



THE NORWALK CONSERVATORY OF THE ARTS

Student Handbook 2024-2025

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Welcome to The Norwalk Conservatory of the Arts

Essential Information for NoCo Students

NoCo Campus

There are six buildings on campus used for classes depending on the student's elected program/major. They are referred to as The Flagship, The Underground, The Vault, The Theatre, GCA, and The Spot. All buildings abide by all local, state, and federal laws regarding fire, safety, and health. The Fire Marshall has toured and approved all spaces. All buildings are accessible by key card access. Students, faculty, and administrators are the only individuals containing key cards except for the Fire Department and EMS Services in conjunction with Norwalk Hospital. All buildings have full HVAC heating and cooling. All buildings are inspected in full accordance with the law by all regulatory bodies. Equipment is inspected annually.

THE FLAGSHIP: The institution has full use of the Flagship building at all times. Its address is 69 Wall St., Norwalk, CT 06850. The building is four stories. Showers and locker room facilities are located on the first floor. The library is located on the first floor. The majority of general education courses are taught on the first floor. The second floor is a recreational space, including a kitchen and sofas for students. The third floor is a massive dance and fitness studio space. The fourth floor contains three rooms to be used by dancers for stretching/warm-up purposes. There are multiple points of egress throughout the building.

THE UNDERGROUND: The Underground building is located directly behind The Flagship at 16 Isaacs St. It is a professional VoiceOver and sound studio used by many large entertainment companies, most notably Netflix. The Underground will be used to record showcases and host all of the institution's VoiceOver classes and curriculum. There are seven classrooms within the facility all containing recording equipment. Many of the rooms have instruments including pianos and guitars for musical theatre majors.

THE SPOT: Our largest dance and rehearsal studio, The Spot, is located at 16 Isaacs St next to The Flagship building. This is a massive dance studio with a professional sprung floor topped with Marley flooring to ensure the health and safety of our students. Classes taught in the space include dance-based performance courses, acting courses, and general education courses. The space also hosts four changing rooms and four restrooms.

THE THEATRE: The Wall Street Theatre is located directly next to The Flagship at 71 Wall Street in Norwalk. The institution is in partnership with The Wall Street Theatre. The theatre is used for all Mainstage Norwalk Conservatory of the Arts performances and many classes including acting and tap. Students can work on a professional stage and in their rehearsal rooms. There is a piano in the space. The Theatre also hosts many concerts and shows for both the public and students throughout the year.

THE VAULT: The Vault is attached to The Flagship building and has access points through the Flagship building as well as two separate entrances at street level. The Vault is a converted bank, it contains a 20-foot cym wall and is used to shoot television, commercials, and photography. Acting courses as well as general education courses are offered in this space. Classroom space is located solely on the first floor.

GCA: GCA stands for Gymnastics and Cheerleading Academy. This building is located at 68 Wall St across the street from the Flagship Building and is not owned by the institution. GCA can be made available to students and faculty upon request. GCA is a fully insured tumbling and acrobatics facility. Students can take dance and gymnastics-based courses and electives at GCA.

DORMITORIES: The Dormitories are located at 102 East Ave., Norwalk, CT 06851. NoCo dorms are only accessible to students and student advisory staff members. The dormitories are approximately a five-minute walk from our Flagship building and the first floor is fully handicap accessible. Dormitories meet all requirements of the fire and health department.

Student ID Cards

The Student ID Card is an integral part of daily life here at NoCo. This card allows entrance into the residence hall and academic buildings. Students are admitted into the dormitory 24 hours a day. The building always locks automatically; therefore, students wishing to enter the building must swipe their ID card into an access reader.

All academic buildings can be accessed by your student ID card. Access is limited to class times and/or building operating times. Not all academic buildings are accessible after hours unless your Student ID Card has been provided access and has been approved and granted. The Flagship building is the only student academic building available after hours at all times.

The Norwalk Conservatory recognizes the importance of establishing financial controls for student-led organizations to limit the risk of mismanaging organization funds with regard to off-campus bank accounts. It is a good idea for student organizations to establish a bank account that will provide security for the money as well as documentation for transactions.

Student-Led Organizations & Funds

Student organizations may select any bank. The Conservatory does not endorse any particular bank. Banks will require a tax identification number for a student group to open a new account. A student group may apply for an Employer Identification Number (EIN) from the IRS for this purpose. Student groups may not use the Norwalk Conservatory tax ID number. In addition, using the name of The Norwalk Conservatory of the Arts, any abbreviation thereof, on or in the name of your bank account is strictly prohibited.

If a student uses his or her Social Security Number to open the account, any interest earned in the account will be reported by the bank to the student, who should include the earnings in his/her income. When the student is no longer associated with the student organization, he or she should arrange to have his or her personal information removed from the account and transfer the account to a current organization member.

The Norwalk Conservatory Student Email

Each student is provided with a Norwalk Conservatory email address as the official method for communicating deadlines, emergency campus alerts, and access to library databases. Students, faculty, and staff get 15GB for Email storage. Email accounts include access to a personal Google calendar, Google Drive, a contact list, and Google Tasks, which can be accessed from any computer and will easily sync with a mobile device. Students are required to check their Email daily.

