:** The person bullying has a goal of causing harm.
- **Repetition:** Bullying behaviors generally happen more than once or have the potential to happen more than once.

Examples of bullying include but are not limited to:

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

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

## Discrimination

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

Renee Widor  
Director of Students  
The Norman Howard School  
275 Pinnacle Road  
Rochester, New York 14623  
Telephone No.: 585-334-8010, ext. 305  
Email: [rwidor@normanhoward.org](mailto:rwidor@normanhoward.org)

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

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

## **Hazing**

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

Under the Penal Law 120.17, it is also considered hazing, even when physical injury does not occur, if a person intentionally or recklessly engaged in conduct during the course of another person's initiation into or affiliation with any organization, which created substantial risk of physical injury to such other person or a third person.

## **Prevention**

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

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

## **Intervention**

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

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

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

## **Provisions For Students Who Do Not Feel Safe At School**

The Norman Howard School acknowledges that, notwithstanding actions taken by staff, intervention might require a specific, coordinated approach, if a student does not feel safe at school. Students who do not feel safe at school are limited in their capacity to learn and reach their academic potential. Staff, when aware of incidents of

discrimination, harassment, bullying, taunting or intimidation should determine if accommodations are needed in order to help ensure the safety of the student and bring this to the attention of an administrator. The administrator(s), other appropriate or designated staff, the student and the student's parent/guardian will work together to define and implement any needed accommodations.

## **Training**

The Norman Howard School recognizes that professional development is needed to implement an effective discrimination, harassment, and bullying prevention and intervention program. Professional development opportunities to support this program will be provided to all staff as needed.

A staff member referred to as the Dignity Act Coordinator was trained in accordance with state requirements and will continue his/her professional development so as to successfully support this policy and program. Renee Widor is the Dignity Act Coordinator for the Norman Howard School. She can be contacted by email at [rwidor@normanhoward.org](mailto:rwidor@normanhoward.org), by phone at 585-334-8010, ext. 305, or by regular mail at:

Renee Widor  
Director of Students  
The Norman Howard School  
275 Pinnacle Road  
Rochester, New York 14623

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

## **Reporting and Investigation**

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

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

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

## **Disciplinary Consequences/Remediation**

While the primary focus of this policy is on prevention, acts of discrimination, harassment and bullying may still occur. When such acts occur, student offenders will be given the clear message that their actions are inappropriate and will not be tolerated because they are inconsistent with the concepts of tolerance and respect for others and



the fostering of civility in order to provide a safe and supportive school environment for all students. Student offenders must further be advised that their behavior must improve. Student offenders will receive in-school guidance on making positive choices in their relationships with others. If appropriate, disciplinary action will be taken by the administration in accordance with the school's code of conduct as applicable. If the behavior rises to the level of criminal activity, law enforcement will be contacted.

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

### **Non-Retaliation**

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

### **Sex Discrimination, Sexual Harassment, and Sexual Assault**

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

Examples of prohibited sexual harassment include:

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

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

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

Any student who feels he or she has been discriminated against on the basis of sex, including sexual harassment or sexual assault, or discriminated against on the basis of race, color, national origin, age, sexual orientation, disability, or any other legally protected basis, should promptly report the matter to any School administrator or to Renee Widor, who is the School's Title IX Coordinator (and Coordinator under Section 504, Title VI, and the Age Act)

for student complaints. Mrs. Baker may be reached in person, by telephone, by mail, or by email at the following:

Renee Widor  
Director of Students  
The Norman Howard School  
275 Pinnacle Road  
Rochester, New York 14623  
Telephone No.: 585-334-8010, ext. 305  
Email: [rwidor@normanhoward.org](mailto:rwidor@normanhoward.org)

