



Norwalk High School Student Handbook

School Year 2020-2021
350 Shady Lane Drive
Norwalk, OH 44857

419-660-6500
<http://www.norwalktruckers.net>

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The Norwalk City Schools Board of Education approved the policies and regulations contained in the 2020-2021 Norwalk High School Student Handbook on August 11, 2020.

Table of Contents

DISTRICT CALENDAR.....	6
DISCLAIMER	8
COMMUNICATION	8
Phone Numbers.....	8
School Website.....	8
One Call Now.....	8
School Closings	8
Twitter	8
ADMINISTERING MEDICINES TO STUDENTS.....	8
Inhalers	8
ADMISSION AND WITHDRAWAL PROCEDURES.....	9
Admission Procedures	9
Withdrawal Procedures	9
ATHLETICS.....	9
Discipline for Major Rule Infractions	9
Felonies and Misdemeanors	9
ATTENDANCE	10
College Day Visitation/Military Visitation Request.....	10
General Information Regarding Attendance.....	10
Truancy	11
Absence Intervention Plan.....	12
Filing a Complaint with Juvenile Court	12
BUILDING USE BEYOND NORMAL SCHOOL HOURS	12
BUS TRANSPORTATION	12
Safety and Welfare	12
Change in Transportation	13
CAFETERIA	13
Free and Reduced Lunch Program.....	13
CLASS FEES.....	13
Clubs and Organizations.....	13
CODE OF STUDENT CONDUCT.....	14
Academic Dishonesty.....	14
Arson/Attempted Arson	14
Assault, Assault and Battery or Threat (Verbal or Other)	14
Commission of Immoral Act or Act That Endangers Persons or Property.....	14
Complicity	14
Damage, Destruction, Defacement, or Misuse of Property.....	14
Dangerous and/or Disruptive Articles	14
Disrespect.....	14
Disruption of School	14
Distribution or Sale of Unauthorized Materials.....	14
Dress or Appearance.....	14
Excessive Displays of Affection	14
Electronic Devices.....	14
Failure to Serve School Discipline/Violation of Terms of School Discipline	15
False Alarms/Bomb Threats.....	15
False Reports/Forgery/Falsification	15
Fighting/Hitting	15

Gambling	15
Gangs, Fraternities or Sororities.....	15
Hazing/Intimidation.....	15
Insubordination/Defiance/Disobedience	15
Intimidation/Harassment/Menacing/Taunting	15
Leaving School Property or Assigned Area	15
Loitering/Littering/Causing a Disturbance.....	15
Misuse of a Computer.....	16
Misuse of Vehicles and Bicycles on School Property.....	16
Narcotics, Alcoholic Beverages, Drugs, and Paraphernalia	16
Participation in Extra-curricular Activities	16
Prescription or Non-prescription Drugs.....	16
Profane, Obscene, Indecent, Vulgar or Inappropriate Language/Gestures	16
Prohibited/Restricted Articles	16
Punctuality and Tardiness.....	16
Repeat Offenses/Flagrant Violations	16
School Buses.....	16
Sexual Harassment	16
Shakedown/Strong Arm/Extortion	16
Smoking	16
Tardiness to Class	17
Tardiness to School.....	17
Theft.....	17
Throwing of Any Object	17
Truancy	17
Vandalism	17
Violation of Federal or State Statutes, or State Student Mandates.....	17
Weapons and Dangerous Instruments	17
RULES AND REGULATIONS FOR THE BEHAVIOR AND DISCIPLINE OF STUDENTS	18
DEFINITION OF DISCIPLINARY TERMS	18
Definition of School Sponsored Activities.....	18
Detention	18
Due Process Appeals.....	18
Emergency Removal	18
Expulsion	19
In-School Restriction (ISR).....	19
Loss of Student Driving Privilege	19
Due Process Appeals.....	19
Out-of-School Suspension.....	20
Saturday Detention	20
Friday Detention.....	20
School Service Project.....	20
Search and Seizure.....	20
COVID-19 procedures and expectations	20
Caregiver Expectations	20
Student Expectations.....	21
Mask Guidelines	21
Face Shield Guidelines	Error! Bookmark not defined.
DRESS CODE	21
ELECTRONIC DEVICES/CELL PHONES	22
EMERGENCY DRILLS	22
Fire Drill.....	22