If students, faculty, or staff have trouble accessing their NoCo Email, they should contact the IT department. In their email, they must list their Student ID number as it is not an official Conservatory email address. Your student email address will be active for three months after you graduate from The Norwalk Conservatory of the Arts.

Illegal activity or any form of harassment is prohibited in using your student email.

Alert System/Emergency Notification

The Norwalk Conservatory of the Arts provides an emergency notification system that enables Conservatory students, faculty, and staff to receive alerts and updates as text messages on cell phones and through their NoCo Email accounts. Students, faculty, and staff must have an accurate cell phone number recorded in their account with the admissions department to receive emergency text notifications about on-campus activity.

NoCo also encourages all students, faculty, and staff to sign up for the Notify Norwalk Database also known as the Code Red Program. The City of Norwalk uses the Code Red Notification service for emergency alerts. This service allows authorized civic leaders (Mayor's Office, Fire, Police, DPW) to create and rapidly disseminate time-sensitive messages to every phone number stored in the notification database. With the Code Red service, authorized users can send thousands of messages in minutes. Authorized officials send a voice message that will be delivered to individual phones in the database. Examples of messages include:

- Hazardous traffic or road conditions inside the city or affecting local routes
- Severe weather warnings and updates
- Situations that could impact the safety, property, or welfare of Norwalk citizens

To sign up for the Code Red Notification service, please visit <https://www.norwalkct.org/62/Emergency-Alert>.

Institutional Credits

A Credit hour is defined as the amount of coursework time required for said course and is equivalent to 60 minutes. Credit hours award credit for that course based on classroom time for that credit hour with an expectation of student work outside of the classroom at the same rate as in the classroom. For example, the institution awards 2 credit hours for a course that meets 2 hours per week over a semester, and a student is expected to spend 2 hours on coursework and review outside of class. This information is published in the student handbook.

STUDENT CENTRAL: GRADE BREAKDOWN

Letter Grade	Percentage %	Quality Points
A	93 - 100	4.00 (Excellent)
A-	90 - <93	3.67 (Excellent)
B+	87 - <90	3.33 (Good)
B	83 - <87	3.00 (Good)
B-	80 - <83	2.67 (Good)
C+	77 - <80	2.33 (Fair)
C	73 - <77	2.00 (Fair)
C-	70 - <73	1.67 (Fair)
D	60 - <70	1.00 (Poor)
F	<60	0.00 (Failure)
P	Pass To be counted toward the degree requirement and indicated the student received a "C" or higher on a Pass/Fail basis. This is not averaged into the student's cumulative GPA	0.00
W	Withdrawal If a student chooses to drop a	0.00

	class after the first two weeks of class, they receive a W. This will not be counted toward the degree requirement nor the student's cumulative GPA.	
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Living in Norwalk

Transportation

The Norwalk Transit District provides ample transportation services including local bus, shuttle, and train commuter services in Norwalk, Westport, and Greenwich and regional bus connections to Danbury, Stamford, Bridgeport, and Milford. MTA offers train services to and from Grand Central Station, New York City. The train schedules are posted on the MTA website.

Parking Passes

There is no need for a student to have a car on campus as all classes are within a short walking distance. If a student wishes to bring a car or if they plan on commuting, they can purchase a parking pass to park at the dormitory. Yearly parking passes cost \$250 USD and are non-transferable. They can be purchased through the NoCo billing department. Parking spaces are first come first served.

Public Safety

Students should always be alert and use common sense to adhere to basic guidelines for personal and public safety.

Some tips to help keep safe:

- When possible, travel in a group or with a friend.
- Stay alert and aware of your surroundings, and keep the volume low when using headphones.
- Walk briskly and appear to know where you are going to help avoid confrontation.
- Avoid areas that seem to be not well-traveled or well-lit, including but not limited to alleys, parks, and parking lots. Pick a route that you know will be safe.
- When carrying bags, keep them close to your body and securely hold them.
- Keep your wallet and valuables in a front pocket.
- Have your keys ready before you enter your apartment or room so you do not have to look for them.
- Follow your gut. If you feel uncomfortable or believe you are being followed, step into an established business and ask for help if you are not able to call 911.

- Don't resist a mugger. Your belongings are less valuable than you are.
- Keep doors locked at all times, even in residence halls
- Always use caution and check the identity of a visitor before opening the door.

Safety on Mass Transit:

- Look alert and be aware of your surroundings.
- Know and understand the schedule to minimize wait times.
- Don't wear valuable jewelry.
- Travel in a group or with friends when possible.
- Stand in the yellow "off-hours waiting area" in front of the token booth in subway stations.
- On subways, choose the most crowded car. If it's late, use a middle car. (The conductor operates from the fifth car).

The total crime rate in Norwalk in 2022 was 1,787.8 per 100,000 people. That's -30.39% lower than the national rate of 2,568.4 per 100,000 people and -5.33% lower than the Connecticut total crime rate of 1,888.4 per 100,000 people.