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

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

The School's Title IX Coordinator will arrange for a prompt investigation of the matter. The complaining party and the accused party will each be permitted to provide witnesses and other evidence regarding the alleged discriminatory or harassing incident. The School will handle the investigation in as confidential a manner as possible consistent with the School's need to determine the facts. Questions about confidentiality should be directed to the Title IX Coordinator. It is expected that most complaints will be processed within 30 days, although a longer time frame may be necessary where complex or multiple incidents are involved. The School will determine the outcome of the complaint based on a preponderance of the evidence standard, i.e., whether it is more likely than not that the alleged harassment or discrimination occurred. The parties will be notified in writing of the outcome of the School's investigation. For sex-based discrimination or harassment that occurs in an educational program or activity under Title IX, grievances must follow the School's Title IX Policy & Grievance Procedure <https://www.normanhoward.org/title-ix-dasa>,

[https://4542d0d5-b065-4ff9-8ca7-1c21ca4f6e31.filesusr.com/ugd/752128\\_63e16dde378d491c9d34a20edd8f2bec.pdf?index=true](https://4542d0d5-b065-4ff9-8ca7-1c21ca4f6e31.filesusr.com/ugd/752128_63e16dde378d491c9d34a20edd8f2bec.pdf?index=true)

The Title IX Coordinator can assist in determining whether the School's Title IX Policy & Grievance Procedure applies.

### **Disciplinary Consequences/Remediation**

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

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

## **Non-Retaliation**

Students and their parents or guardians who raise concerns and submit complaints of sexual or other harassment or discrimination in good faith may do so without fear of reprisal. The School prohibits retaliation of any kind due to the filing of a complaint of harassment or discrimination under Title IX or any other federal, state, or local statute, or against any person who has participated in the investigation of such a complaint. Any student or other person who believes they have been subject to prohibited retaliation should immediately notify the Title IX Coordinator.

## **Policy Review and Modification**

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

# **Internet Safety Policy for Norman Howard School**

## **Introduction**

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

## **Definitions**

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

## **Access to Inappropriate Material**

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

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

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

## **Inappropriate Network Usage**

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

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

## **Education, Supervision and Monitoring**

It shall be the responsibility of all members of the Norman Howard School staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the

Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act.

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

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

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

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

CIPA definitions of terms: minor. The term "minor" means any individual who has not attained the age of 17 years. Technology Protection Measure. The term "technology protection measure" means a specific technology that blocks or filters Internet access to visual depictions that are:

1. Obscene, as that term is defined in section 1460 of title 18, United States Code;
2. Child pornography, as that term is defined in section 2256 of title 18, United States Code; or
3. Harmful to minors. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:
  1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
  2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
  3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.Sexual act; sexual contact. The terms "sexual act" and "sexual contact" have the meanings given such terms in section 2246 of title 18, United States Code.

## The ABC's of Conduct at The Norman Howard School

<b>A.M. Drop Off</b>	All students are to be dropped off at the south entrance. They are to enter the building and go directly to Homeroom. No students may be outside the building unsupervised.
<b>Assemblies</b>	File quietly and orderly into the theater; sit in assigned grade area; no food, drink, gum or candy is allowed in the theater. Please be respectful. Students removed from an assembly will be unable to return to the assembly and can lose the privilege of attending future assemblies.
<b>Attendance</b>	Attendance is taken every class. Families will be notified if a student is absent.
<b>Cell Phones</b>	<p>A student may possess a cell phone provided it is used in accordance with the school's policy. Cell phones must be turned in during homeroom and may be collected at dismissal. Cell phone policy violations can result in the device being confiscated by staff and given to administration.</p> <p>First offense: the cell phone will be returned to the student at dismissal. Repeated offenses: the cell phone will be released to a parent or legal guardian. If there is a suspicion concerning violation of other school rules or potential criminal activity using the cell phone, the phone may be turned over to law enforcement officials. Students will assume risk when bringing such devices to school.</p>
<b>Cheating and Plagiarism</b>	A student shall not plagiarize, that is use someone else's writing, ideas, or work and claim it as one's own. Plagiarism and/or cheating on homework, tests and/or assignments is prohibited and will result in a grade of "zero" for that homework assignment or test. Parents will be notified.
<b>Computers/Technology</b>	Inappropriate use of computer hardware or software and/or misuse of other technologies will result in loss of computer/technology privileges. Students are expected to take their Chromebook to and from school <u>every</u> day.
<b>Damage to School Property</b>	Causing damage to school property does not follow the expectations outlined for students. Consequences may follow for causing damage.
<b>Disrespecting School Personnel</b>	All staff of NHS warrant proper respect. Any disrespectful or inappropriate words or actions directed at school personnel will be addressed.
<b>Dress Code</b>	All students are expected to follow the standardized dress code policy.
<b>Driving Privileges</b>	Due to limited parking, only a limited number of students may drive to NHS. Students must complete the driving permission form and submit it to Renee Widor, Director of Students, for approval.
<b>Drugs and Alcohol</b>	Drug and alcohol use is strictly prohibited. Students in possession of drugs or alcohol will be on long-term suspension. CSE will be notified.
<b>Events/Field Trips</b>	Rules of conduct at school also apply on field trips and school sponsored events.
<b>Hands on</b>	Hands and feet are to be kept to yourself. Incidents of "hands on" will be dealt with at the discretion of staff/administration.