Tornado Drill	22
Other Emergency Situations	22
Emergency Medical Forms	23
GRADING AND GRADUATION REQUIREMENTS	23
Grading Scale:.....	23
Graduation Requirements	23
Assessments	23
Exam Retakes	23
Graduation Points.....	23
Other Graduation Pathways	24
Failure	24
General Promotion Policy	24
Grade Reports	24
Interim Reports	24
Qualifiers for a Passing Grade	24
Add-on Factor.....	24
Graduation Distinctions	24
Academic Awards	24
State Board of Education Approved Criteria: Diploma with Honors.....	25
Valedictorian/Salutatorian	25
GUIDANCE	25
Advanced Placement Program	25
College Credit Plus.....	26
Guidelines for Early Graduation	26
Home Instruction.....	26
Psychological Services.....	26
Schedule Changes	26
Speech and Hearing Services.....	26
Testing Information	26
Tutoring for Credit.....	26
Transcripts.....	27
HALL PASSES	27
HARASSMENT / INTIMIDATION / BULLYING	27
Conduct Constituting Harassment, Intimidation, Or Bullying.....	27
Complaint Process	27
Non-Disciplinary Interventions	28
Disciplinary Interventions	28
INSURANCE	28
LIBRARY	28
LIMIT OF RESPONSIBILITY FOR STUDENT SAFETY	28
LOCKERS	28
LOST AND FOUND	28
NON-DISCRIMINATION.....	28
OVERNIGHT FIELD TRIPS.....	29
PARKING REGULATIONS	29
PUBLICATIONS	30
SEXUAL HARRASSMANT	30
STUDENT CONDUCT	30
(Zero Tolerance)	30
Hate Crimes, Harassment & Hazing Official Policy.....	31
TITLE IX	31
TELEPHONE	32

TEXTBOOKS.....	32
TECHNOLOGY.....	32
Norwalk High School BYOD (Bring Your Own Deivce.).....	32
STUDENT RULES FOR COMPUTER, INTERNET AND EMAIL USAGE	32
TRESPASS.....	34
VALUABLES	35
VISITORS	35
WORK PERMITS	35

DISTRICT CALENDAR



**NORWALK CITY SCHOOL DISTRICT
2020-2021**

STUDENT/ACADEMIC CALENDAR
V C19

First/Last Day of School
 Staff Only - No School for Students
 School Not in Session
 P/T Conferences

End of Quarter
 Interims
MU Possible Make-up Day
PM Evening
ER Early Release

First Day of School Schedule	
8/31	First Day PK & Grades 1-12
8/31	KDG Orientation - Group 1
9/1	KDG Orientation - Group 2
9/2	KDG Orientation - Group 3
9/3	KDG Students Begin School

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

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

25 - New Teacher PD
 26, 27, 28 - All Staff PD
31 - 1st Day for Grades PS & 1-12
 KDG students see left under "First Day of School Schedule"

7 - No School - Labor Day

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

2 - Interims
 16 - No School - Teacher PD

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

Qtr. 1 = 48 days
 3 - PM P/T Conferences
 5 - Early Release P/T Conferences
 6 - Last Day Qtr. 1
 25, 26, 27 - Thanksgiving Break

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

11 - Interims
 21-31 - Winter Break

January-21						
S	M	T	W	R	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	Qtr. 2 = 41 days					

4 - Classes Resume
 15 - No School - Teacher PD
 18 - No School - MLK, Jr. Day
 22 - Last Day Qtr. 2

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

15 - No School - Presidents Day
 26 - Interims

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

Qtr. 3 = 43 days
 15 - Make-up Day or Teacher PD
 26 - Last Day Qtr. 3

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

2-9 - Spring Break

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

7 - Interims
 31 - No School - Memorial Day

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

Qtr. 4 = 45 days
 6 - Commencement
8 - Last Day for Students
 9 - Teacher Work Day

Approved by the NCSD BOED 07.21.2020

ALMA MATER

Sing the Praises Honor Glory
To our Alma Mater fair,
Sing with mighty exaltation,
All her valiant deeds declare.

Lift her fame and Glory higher,
Hail her triumphs great and bold;
Sing the Praises Honor Glory,
Norwalk High our Blue and Gold.

FIGHT SONG

Aloft our banner waving,
We pledge to thee.
Dear Alma Mater,
Hearts of Loyalty,
Then here's to Norwalk High School
Our cheers we fling.
Far as the echoes,
Will your praises ring.