The Norwalk Conservatory of the Arts Services

Counseling & Advising

Students will have a monthly check-in with Department heads for counseling and advising. Department heads are available throughout the week during office hours, in addition to monthly check-ins. During this time, students will both consult and evaluate their journey with department heads providing advice and guidance to enhance each student's goals and objectives. Seminars and talkbacks throughout the year with industry professionals regarding the business side of performing are an additional resource to students.

Health Services

Health services will be offered free of charge to all conservatory students. Appointments are available for individual care. Circle Care Center on campus is provided for Sexual Health Resources.

Counseling and Psychological Services (CAPS)

Students' health always comes first above anything else and our resources at The Norwalk Conservatory for mental health are here to support the students in their needs.

The Norwalk Conservatory of the Arts Counseling and Psychological Services (CAPS) provides a range of short-term services to the NoCo community. These services are available to full-time conservatory students at no additional cost. Appointments must be made for individual care. If you are interested in CAPS, please contact the Director of Student Life.

Students will complete a 15-30 minute confidential, mental health phone call screening with a specialist. After the screening, CAPS will offer its best recommendation for further care.

Assistance Animals

Only service animals are permitted on campus. A campus housing resident with a disability may keep an Assistance Animal in their dormitory as a reasonable accommodation if all of the following have occurred:

1. The student has a disability verified by a Health Professional
2. The Assistance Animal is necessary to afford the student an equal opportunity to use and enjoy campus housing
3. An identifiable relationship exists between the disability and the therapeutic relief or assistance the Assistance Animal provides (this must be verified by a health care provider)

Eligibility for an Assistance Animal is determined on a case-by-case basis upon review of required documentation. Please contact the Office of Housing and Student Affairs for assistance.

Career Services

Career services will be offered in the form of interviews and industry meetings with Talent Agents and Managers. The institution will facilitate a showcase at the beginning of the first semester in which talent agents and managers will be invited by the school to observe and interview students for future job placements. The institution has created a partnership with local businesses to allow job placement for our students while participating in school.

Registration

Registration occurs during orientation for the fall semester and the last two weeks of the fall semester for the spring semester. Students will meet with their Department Heads to discuss individual goals and objectives and discuss electives offered outside of core classes that will offer them growth opportunities.

Financial Aid

The Financial Aid Office is responsible for preparing and communicating information on financial aid for the students. The Financial aid office will be available to all students and or parents during the hours of 9 am to 4 pm EST Monday through Friday via email, phone calls, or

Zoom appointments. If after-hour appointments are needed those will be scheduled appropriately. The office will direct students in the direction of where they can apply for loans and scholarships to help offset the cost of tuition. The office will also review all student need-based scholarships in-house with the appropriate administration members and have the ability to award monies as deemed appropriate.

Scholarships: Student Participation Contract

1. General Expectations:

1.1 Student agrees to all participation requirements outlined below. Student agrees to participate fully and to the best of their ability.

1.2 Any exemption from participation requirements must be granted by the student's Department Head or Associate Dean in advance.

2. Artistic, Technical and Event Participation:

2.1 Student commits to auditioning for all mainstage shows and student-directed projects, unless expressly excused by the Department Head or Associate Dean.

2.2 Student agrees to actively participate as a member of the running crew for mainstage shows and student-directed projects (unless cast in show or project).

2.3 Student will assist with load-ins, load-outs, and contribute to the overall technical success of productions.

2.4 Student will actively assist with all school-sponsored events, as required.

3. Scholarship Review Criteria:

3.1 Academic: Student's academic performance will be monitored, and any significant drop in performance may lead to a review of assigned scholarship.

3.2 Behavioral: Student is expected to adhere to the highest standards of behavior, both in and outside of academic and artistic settings.

3.3 Artistic: Lack of active participation in mainstage shows, student-directed projects, or other departmental activities may lead to a scholarship review.

3.4 Attendance: Regular attendance is mandatory for all classes, rehearsals, and events. Excessive absences may result in a scholarship review.

5. Review Process:

5.1 If, at any time, the College determines that the Student is not meeting the expectations outlined in this Agreement, a scholarship review may be initiated.

5.2 The Department Head or Associate Dean will communicate with the Student regarding concerns and provide an opportunity for the Student to address any issues.

6. Termination of Scholarship:

6.1 In the event of persistent failure to meet the terms of this Agreement, the College reserves the right to terminate the scholarship.

Tutoring Services

Students can schedule free peer tutoring sessions in core classes. Peer tutors will be delegated by Department Heads.

Disability Services & ADA Compliance

We have ensured that the full conservatory experience is accessible to all of our students. In regards to housing, classroom, and outside internships in conjunction with the institution, students requiring disability-related accommodations must register with the Office of Admissions prior to the request being honored. To register, students must schedule an appointment to meet with a disability specialist and provide appropriate medical documentation of their disability. Students are strongly encouraged to schedule this appointment and apply for housing as early as possible, as the number of accessible rooms is limited. Special housing requests and room modifications are available for those with needs related to their disabilities in most instances.