<b>Harassment</b>	All students have the right to feel safe at NHS. Harassment will not be tolerated in accordance with the NHS Dignity Act, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title VI of the Civil Rights Act of 1964, and the Age Discrimination Act of 1975 and their implementing regulation.
<b>Hats</b>	No hats are to be worn in the building. Students will be asked to put these items in their locker during the school day.
<b>Leaving Class or School</b>	Students may not leave class or school without permission. A note signed by a parent must be presented to the Main Office for a student to be excused during school hours. Sign in/out at the Main Office when arriving at school late or leaving school early.
<b>Lockers and Locks</b>	Each student is assigned a locker for books, coats, etc., and a gym locker. Students are responsible for providing their own locks for their lockers. Students are also responsible for keeping their lockers clean, which includes throwing out food that could spoil. Please do not put stickers or write on the outside of the lockers. A student using a key lock is required to give an extra key to his/her advisor. Students clean out lockers at the end of the school year.
<b>Lunch Rules</b>	All students are responsible for throwing out their garbage and helping to clean tables and floors before leaving the lunchroom. Students must remain in the lunch area during their assigned lunch period. The lunch area includes Medill Commons, the kitchen, the area outside of the kitchen, and the lobby.
<b>Physical Aggression</b>	Physical aggression is prohibited and may result in suspension. Police may be involved, particularly if an injury results. CSE will be notified.
<b>Profanity</b>	Profanity has no place in the educational setting and is prohibited.
<b>Public Displays of Affection</b>	Public displays of affection are not appropriate within the school setting.
<b>Smoking &amp; Vaping</b>	In accordance with New York State law, NHS is a smoke free campus. Students smoking/vaping on school grounds may be suspended and may also be required to attend a smoking cessation program.
<b>Visitors</b>	Students who want to bring visitors into the building must have prior permission of the administration. Visitors should sign in and provide a valid ID (i.e. driver's license) and wear a name tag for the duration of their visit.
<b>Weapons</b>	NHS is committed to a philosophy of non-violence. Any object that has the capacity to injure and/or any object wielded with intent to injure may be considered a weapon. Weapon possession is prohibited and may lead to expulsion. Police and CSE will be notified.

# NORMAN HOWARD SCHOOL DATA SECURITY AND PRIVACY POLICY

The Norman Howard School is committed to maintaining the privacy and security of student data and teacher and school leader data and will follow all applicable laws and regulations for the handling and storage of this data and when disclosing or releasing Personally Identifiable Information (“PII”) to others. The School adopts this policy to implement the requirements of Education Law § 2-d and its implementing regulations.