Our Blue is for the valor,
Of those in the fight.
Filled are the pages,
With golden deeds of right.
So hail to Norwalk High School,
True to her past.
High hold her colors,
Long as time shall last.

GENERAL INFORMATION

DISCLAIMER

Due to space considerations, some of the policies appearing in this handbook are shorter versions of the policies adopted by the Board and which appear in the Board policy manual. Unless the Board has specified otherwise in its action adopting this handbook, the shortened versions of the policies included in this handbook are not to be considered newly adopted Board policies.

COMMUNICATION

Phone Numbers

Principal's Office	660-6500
Assistant Principal's Office	660-6501
Guidance Office	660-6520
Athletic Department Office	660-6522

School Website

<http://www.norwalktruckers.net>

One Call Now

Norwalk High School is using One Call Now to notify parents of school closings, delays, and other important building level announcements. It is imperative that the high school has a current phone number on file for this purpose.

School Closings

In the event of a school closing or delay, broadcasts will be made over WLKR (95.3 FM) and our One Call Now system.

Twitter

Norwalk High School runs and maintains the twitter handle of @NHSTruckers. Follow us for news and updates.

GENERAL GUIDELINES

ADMINISTERING MEDICINES TO STUDENTS

Students needing medication are encouraged to receive the medication at home, if possible. If this is not possible, medication will be given to a student at school only in compliance with the following requirements:

1. The person or persons designated to administer medication receives a written request, using the district medication form. This form should be signed by the parent(s) having care or charge of the student.
2. Each person designated to administer medication receives a statement, signed by the physician or other person licensed to prescribe medication, which includes all of the following information:

- A. The name and address of the student.
 - B. The school and class in which the student is enrolled.
 - C. The name of the drug and the dosage to be administered.
 - D. The times or intervals at which dosage of the drug is to be administered.
 - E. The date on which the administration of the drug is to begin.
 - F. The date on which the administration of the drug is to cease.
 - G. Any severe adverse reactions which should be reported to the physician and one or more telephone numbers at which the person who prescribed the medication can be reached in case of an emergency.
 - H. Special instructions for administration of the drug, including sterile conditions and storage.
3. The parent(s) must submit a revised statement signed by the physician who prescribed the drug to the person designated to administer medication if any of the information provided by the person licensed to prescribe medications described above changes.
 4. The person authorized to administer the drug receives a copy of the statement described above.
 5. The drug is received by the person authorized to administer the drug to the student for whom the drug is prescribed in the container in which it was dispensed by the prescribing physician or other licensed professional.

Inhalers

Students have the right to possess and use a metered-dose inhaler or a dry-powder inhaler to alleviate asthmatic symptoms or before exercise to prevent the onset of asthmatic symptoms. The right applies at school or at any activity, event or program sponsored by or in which the student's school is a participant. In order for a student to possess and use an inhaler he/she must have written approval from the student's physician and parent or other caretaker. The administration and/or the school nurse must have received copies of these required written approvals.

The physician's written approval must specify the minimum following information:

1. The student's name and address.
2. The name of the medication contained in the inhaler.
3. The date the administration of the medication is to begin.
4. The date, if known, that the administration of the medication is to cease.
5. Written instructions which outline the procedures school personnel should follow in the event that

- the asthma medication does not produce the expected relief from the student's asthma attack;
6. Any severe adverse reactions that may occur to the student using the inhaler that should be reported to the physician.
 7. Any severe reactions that may occur to another student for whom the inhaler is not prescribed, should he/she receive a dose of medication;
 8. At least one emergency telephone number for contacting the physician.
 9. At least one emergency telephone number for contacting the parent, guardian or other person having care or charge of the student in an emergency.
 10. Any other special instructions from the physician.

ADMISSION AND WITHDRAWAL PROCEDURES

Admission Procedures

Upon entry into the Norwalk City Schools, the legal guardian of the child will provide for the building principal the following:

1. Birth certificate (required in order to enter).
2. Immunization records (must be presented within 14 days).
3. Custody papers:
 - A. Natural Parent – within 60 days as provided by law. (A child may be enrolled prior to receipt of custody papers only upon the sworn statement that the District resident has begun legal proceedings for custody of the child. If custody has not been granted within 60 days of enrollment, the child will be excluded from school.)
 - B. Foster or Agency Placement – upon enrollment.
4. Records from previous school (If available) – records request will be mailed to previous school by our school within 24 hours after child is admitted.
5. Proof of residency.