Wheelchair-accessible rooms are available in the dormitories and many of our buildings. Verification of disability status and eligibility for special housing arrangements, including accommodation for assistance animals, are coordinated through the Office of Admissions. Once students are living on campus, any request must be renewed for the following year through the Office of Admissions if it is still medically required. We encourage students to meet with their residence hall director for any questions related to accessibility or accommodations.

ADA Accommodations

The Norwalk Conservatory of the Arts is dedicated to the education and advancement of all of its students including those with disabilities. Many of the Conservatory's buildings are ADA compliant and we are working to make all facilities fully ADA compliant. Before the start of the semester, students will be offered the option to self-identify any disabilities with our in-house counselor to begin making arrangements for ADA accommodations for building accessibility and equal access to learning.

If a student has a mobility issue, we will use The Underground and The Spot as temporary classroom spaces, both are fully ADA-compliant.

Students with mental health concerns will have access to a counselor on staff.

If a student is deaf or blind, we have assisted listening systems (ALS) available to accommodate their disability. We have clear signage in all facilities.

If a student is blind or visually impaired, all spaces allow for guide dogs and the use of mobility canes.

Students with learning disabilities will have the opportunity to work with specialized tutors.

If we have any student enrolled with any disability, our administration and faculty will be required to take a course in assisting and instructing those with disabilities.

The Norwalk Conservatory of the Arts Departments

Office of Admissions

The Admissions department is responsible for new student recruitment and outreach, providing admissions information to prospects, administering auditions, processing applications, and providing guidance to applicants.

Office of The Registrar

The Office of the Registrar at The Norwalk Conservatory of the Arts serves as the hub for essential functions crucial to the academic journey of our students. Primarily, the office oversees the registration of student courses, tracks student academic progress, monitors students' advancements toward their degree programs, and offers support and guidance when needed. The office also plays a vital role in program and institutional licensure, ensuring that all academic offerings meet the necessary standards for accreditation. Academic policy-making falls within its purview, shaping the guidelines and regulations that govern student academic experiences. The office oversees the conferral of degrees and manages student records, safeguarding the integrity and confidentiality of academic information.

Office of Housing and Student Affairs

The Office of Housing and Student Affairs is committed to creating an integrated learning experience that supports students in reaching their professional and personal goals. The Norwalk Conservatory hopes to create a community where students feel more than prepared to make contributions to an ever-changing society in everyday life and within the arts.

To accomplish this we urge students to create a community within themselves through social interaction and cultural exploration. Supporting and motivating other students in their intellectual, cultural, physical, emotional, and social development. All students are leaders and professionals in all learning opportunities that they have.

Office of Financial Aid

The Office of Financial Aid aims to assist all NoCo students who demonstrate a need for financial assistance for their academic journey. Students of all income ranges are considered for and receive scholarships at The Norwalk Conservatory of the Arts. Often, financial aid awards are a combination of two or more different types of financial assistance. The Office of Financial Aid explores all options available to finance your NoCo experience, including:

- Merit scholarships
- Need-based scholarships
- Student Employment
- Loans

Facilities

Facilities are responsible for the overall management and maintenance of NoCo buildings and grounds. Core services include construction and renovations, building and grounds maintenance, utilities management, and custodial services to ensure a safe and successful learning environment for students.

Room Rentals

Students can rent any room at the Flagship building in one-hour increments by emailing Facilities. Students are required to abide by the rental room policies listed below.

- Do not eat in the rooms. Only water is permitted
- Leave the room as you found it
- Students can only reserve one room a day for a maximum of one hour

Students may use any open room at any time if it is not reserved or there is not a scheduled class in there

Dining Dollar Plan and Student Store

The Norwalk Conservatory has partnered with multiple restaurants in the area to provide a diverse dining dollar plan. Students can load money onto their NoCo Student ID and use it at different stores in the area. The Student Store is located on The Norwalk Conservatory website. Students and their families can purchase apparel through the website.

Library

Our institutional library is located on campus in the Flagship Building. The institution has over 500 books on the courses of study offered as well as books for general education. The institution has a digital subscription available to all students with Nkoda Library. The library contains over 100,000 publications relevant to music, the arts, and students' courses of study. Students have 24-hour access to the digital subscription and can check out publications from the institutional library for up to 3 days.

In regards to materials beyond the holdings of the institution, the institution has a partnership with The Norwalk Public Library which has its principal address directly next to the institution's campus. Students can utilize the full extent of the library and its publications at no charge to the individual.

Copyrighted Materials

Federal copyright law prohibits the reproduction, distribution, public display, or public performance of copyrighted materials without permission of the copyright owner unless fair use or another exemption under copyright law applies. Copyright laws can apply not only to books, screenplays, and scripts, but to music, movies, photographs, and software.