## Parent and Student Rights Under State and Federal Law

This policy shall include all protections given to parents/persons in parental relationship and students pursuant all State and federal laws that protect student data, including but not limited to School policies implementing the Family Educational Rights in Privacy Act and the Americans with Disabilities Act.

## Parents Bill of Rights

1. A student’s personally identifiable information (PII) cannot be sold or released for any commercial purposes.
2. The School assures that the confidentiality of electronically stored PII is protected using safeguards that comport with industry standards and best practices, including but not limited to, encryption, secure firewalls, and password protection when student data is stored or transferred.
3. Parents have a right to inspect and review the complete contents of the student’s educational record, including portions of the record that are stored electronically, even when the record is maintained by a third-party contractor.
4. Parents have a right to review a complete list of all student data elements collected by the New York State Education Department (“NYSED”), published on NYSED’s website at <http://www.p12.nysed.gov/irs/sirs/documentation/NYSEDstudentData.xlsx>. Parents may obtain a copy of this list by writing to the Office of Information & Reporting Services, New York State Education Department, Room 863 EBA, 89 Washington Avenue, Albany, NY 12234.
5. Parents have the right to file written complaints with the School about possible privacy breaches of student data by the School’s third-party contractors or their employees, officers, or assignees, or with NYSED. Complaints to the School may be submitted to the School’s Data Protection Officer, Renee Widor, and can be submitted via email at [rwidor@normanhoward.org](mailto:rwidor@normanhoward.org) or by mail at Renee Widor, Data Protection Officer, The Norman Howard School, 275 Pinnacle Road, Rochester, New York 14623.
6. Complaints to NYSED should be directed in writing to the Chief Privacy Officer, New York State Education Department, 89 Washington Avenue, Albany NY 12234, emailed to [CPO@mail.nysed.gov](mailto:CPO@mail.nysed.gov).

The School shall publish this Parent Bill of Rights in an appropriate location on the School’s website.

## Use and Disclosure of Personally Identifiable Data

As part of its commitment to maintaining the privacy and security of student data and teacher and school leader data, the School will take steps to minimize its collection, processing, and transmission of PII. Every use and disclosure of PII by the School shall be for the purpose of benefitting students and the School (e.g., improve academic achievement, empower parents and students with information, and/or advance efficient and effective school operations), or to comply with State or Federal mandates (e.g., reporting requirements).

No personally identifiable information may be included in public reports or other documents, unless otherwise authorized by law.

Nothing in Education Law § 2-d or this policy should be construed as limiting the administrative use of student data or teacher or school leader data by a person acting exclusively in the person's capacity as an employee of the School.

#### NYSED Chief Privacy Officer

The School will comply with its obligation to report breaches or unauthorized releases of student data or teacher or school leader data to the NYSED Chief Privacy Officer in accordance with Education Law.

#### Data Protection Officer

The School shall designate a Data Protection Officer who shall be an employee of the School and responsible for the implementation and oversight of this policy and any related School procedures including those required by Education Law § 2-d and its implementing regulations. The Data Protection Officer will also serve as the main point of contact for data privacy and security for the School.

The Chief Executive Officer shall ensure that the Data Protection Officer has the appropriate knowledge, training, and experience to administer these functions. The Data Protection Officer may perform these functions in addition to other job responsibilities.

#### Reporting a Breach or Unauthorized Release

The School shall develop written procedures for complaints to the School in accordance with Education Law 2-d and implementing regulations 8 NYCRR 121.4. The procedures shall be posted on the School's website along with this Policy.

The Chief Executive Officer or designee will report every discovery or report of a breach or unauthorized release of student data or teacher or school leader to the NYSED Chief Privacy Officer without unreasonable delay, but no more than ten calendar days after the discovery.

#### School Data Privacy and Security Standards

The School will use the National Institute for Standards and Technology Framework for Improving Critical Infrastructure Cybersecurity (Version 1.1) ("Framework") as the standard for its data privacy and security program.