The following forms must be filled out and signed by the legal guardian before the child is entered:

1. Enrollment Record
2. Residency
3. Release of Records Authorization
4. Home Language Survey
5. Address and Childcare Information

Withdrawal Procedures

Parents are requested to notify the appropriate office to withdraw their child from school:

High School:	Guidance Office
Middle School:	Guidance Office
Elementary:	Principal's Office

Parents are to complete any appropriate forms for withdrawal of their child from school. Upon notification, appropriate forms will be completed by the classroom teacher.

ATHLETICS

The Academic Eligibility Requirements established by the Ohio High School Athletic Association and the Norwalk Board of Education are required of all athletes to maintain their eligibility.

1. Pass at least five (5) credits during the grading period prior to his/her participation with at least a 1.5 G.P.A.
2. Grades will be checked and an eligibility list will be compiled each Friday from the beginning of the season and until the season is completed (through OHSAA tournament). Any participant receiving two or more "F's" on the weekly eligibility list is automatically ineligible Monday through Sunday of the following week. An athlete who raises a failing grade the week in which s/he is declared ineligible will be deemed eligible for the remainder of the week. It is the responsibility of the student-athlete to notify the Director of Student Activities if a failing grade is improved.
3. Students who miss part of the school day due to illness must be in attendance by 11:00 A.M. in order to play a contest or practice on that date. An exception to this rule may be granted in advance by the building principal or assistant principal. Students missing school for reasons other than illness must have an excused absence in order to participate.

Discipline for Major Rule Infractions

The tobacco, drugs, and alcohol section of the major rules and regulations will be in effect for twelve months a year. Refer to Athletic Handbook for detailed policy.

Felonies and Misdemeanors

Any athlete that confesses to or is convicted of any felony or misdemeanor will be denied participation for a period of one year from the date of the infraction, confession, or conviction (depending on which factor the school is notified of first). For purposes of this paragraph, an offense committed by a juvenile that would be considered a felony or misdemeanor if committed by an adult shall be treated as a felony or misdemeanor. This paragraph will not apply to minor traffic or parking offenses. In the case of a misdemeanor that involves merely negligent (as opposed to intentional) conduct, the matter will be assessed on a case by case basis.

ATTENDANCE

Regular attendance by all students is very important. In many cases, irregular attendance is the major reason for poor schoolwork; therefore, all students are urged to make appointments, do personal errands, etc., outside of school hours.

Reasons for which students may be excused include, but are not limited to:

1. Personal illness of the student
2. Illness in the student's family
3. Needed at home to perform necessary work directly and exclusively for parents or legal guardians (applies to students over 14 years of age only)
4. Death in the family
5. Quarantine for contagious disease
6. Religious reasons
7. Traveling out of state to attend a Board-approved enrichment activity or extracurricular activity (applies to absences of up to **24 school hours**)
8. As determined by the Superintendent

Each student who is absent must immediately, upon return to school, make arrangements with his/her teacher(s) to make up work missed. Students who are absent from school for reasons not permitted by State law may, or may not, be permitted to make up work. Each case is considered on its merits by the principal and the respective teacher(s). Students are requested to bring a note to school after each absence explaining the reason for the absence or tardiness.

The primary responsibility for the supervision of a child rests with his/her parent(s) or legal guardian.

When a student is absent from school, it is the responsibility of the parent or legal guardian to notify school officials of the absence and the reason for the absence. This notification will be followed up with a written note, to be turned into the main office within three days of the absence.

Parents should call the school every day the student is absent at 660-6501 before 8:00 a.m.

The Board does not believe that students should be excused from school for vacations or other nonemergency trips. The responsibility for such absences resides with the parent(s), and they must not expect any work missed by their child to be retaught by the teacher. If the school is notified in advance of such a trip, reasonable efforts are made to prepare a general list of assignments for the student to do while he/she is absent.

Student Drivers are subject to a hearing to deny a student's driving privileges if that student of compulsory school age has been absent without legitimate excuse for more than **60 consecutive hours during a school month** or a total of at least **90 hours during a school year**.

College Day Visitation/Military Visitation Request

1. A College Day Request/Military Day Request form must be obtained by the student. This form must be signed by all of the student's teachers indicating that arrangements have been made for make-up work.
2. This form must be approved by and returned to the office prior to the College Day/Military Day requested for it to be eligible for an excused absence.
3. A signed statement on college stationary from an admissions representative of the campus visited or a signed statement on military stationary from the local or district recruiter visited must be turned in to the office.