Copyright and Fair Use Resources

American Library Association, Copyright: ala.org/advocacy/copyright

Library of Congress, U.S. Copyright Office: copyright.gov

Music Library Association Copyright Guide: copyright.musiclibraryassoc.org

Absence Policy

Regular class attendance is expected here at The Norwalk Conservatory of the Arts, and excessive absence, regardless of reason, may disqualify a student for course credit. **Excessive Absence** is defined as four or more classes missed, without permission between the instructor and student throughout the semester. If a student misses three classes in a row without permission, they will be required to meet with our on-site counseling team to provide solutions for attendance and academic achievement. Attendance will be taken each class by your instructors. An attendance requirement is stated on the syllabus.

For scheduled absences, students must get permission from their instructor as well as their Department Head prior to the absence. Students are responsible for making up any missed assignments or assessments.

Auditions

Students **MUST** request permission to miss class for auditions outside of NoCo. The **Student Audition Absence Request** form must be completed and signed by your department head. These forms can be found on the homepage of the website under 'student forms'.

If permission is denied, any absence still taken will be considered unexcused for the specified audition. Students are expected to make up any missed coursework and have obtained permission from their department chair as required. Missing class the **day before** or the **day after** the audition is not permitted. Similarly, if you have an audition in the afternoon, your absence will not be excused for the morning.

Scheduling a counseling session during a class time is not approved, and will count as an unauthorized absence.

Bereavement Leave

In the event of the death of a student's immediate family member (father, mother, husband, wife, child, brother, or sister) the student will be permitted to take leave for up to three class days. Longer absences must be approved by the student's Department Head.

Medical Leave

A medical leave of absence permits students to take a break from their students at any point in a term, regardless of their academic standing, so that they may address any medical concerns. Students are responsible for communicating any medical leave with their Department Head as well as the Provost. After their leave, students can return to The Norwalk Conservatory of the Arts to pursue their educational goals.

Information Technology

Privacy of Information

Computer users should recognize that electronic messages and files are neither secure nor private communications. While The Norwalk Conservatory will take reasonable measures to protect information that is transmitted electronically, it cannot guarantee that such information will remain private. The Norwalk Conservatory reserves its right to inspect, log, and/or archive data files stored on Norwalk Conservatory-owned computers and messages transmitted across its network. Such activities will not occur as a matter of course but may occur with cause if it is necessary to investigate a suspected breach of internal policy or external law. Authorized personnel may also inadvertently view or access data files or messages while performing system maintenance or management functions, but will maintain the confidentiality of the information. The Norwalk Conservatory reserves the right to search data stored on its servers should it be suspected that a user is violating a policy or guideline.

Prohibited Activities

Norwalk Conservatory students are prohibited from engaging in any of the following:

- Attempting to damage or degrade the performance of Norwalk Conservatory computers or networks.
- Attempting to circumvent security systems.
- Unauthorized access to, downloading, or sharing of protected media, systems and services.
- Disclosure of passwords or enabling access to The Norwalk Conservatory facilities by unauthorized individuals (including family or friends).
- Possession or collection of others' passwords, PINs, private digital certificates, or other secure identification information.
- Harassment, bullying, obscenity in communications and messaging, or other violations of the Norwalk Conservatory Code of Conduct

- Infringement on the privacy of others, attempting to circumvent systems designed to protect privacy, and use of monitoring or other systems to violate the privacy of others.
- Misrepresenting identity in email and other communications
- Indiscriminate mass or group emails or other communications (including forwarding of chain emails and unauthorized mass emails) to large numbers of recipients who have not indicated a willingness to receive such information.

Code of Conduct

All Norwalk Conservatory students must adhere to the code of conduct at all times. The Norwalk Conservatory has set forth reasonable expectations in terms of behavior and expectations. A student enrolling in The Norwalk Conservatory assumes a responsibility to conduct him/herself/themselves in a manner compatible with The Norwalk Conservatory's function as an educational institution. The student is expected to respect and abide by local ordinances, and state and federal statutes, both on and off campus.

The Norwalk Conservatory reserves the right to take necessary and appropriate action to protect the safety and well-being of the campus community. Such action may include taking student conduct action against those students whose behavior off the premises constitutes a violation of this Code. Students are responsible for their behaviors on and off campus and are expected to abide by the Code of Conduct, as well as all The Norwalk Conservatory policies and procedures at all times. Students are obligated to notify the proper officials at the Office of Student Affairs of any behavior that occurs off campus that violates local/federal law and/or The Norwalk Conservatory policies including being documented on another institution's campus.

Students should be aware that the student conduct process is quite different from criminal and civil court proceedings. Procedures and rights in student conduct procedures are conducted with fairness to all but do not include the same protections of due process afforded by the courts. Due process, as defined within these procedures, assures written notice and a hearing before an objective decision-maker. No student will be found in violation of policy without information showing that it is more likely than not that a policy violation occurred and any sanctions will be proportionate to the severity of the violation and the cumulative conduct history of the student. All individuals, both inside and outside of the Conservatory, are welcome to report infractions of this Code, as well as any behavior they believe to be suspicious. The Norwalk Conservatory reserves the right to modify or change the Code of Conduct at any time.