#### Third-Party Contractors

Any and all contracts between the School and third-party contractors, under which a contractor will receive student data or teacher or school leader PII, shall include provisions requiring that the contractor and any sub-contractors maintain the confidentiality of shared student data or teacher or school leader data in accordance with law, regulation, and this policy.

In addition, the School will ensure that the contract or written agreement includes a signed copy of the Parents Bill of Rights and the contractor's data privacy and security plan, in compliance with Part 121 of the Commissioner's regulations and that has been accepted by the School.

The School will publish on its website a supplement to the Parents Bill of Rights for any contract or other written agreement it has entered with a third-party contractor that will receive PII from the School. The Bill of Rights and supplemental information may be redacted to the extent necessary to safeguard the privacy and/or security of the School's data and/or technology infrastructure.



Agreements subject to this policy include any written agreements, agreements created in electronic form and signed with an electronic or digital signature, or a click wrap agreement that is used with software licenses and downloaded and/or online applications and transactions for educational technologies and other technologies in which a user must agree to terms and conditions prior to using the product or service.

#### Annual Data Privacy and Security Training

The Chief Executive Officer or designee shall ensure that annual data privacy and security awareness training is provided the School's officers and staff with access to PII. This training will include, but not be limited to, training on the applicable laws and regulations that protect PII and how staff can comply with these laws and regulations. This training may be delivered using online training tools. Additionally, this training may be included as part of the training that the School already offers to its workforce.

#### Notification of Policy

This policy will be published on the School's website and a copy shall be given to all officers and staff of the School.

## **NORMAN HOWARD SCHOOL DATA SECURITY AND PRIVACY PARENTS' BILL OF RIGHTS**

In accordance with the requirements of New York Education Law § 2-d, The Norman Howard School ("School") provides a Parents' Bill of Rights with respect to maintaining the privacy and security of student data.

1. A student's personally identifiable information (PII) cannot be sold or released for any commercial purposes.
2. The School assures that the confidentiality of electronically stored PII is protected using safeguards that comport with industry standards and best practices, including but not limited to, encryption, secure firewalls, and password protection when student data is stored or transferred.
3. Parents have a right to inspect and review the complete contents of the student's educational record, including portions of the record that are stored electronically, even when the record is maintained by a third-party contractor.
4. Parents have a right to review a complete list of all student data elements collected by the New York State Education Department ("NYSED"), published on NYSED's website at <http://www.p12.nysed.gov/irs/sirs/documentation/NYSEDstudentData.xlsx>. Parents may obtain a copy of this list by writing to the Office of Information & Reporting Services, New York State Education Department, Room 863 EBA, 89 Washington Avenue, Albany, NY 12234.
5. Parents have the right to file written complaints with the School about possible privacy breaches of student data by the School's third-party contractors or their employees, officers, or assignees, or with NYSED. Complaints to the School may be submitted to the School's Data Protection Officer, Renee Widor, and can be submitted via email at [rwidor@normanhoward.org](mailto:rwidor@normanhoward.org) or by mail at Renee Widor, Data Protection Officer, The Norman Howard School, 275 Pinnacle Road, Rochester, New York 14623.

6. Complaints to NYSED should be directed in writing to the Chief Privacy Officer, New York State Education Department, 89 Washington Avenue, Albany NY 12234, emailed to [CPO@mail.nysed.gov](mailto:CPO@mail.nysed.gov).

If The Norman Howard School enters into a third-party contract in which the service provider receives student data or teacher or principal data in order to provide a needed service for the school, supplemental information shall be developed and provided to parents that states:

7. The exclusive purposes for which the student data or teacher or principal data will be used;
8. How the third-party contractor will ensure that the subcontractors, persons, or entities that the third-party contractor will share the student data or teacher or principal data with, if any, will abide by data protection and security requirements;
9. When the agreement expires and what happens to the student data or teacher or principal data upon expiration of the agreement;
10. If and how a parent, student, eligible student, teacher, or principal may challenge the accuracy of the student data or teacher or principal data that is collected; and
11. Where the student data or teacher or principal data will be stored and the security protections taken to ensure such data will be protected, including whether such data will be encrypted.