General Information Regarding Attendance

1. **Absence Slip:** When a student returns to school following an absence, he/she is required to bring a note from his/her parent or legal guardian. This note must be submitted to the office within three (3) days after the absence and it must contain the following information: student's name, date of absence, specific reason for absence, and signature of parent or guardian. The attendance secretary will issue an absence slip. It is the student's responsibility to present this slip to each of his/her assigned teachers on the day that the excused absence slip is issued.
2. **Doctor's Excuse:** When a student is absent more than (70) hours during a school year, whether it is documented as an excused or unexcused absence, school officials may require a doctor's excuse for the remainder of the school year.
3. **Early Dismissal Slip:** This slip will be issued in response to a written request by a parent/legal guardian or on an emergency basis.
4. **Eighteen Year Old Students:** Students who are eighteen (18) years old are subject to the same rules and regulations as all other students.
5. **Excused Absence:** Students receiving an excused absence will be provided the opportunity to make up all missed work with credit. It is the student's responsibility to contact the teacher to obtain missed assignments. The minimum amount of time allowed for make up work, will be: Number of consecutive days absent plus one school day

6. **Perfect Attendance Awards:** Norwalk High School will recognize perfect attendance for those students with no absences or tardies on their record.
7. **School Activities:** Absences which result from any school sponsored activity (field trip, assembly, athletic event, or in-school suspension) will be considered as “in attendance” not as “absent.”
8. **Suspension:** Students suspended out-of-school will be considered as unexcused. Teachers do have discretion to grade the students’ work and offer points. Conversely, students who serve an In-School Restriction (ISR) will have all their assignments scored and full credit will be assigned.
9. **Tardy to Class:** Students arriving late to class, study hall or the cafeteria will be considered tardy, unexcused. Students absent from class for more than ½ the period without a pass will be considered truant.
10. **Tardy to School:** Students arriving late to school will report to the assistant principal’s secretary for an admittance slip.
11. **Tardy Slip:** Students arriving in the building after the start of first period are required to report to the office of the assistant principal, sign in, and receive a tardy slip. The slip should be given to the classroom teacher upon arrival in class. Students who arrive late to first period without a tardy slip should be sent directly to the office in order for them to obtain one.
12. **Truancy:** Truancy is declared when a student is absent from school for a day or any portion thereof without school authorization and parent consent. All students are required to sign out when leaving the building at a time other than their normal dismissal time.
13. **Unexcused Absence:** An absence from school will be considered unexcused when the school has not been properly notified, no written excuse is received within three (3) school days after the student returns to school and/or the reason provided does not conform to the excused absence policy. Students receiving an unexcused absence will be permitted to make up work missed, but no credit will be earned. **Note: Cutting classes and leaving school grounds** (without proper authorization) will be considered an unexcused absence subjecting a student to both the truancy provisions and discipline under the student code of conduct.

Truancy

Norwalk High School endeavors to reduce truancy through cooperation with parents, diligence in investigating the causes of absence and use of strict

guidelines in regard to tardiness and unexcused absence.

When the School determines that a student has been truant and that the parent, guardian or other person having care of a child has failed to ensure the child’s attendance at school, State law authorizes the School to require the parent to attend a specified educational program.

This program has been established according to the rules adopted by the State Board of Education for the purpose of encouraging parental involvement in compelling the child’s attendance at school.

On the request of the Superintendent, or when it comes to the attention of the school attendance officer or other appropriate officer of the District, the designated officer must investigate any case of supposed truancy within the District and must warn the child, if found truant, and the child’s parent in writing of the legal consequences of being a “habitual” truant.

A “habitual truant” is any child of compulsory school age who is absent without a legitimate excuse for **30** or more consecutive **hours**, **42** or more **hours** in one month or **72** or more **hours** in a school year.

The parent is required to have the child attend school immediately after notification. If the parent fails to get the child to attend school, the attendance officer or other appropriate officer, if directed by the Superintendent or the Board, must send notice requiring the child’s parent to attend a parental education program.

Regarding “habitual truants,” the Board must take as an intervention strategy any appropriate action contained in Board policy.