Types of Misconduct

Alcohol

Alcohol is prohibited on The Norwalk Conservatory's campus and residence halls, regardless of legal age. The consumption, possession, distribution, sale, or transfer of alcohol is strictly prohibited. Any violation will result in disciplinary sanctions up to and including dismissal from the institution. Students who are knowingly present during the commission of such violation will also be subject to disciplinary sanctions and should report any issues that are witnessed. **For the full alcohol and substance policy, please refer to page 22, "Alcohol and Substance Abuse Policy" under the section titled "Procedures for Student Conduct".**

Drug Use

The consumption, possession, distribution, sale, or transfer of controlled or illegal substances is prohibited on The Norwalk Conservatory's campus and housing. The possession or use of paraphernalia that can reasonably be linked to drug activity is also a violation of this policy. Violation of this policy may result in immediate dismissal from the institution and may have legal ramifications. Students who are knowingly present during the commission of such a violation may also be subject to disciplinary sanctions. Proper use of and possession of medications prescribed by the student's physician is allowed. **For the full alcohol and substance policy, please refer to page 22, "Alcohol and Substance Abuse Policy" under the section titled "Procedures for Student Conduct".**

Anti-Bullying

Bullying is defined as the aggressive and hostile acts of an individual or group of individuals intending to humiliate, mentally or physically injure intimidate, or control another individual or group of individuals. Aggressive and hostile acts can occur as a single, severe incident or repeated incidents, and may manifest in the following forms:

- Physical bullying includes but is not limited to shoving, pushing, kicking, poking, or tripping another person; damaging a person's work area or personal property; damaging or destroying a person's work product; assaulting or threatening a physical assault.
- Cyberbullying is defined as bullying an individual using an electronic medium, including but not limited to the Internet, interactive and digital technologies, or mobile phones.
- Nonverbal bullying includes directing threatening gestures toward a person or invading personal space after being asked to move or step away.
- Verbal and written bullying includes ridiculing, insulting, or maligning a person; addressing abusive, threatening, derogatory, or offensive remarks to a person; or attempting to exploit an individual's known intellectual or physical vulnerabilities.

Bullying will not be tolerated in any circumstance and will have severe consequences that can result in dismissal from the program and legal action.

Sexual Misconduct

The Norwalk Conservatory has a zero-tolerance policy on sexual misconduct which may include but is not limited to incidents of domestic violence, dating violence, stalking, sexual assault, sexual harassment, and other prohibited behavior. Sex-based discrimination will also not be tolerated and dismissal from the program may be a result of those engaging in any act that would fall under sexual misconduct.

Disorderly Conduct

The Norwalk Conservatory has a zero-tolerance policy against disorderly conduct including public nudity on The Norwalk Conservatory property, indecent behavior, and conduct that is disruptive, offensive, or presents a risk of physical harm to self, property, or other persons at any time. Such behavior will result in disciplinary action and possible police investigation.

Admittance and Guests

Only students, staff, faculty, approved alumni, and those having official business with The Norwalk Conservatory or the building are permitted on campus. Guests must be approved by the administration and go through security before entering the premises. When guests are approved, the student bringing a guest in will be responsible for that guest at all times. No guests are permitted in The Norwalk Conservatory housing at any time.

Damage

Damage, destruction, or abuse of personal or school property will be subject to disciplinary review and may be subject to criminal action. In addition, a damage fee may be charged to the student's account.

Confiscation

The Norwalk Conservatory reserves the right to confiscate any illicit items and substances including, but not limited to, weapons, alcohol, drugs, and any related paraphernalia. All illicit items and substances confiscated by The Norwalk Conservatory will be properly disposed of or turned in to the proper authorities, regardless of value or ownership.

Dangerous Objects

The possession, use, transfer, or sale of any object that may cause injury or death to oneself or others or the destruction of The Norwalk Conservatory property, including but not limited to firearms, knives, swords, spray paint, fireworks, or explosives is strictly prohibited on The Norwalk Conservatory's campus and in housing areas. Violations of this policy may result in immediate expulsion from the institution and criminal action.

Electronic Devices

Electronic devices should not be used in classrooms unless it is for the sole purpose of the class or authorized by a faculty member.

Stalking

Stalking includes but is not limited to, engaging in a repeated course of conduct directed at a member of the Norwalk Conservatory community that would cause a person to fear for their safety, suffer emotional distress, or where the threat reasonably causes serious alarm, torment, or terror. Any form of stalking will not be tolerated.

Fabrication

Fabrication includes, but is not limited to, falsification or invention of any information or citation in an academic exercise, and can include manipulating, omitting, or inaccurately representing research, data, equipment, processes, or records.

Theft

Theft includes but is not limited to, taking, attempting to take, possessing items without permission or consent of the owner, or misappropriation of The Norwalk Conservatory property or property belonging to a member of the Norwalk Conservatory community.

Defamation/ Slander

Defamation includes but is not limited to, false statements of fact that injure the reputation of a member of the Norwalk Conservatory community, either written or spoken.