If you have any further questions or concerns, please contact the School's Data Protection Officer, Renee Widor, via email at [rwidor@normanhoward.org](mailto:rwidor@normanhoward.org) or by mail at Renee Widor.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) NOTICE FOR DIRECTORY INFORMATION**

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that The Norman Howard School (the "School"), with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the School may disclose appropriately designated "directory information" without written consent, unless you have advised the School to the contrary. The primary purpose of directory information is to allow the school to include information from your child's education records in certain School publications. Examples include:

- A playbill, showing your student's role in a drama production
- The annual yearbook
- Honor roll or other recognition lists
- Graduation programs

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving certain assistance to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents

have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want the School to disclose any or all the types of information designated below as directory information from your child's education records without your prior written consent, you must notify Renee Widor, Data Privacy Officer, in writing by September 15 via email at [rwidor@normanhoward.org](mailto:rwidor@normanhoward.org) or by mail at Renee Widor, The Norman Howard School, 275 Pinnacle Road, Rochester, New York 14623. The School has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Degrees, honors, and awards received

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day The Norman Howard School ("School") receives a request for access.

Parents or eligible students who wish to inspect their child's or their education records should submit to one of the School's Co-heads a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend their child's or their education record should write one of the School's Co-heads, clearly identify the part of the record they want changed and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their

right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the school's or school district's annual notification for FERPA rights. A school official typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by The Norman Howard School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Student Privacy Policy Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, § 99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))

- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency (SEA) in the parent or eligible student’s State. Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf, if applicable requirements are met. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system’s ability to effectively serve, prior to adjudication, the student whose records were released, subject to § 99.38. (§ 99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction, if applicable requirements are met. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena if applicable requirements are met. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- Information the school has designated as “directory information” if applicable requirements under § 99.37 are met. (§ 99.31(a)(11))
- To an agency caseworker or other representative of a State or local child welfare agency or tribal organization who is authorized to access a student’s case plan when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student in foster care placement. (20 U.S.C. § 1232g(b)(1)(L))
- To the Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs authorized under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, under certain conditions. (20 U.S.C. § 1232g(b)(1)(K))

## NOTICE OF NON-DISCRIMINATION

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

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

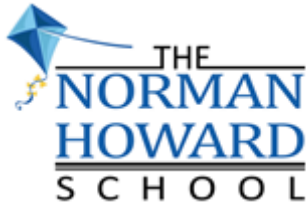
Renee Widor  
Director of Students  
The Norman Howard School  
275 Pinnacle Road  
Rochester, New York 14623  
Telephone No.: 585-334-8010, ext. 305  
Email: [rwidor@normanhoward.org](mailto:rwidor@normanhoward.org)

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

Susan Dieter, Esq.  
General Counsel & Chief Operations Officer  
Education Success Foundation  
4 Lake View Park  
Rochester, New York 14613  
Telephone No.: 585-563-2969  
Email: [sdieter@e-success.org](mailto:sdieter@e-success.org)

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

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



## **2023-2024 Student/Parent Handbook Acknowledgement Form**

**Parents: Please acknowledge the receipt of this form in myNHS by September 6, 2023.**

The Student/Parent Handbook & Code of Conduct describes important information about The Norman Howard School (NHS) policies, procedures, expectations etc.

The Student/Parent Handbook & Code of Conduct is available on the NHS website at [www.normanhoward.org/nhs-families](http://www.normanhoward.org/nhs-families). If you would like a printed copy of the handbook, please contact Ursula Hepler at 334-8010 ext. 300 and the handbook will be mailed to you.

By signing this form, I acknowledge I have received the 2023-2024 Student/Parent Handbook and the Code of Conduct and I understand that it is my responsibility to read and comply with the policies contained and any revisions made to it.

Parent's Name (printed): \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_