The Board directs the administration to develop intervention strategies that include **all of the** following **actions if applicable:**

1. Providing a truancy intervention plan meeting State law requirements for any student who is excessively absent from school
2. Providing counseling for a habitual truant
3. Requesting or requiring a parent having control of a habitual truant to attend parental involvement programs
4. Requesting or requiring a parent of a habitual truant to attend truancy prevention mediation programs
5. Notification to the registrar of motor vehicles or
6. Taking appropriate legal action.

The attendance officer provides notice to the parent of a student who is absent without excuse for 38 or more hours in one school month or 65 or more hours in a school year within seven days after the date of the absence triggering the notice. At the time of notice, the District may take any appropriate action as outlined in this policy as an intervention strategy.

Absence Intervention Plan

When a student's absences surpass the threshold for a habitual truant, the Principal or the Superintendent assigns the student to an absence intervention team within 10 days of the triggering event. The absence intervention team must be developed within seven school days of the triggering event and is based on the needs of the individual student. The team must include a representative from the student's school or District, a representative from the student's school or District who knows the student and the student's parent or their designee, and also may include a school psychologist, counselor, social worker or representative of an agency designed to assist students and their families in reducing absences. During the seven days while developing the team, the Superintendent or principal makes at least three meaningful, good faith attempts to secure participation of the student's parent. If the student's parent is unresponsive the District investigates whether the failure to respond triggers mandatory reporting to the appropriate children's services agency and instructs the absence team to develop the intervention plan without the parent.

Within 14 school days after a student is assigned to a team, the team develops a student specific intervention plan to work to reduce or eliminate further absences. The plan includes, at minimum a statement the District will file a complaint in juvenile court not later than 61 days after the date the plan is implemented if the student refuses to participate or fails to make satisfactory progress. The District makes reasonable efforts to provide the student's parent with written notice of the plan within seven days of development.

The absence intervention plan for a student may include contacting the juvenile court to have a student informally enrolled in an alternative to adjudication. The Board directs the Superintendent to develop written procedures regarding the use of and selection process for offering these alternatives to ensure fairness.

If the student becomes habitually truant within 21 school days prior to the last day of instruction of a school year, the District may either assign a school official to work with the student's parent to develop

an intervention plan during the summer and implement the plan no later than seven days prior to the first day of instruction of the next school year, or reconvene the absence intervention process on the first day of instruction of the next school year.

Filing a Complaint with Juvenile Court

The attendance officer must file a complaint against the student in juvenile court on the 61st day after implementation of the absence intervention plan when:

1. The student's absences have surpassed the threshold for a habitual truant.
2. The District has made meaningful attempts to re-engage the student through the absence intervention plan, other intervention strategies and any offered alternatives to adjudication and
3. The student has refused to participate in or failed to make satisfactory progress on the plan or any offered intervention strategies or alternatives to adjudication as determined by the absence intervention team.

If the 61st day after intervention falls on a day during the summer months, the District may extend the implementation of the plan and delay the filing of the complaint for an additional 30 days after the first day of instruction of the next school year.

Unless the absence intervention team determines the student has made substantial progress on their absence intervention plan, the attendance officer must file a complaint against the student in juvenile court if the student is absent without legitimate excuse for 30 or more consecutive hours or 42 or more hours during a school month at any time during the implementation phase of the intervention plan or other intervention strategy.

BUILDING USE BEYOND NORMAL SCHOOL HOURS

All activities held after normal school hours are subject to all regulations in effect during the normal school day plus the following stipulations:

1. Extra-curricular activities should not interfere with the routine duties of the custodial staff.
2. All groups desiring to hold after school meetings should notify the main office by Thursday of the week preceding the meeting or activity.
3. All after school meetings or activities must be attended by a faculty advisor/representative.

BUS TRANSPORTATION

Safety and Welfare

The Board of Education requires that student safety and welfare be ensured during the time students are

being bused to school. The Board holds that bussing is a privilege, not a right, which may be removed from any student who violates the rules of the District, or who conducts himself/herself in a manner which is considered dangerous to persons or property or a threat to the safe operation of the school bus.

PUPILS WILL RIDE ON ASSIGNED BUSES, both to and from school, unless due to some emergency – call 419-660-1822, or with parents written permission to deviate from this rule.