Privacy

Taking a video recording, audio recording, taking photographs, or streaming audio/video of any person in a location where the person has a reasonable expectation of privacy, without that person's knowledge or express consent. This includes non-public conversations and/or meetings, looking through a hole, or opening into the interior of a private location. This provision may not be utilized to infringe upon the lawful exercise of constitutionally protected rights of freedom of speech or assembly.

Procedures for Student Conduct

Reporting Complaints

Complaints involving misconduct by students, faculty, or staff, must be reported to the Office of Student Affairs. An investigation will then be set forth if deemed appropriate.

Investigation

Upon information being reported, that information will be used to conduct an investigation. Should there be ample reason to continue with an investigation, notification will be made to the accused party. The notice to the accused will include:

- nature of the conduct in question

- notification of rights for the accused
- period in which the accused must reply to the notice
- If the accused fails to comply with responding to the notice, student probation, and faculty/staff leave may be invoked until the accused responds to the notice

During the period of the investigation, it should be made clear that the accused responsible for the misconduct should not make any contact with or disturb the peace of the individual who reported the misconduct.

Meeting on Investigation

The accused being investigated will be provided with the Code of Conduct. A discussion of privacy will take place informing that everything in the meeting is to be kept private and confidential. The purpose of the meeting shall then be explained to determine if a violation has happened. It should be pointed out which part of the code of conduct has been violated. The accused will be allowed the opportunity to be heard and respond to said allegations. The accused will have the right to review any submitted evidence of misconduct (note: documents may be redacted to comply with state and federal laws and regulations and The Norwalk Conservatory policies). A description of outcomes and sanctions will be discussed.

Resolution and Resolution Agreement

After the investigation, the accused will receive a written notification of the resolution outcome. If there is not enough evidence to conclude then the case will be closed. If there is enough evidence to determine a violation, sanctions will be imposed. Sanctions are at the discretion of the administration and could put the student on probation or justify dismissal from the program. Faculty and staff may be dismissed from The Conservatory. The Norwalk Conservatory reserves the right to decide sanctions on a case-by-case basis depending on the violation committed.

A resolution outcome will be offered to the convicted student which will pertain to the following:

- A determination is made on the violation committed based on the investigation.
- Charges for which the accused is being held responsible for violating.
- Assigned sanctions.
- A right to appeal decisions by the accused.

Sanctions

When a student, faculty, or staff member has violated the terms of the code of conduct, sanctions may need to be invoked upon the party. Sanctions may be enhanced if the party is additionally found to have discriminated against another on the basis of an individual's race, color, national or ethnic origin, citizenship, sex, religion, age, sexual orientation, gender identity, pregnancy, marital status, ancestry, service in the uniformed services, physical or mental disability, medical condition, or perceived membership in any of these classifications.

- A warning is sent to the accused privately via their Norwalk Conservatory email and written notice. A warning carries no transcript notation.
- Disciplinary Probation will be invoked upon investigation and determination of investigation—transcript notation of probation.
- The suspension will be invoked if it is deemed that the student responsible for violating policy cannot continue to contribute to a safe community within The Norwalk Conservatory.

Alcohol and Substance Abuse Policy

The Norwalk Conservatory of the Arts is committed to fostering a safe and healthy environment for all students. The abuse of alcohol and illegal substances not only jeopardizes individual health but also undermines the well-being of the entire community. This policy outlines the expectations, consequences, and support mechanisms in place to address alcohol and substance abuse within our student body.

The Conservatory prohibits the unlawful possession, use, distribution, or sale of alcohol and illegal substances on campus premises, including all student housing facilities and campus-sponsored events.

Three-Strike Policy

1. First Offense:

Upon the first offense of violating the alcohol policy, the student will receive a written warning from the Department of Student Life. The student is required to attend a mandatory meeting with our onsite counselor to discuss the risks associated with alcohol abuse and available support resources.

2. Second Offense:

For a second offense, the student will receive another written warning and will be mandated to enroll in a virtual alcohol education program provided by the college. The program aims to provide further education and support to help students make informed decisions about their health and habits concerning alcohol and substance abuse.

3. Third Offense:

If a student is caught violating the alcohol policy for the third time, they will face serious consequences. At the third offense, students will be evicted from student housing for the remainder of the term and will be responsible for locating and financing their off-campus

housing. The student may also face disciplinary action, potentially including suspension or expulsion from the college, depending on the severity of the offense and the student's prior disciplinary record. No housing or tuition refunds will be permitted if a student is evicted from campus housing, or expelled from the conservatory.

Support Services:

The Norwalk Conservatory of the Arts is committed to supporting students who may be struggling with alcohol or substance abuse issues. Counseling services, support groups, and confidential resources are available to students who need assistance in addressing their alcohol or substance use.

Every student at The Conservatory is responsible for adhering to the alcohol and substance abuse policy. By promoting responsible behavior and providing support to those in need, we aim to create a safe and healthy environment conducive to academic and personal growth.

Risks and Effects Associated with Illicit Drugs

Serious health and personal risks are associated with the use of illegal drugs and abuse of alcohol. They may include temporary or permanent physical or mental impairment, and injury or death. Use and abuse of such substances may also give rise to conduct that causes injury, death, or damage to the user/abuser or the person or property of others, resulting in criminal or civil prosecution and liability. Use and abuse of such substances may also lead to unsafe and/or non-consensual sex, as well as unwanted pregnancy, and may cause defects, injury, or death in unborn children. Consequences may also include temporary or permanent loss of educational or employment opportunities.

Alcohol and its Effects on the Body

- Impairment of brain function, judgment, alertness, coordination, and reflexes
- Attitude and/or behavioral changes, such as uncharacteristic hostility, or increased risk-taking, such as driving recklessly
- Alcohol taken with other drugs can intensify the effects of the drug, alter the desired effect of the drug, cause nausea, sweating, severe headaches and convulsions
- Addiction or chemical dependency
- Memory blackout
- Uncharacteristic family, school, work, and/or legal problems
- Health problems such as cirrhosis of the liver
- Birth defects and mental retardation in users' children

Drugs and Their Effects on the Body

Narcotics (Heroin):

- Initial euphoria followed by drowsiness and nausea
- Constricted pupils, watery eyes, dazed look
- Overdose may produce slow, shallow breathing, clammy skin, loss of appetite and weight, and possible death

Depressants (Barbiturates, Tranquilizers):

- Relaxed muscles, calmness, and drowsiness
- Confusion, disorientation, slurred speech
- Overdose may produce shallow breathing, clammy skin, weak and rapid pulse, coma, and possible death

Stimulants (Cocaine, Methamphetamine):

- Increased heart and respiratory rate, elevated blood pressure, decreased appetite
- Blurred vision, dizziness, insomnia, anxiety
- High doses can cause physical collapse, irregular heartbeat, stroke, and possible death

Hallucinogens (LSD, PCP, Mushrooms):

- Illusions and Hallucinations
- Confusion, panic, anxiety, depression, and poor perception of time and distance
- Respiratory failure, death due to careless behavior

Cannabis (Marijuana, Hashish):

- Increase in heart rate, bloodshot eyes, dry mouth, and throat, and increased appetite
- Interferes with memory, speech, coordination, and perception of time
- Increased risk of lung cancer, weakened immune system, and affected reproductive system

Federal Drug Laws

The possession, use, or distribution of illicit drugs is prohibited by federal law. Strict penalties are provided for drug convictions, including mandatory prison terms for many offenses. The following information, although not complete, is an overview of federal penalties for first convictions. All penalties are doubled for any subsequent drug conviction.

A. Denial of Federal Benefits 21 U.S.C. 862

A federal drug conviction may result in the loss of federal benefits, including school loans, grants, scholarships, contracts, and licenses. Federal Drug Trafficking convictions may result in denial of federal benefits for up to 5 years for a first conviction, 10 years for a second conviction,

and permanent denial of federal benefits for a third conviction. Federal drug convictions for possession may result in denial of federal benefits for up to 1 year for a first conviction and up to 5 years for subsequent convictions.

B. Forfeiture of Personal Property and Real Estate 21 U.S.C 853

Any person convicted of a federal drug offense punishable by more than 1 year in prison shall forfeit to the United States any personal or real property related to the violation, including houses, cars, and other personal belongings. A warrant of seizure is issued and property is seized at the time an individual is arrested on charges that may result in forfeiture.

C. Federal Drug Trafficking Penalties 21 U.S.C. 841

Penalties for federal drug trafficking convictions vary according to the quantity of the controlled substance involved in the transaction. The list below is a sample of the range and severity of federal penalties imposed for first convictions. Penalties for subsequent convictions are twice as severe. If death or serious bodily injury results from the use of a controlled substance that has been illegally distributed, the person convicted on federal charges of distributing the substance faces a mandatory life sentence and fines ranging up to \$8 million. Persons convicted on federal charges of drug trafficking within 1,000 feet of a university or university (21 U.S.C. 845a) face penalties of prison terms and fines which are twice as high as the regular penalties for the offense, with a mandatory prison sentence of at least 1 year.

D. Federal Drug Possession Penalties

Persons convicted on federal charges of possessing any controlled substance face penalties of up to 1 year in prison and a mandatory fine of no less than \$1,000 up to a maximum of \$100,000. Second convictions are punishable by not less than 15 days but not more than 2 years in prison and a minimum fine of \$2,500. Subsequent convictions are punishable by not less than 90 days but not more than 3 years in prison and a minimum fine of \$5,000.

Privacy and Record Retention

All Student records and data are kept confidential. All records will be held digitally by the Chief Operating Officers and all Admission Officers. No others will have access to these records as they will be password protected.

Amendment and Modifications

Any amendments or modifications to The Norwalk Conservatory's Student Conduct Code will be made by The Norwalk Conservatory's Dean of Students and/or Upper Administration, in consultation with appropriate The Norwalk Conservatory faculty, staff, and administrators. Before adoption, such amendments will be submitted to The Norwalk Conservatory's General Counsel for review for consistency with The Norwalk Conservatory policies, and federal and state law.