Norwalk City School District Pupil Transportation and Safety Rules

1. Pupil's shall arrive at the bus stop before the bus is scheduled to arrive.
2. Pupil's must wait in a location clear of traffic and away from the bus stops.
3. Behavior at the school bus stop must not threaten life, limb or property of any individual.
4. Pupils must go directly to an available or assigned seat so the bus may safely resume motion.
5. Pupils must remain seated keeping aisles and exits clear.
6. Pupils must observe classroom conduct and obey the driver promptly and respectfully. Talking is not permitted at railroad crossings.
7. Pupils must not use profane language.
8. Pupils must refrain from eating and drinking on the bus except as required for medical reasons.
9. Pupils must not use tobacco on the bus.
10. Pupils must not have alcohol or drugs in their possession on the bus except for prescription medication required for a student.
11. Pupils must not throw or pass objects on, from or into the bus.
12. Pupils may carry on the bus only objects that can be held in their laps.
13. Pupils must leave or board the bus at locations to which they have been assigned unless they have parental and administrative authorization to do otherwise. Parents will need to call the Transportation Office at 419-660-1822 for approval of any Transportation changes.
14. Pupils must not put head or arms out of the bus windows.
15. Pupils who violate any of the Norwalk City School District Pupil Transportation and Safety Rules will receive the following correspondence and discipline actions; 1st Offense-Verbal Warning, 2nd Offense-Written Warning, 3rd offense-2-day suspension from School Transportation, 4th offense-5-day suspension from School Transportation, 5th offense-possible 180-day suspension from School Transportation.

Change in Transportation

If there is to be a change in the normal transportation of your child, such as walking instead of riding the

bus or someone different picking them up, the teacher and office should be notified in writing of the change.

CAFETERIA

Norwalk High School operates on a closed lunch schedule for all students grades 9 through 12.

1. No food items are to be ordered from local restaurants and brought or delivered to the high school.
2. Students will not cut into lunch line.
3. All cafeteria sales are cash or pre-paid only.
4. Good manners and appropriate behavior are expected of all students using the cafeteria.
5. Each student is responsible for taking his/her tray and dishes to the trash cans.
6. Each student is responsible for keeping the table clean and orderly.
7. Food items can only be removed from the cafeteria by students who are serving a lunch detention or by students working in the writing lab.
8. Students are to remain seated until the bell rings.

Free and Reduced Lunch Program

The Norwalk City School District will provide free or reduced price lunches to all students who qualify for these programs. All applications are handled on a confidential basis.

CLASS FEES

All class fees must be paid to individual courses within two weeks of the start of each semester. Receipts must be kept on record in the main office. Payment schedules must be approved by the principal/assistant principal.

1. A student may not participate in graduation ceremonies until all fees are paid.
2. Transcripts and records will be released only after all fees are paid.
3. Work permits will not be issued until all fees and fines are paid.

CLUBS AND ORGANIZATIONS

The clubs and organizations available at Norwalk High School are provided in an effort to bring students together and to promote school spirit. Through club activities and projects, the members learn to work together, learn the necessity of being able to lead or to follow, and to learn to enjoy the satisfaction of sharing with others a common interest and purpose. National Honor Society is one such organization that is open to juniors and seniors only. Members of National Honor Society are selected during the 2nd semester of the school year. Selection is based upon the qualities of scholarship, leadership, service, and character. To be eligible for membership, a student must have a 3.2 GPA. Final

selection is based on a confidential ballot cast by members of the Norwalk High School faculty council.

CODE OF STUDENT CONDUCT

The items in this Code are applicable to all students when properly under the authority of school personnel during a school activity, function, or event whether on property owned, rented, or maintained by the Norwalk City School District Board of Education or property owned, rented, or maintained by another party. Additionally, the provisions of this Code shall apply to students if the prohibited act(s) takes place while on properties immediately adjacent to school property, within the line of sight of school property, on school transportation, or off of property owned or controlled by the district but that is connected to activities that have occurred on property owned or controlled by the district, and misconduct that regardless of where it occurs is directed at a district official or employee, or the property of such official or employee, or that affects the operation of the schools.

Academic Dishonesty

A student shall not engage in any act of cheating, plagiarism, or academic dishonesty, including but not limited to the removal and/or changing of any school records.

Arson/Attempted Arson

A student shall not set or attempt to set an unauthorized fire.

Assault, Assault and Battery or Threat (Verbal or Other)

A student shall not engage in any act or threatened act of physical violence or force causing, attempting to cause, or threatening to cause physical harm to another. Acts of harassment and hazing are considered assault as well.

Commission of Immoral Act or Act That Endangers Persons or Property

A student shall not commit an immoral act or an act that endangers persons or property.

Complicity

A student shall not actively or passively aid, abet, and/or otherwise encourage others to violate the rules contained in the Code of Conduct.

Damage, Destruction, Defacement, or Misuse of Property

A student shall not cause or attempt to cause damage, destruction, or defacement to either school property or private property, through improper use or

otherwise, on school premises or during school activities conducted on or off school grounds whether intentionally, negligently, recklessly, or carelessly done.

Dangerous and/or Disruptive Articles

A student shall not possess any item that may be potentially dangerous or disruptive to the learning environment. This will include, but is not limited to the following: cigarettes, lighters, radios, laser pointers or playing cards.

Disrespect

A student shall be respectful toward school personnel, students, and visitors at all times. Teachers have protection under Ohio law, from disrespectful types of student behaviors for 24 hours each day. Any conduct away from school which has a detrimental effect on school discipline and welfare will come within the scope of the school's authority.

Disruption of School

A student shall not cause any disruption of any classroom activity or the operation of the school or the educational process and shall not engage in any act that is potentially harmful to the health, welfare and safety of the student himself, other students or staff. This shall also include the incitement of others toward acts of disruption.

Distribution or Sale of Unauthorized Materials

A student shall not solicit, distribute, or sell anything in school without permission of the principal or assistant principal.

Dress or Appearance

A student shall follow the dress code for the building he/she attends. (See building's dress code in the student handbook.)

Excessive Displays of Affection

Students shall not engage in kissing, embracing, or any other physical contact not appropriate to the educational environment on school property.

Electronic Devices

Capturing a picture or recording a video for non-educational purposes or any way that would represent the school in a negative manner may result in disciplinary action. Pictures or videos taken at school and without teacher supervision, while on school property or at a school function, may not be taken of any individual without the written permission of the individual and if a student, also the student's parent/guardian. This permission must be in writing and submitted to the office. Taking pictures or videos in a restroom or locker room is strictly prohibited and violation may result in suspension or

expulsion. All regulations in the student rules for computer, internet and email usage must be followed.

Failure to Serve School Discipline/Violation of Terms of School Discipline

Refusing to serve or violating the terms of school discipline, misbehavior while serving school discipline, failure to report for or serve school discipline, and walking out of the principal's or assistant principal's office while discussing or receiving discipline will not be tolerated. The student may be required to serve the original consequence in addition to further disciplinary action.

False Alarms/Bomb Threats

A student shall not give false alarm of fire, bomb, or other hazard, misuse the school's fire alarm system in any manner, or falsely report emergency situations.

False Reports/Forgery/Falsification

Students shall not make false accusations or give false testimony or information on any school forms or correspondence or other communications directed to the school or school personnel. This includes falsifying, verbally or in writing, the name of another person, times, addresses, or other data on school forms or correspondence directed to the school or use of falsified information.

Fighting/Hitting

A student shall not engage in any fight or other act of violence or force that causes harm or threatens to cause harm to another person. This includes inciting and/or encouraging others to fight or hit.

Gambling

A student shall not engage in any gambling activities, such as playing or gambling for money or other stakes. Gambling includes flipping, matching, pitching coins, card playing, and other forms of gambling for money or other stakes.

Gangs, Fraternities or Sororities

The words gang, fraternity and sorority should be held to mean only such organizations whose deliberations and activities are secret and discriminatory. According to Ohio Law, no pupil in the public schools shall organize, join or belong to a fraternity, sorority or gang composed or made up of pupils in the public schools. Gangs which initiate, advocate or promote activities which threaten the safety or well-being of persons or which are disruptive to the school environment will not be tolerated. Any student wearing, carrying or displaying gang paraphernalia or exhibiting behavior or gestures which symbolize gang membership or

causing and/or participating in activities which intimidate or affect the attendance of another student will be subject to disciplinary action (i.e. suspension for insubordination, referral to police). (Adoption date: October 8, 1996; Legal Refs.: ORC 3313.20; 3313.66; 3313.661)

Hazing/Intimidation

A student shall not participate in hazing or other degrading or disgraceful acts, or subject other students to pranks or humiliation causing mental or physical harm.

Insubordination/Defiance/Disobedience

A student shall not refuse to comply with reasonable requests, orders and directions of teachers, substitute teachers, teacher aides, administrators or other authorized personnel during any period of time when the student is properly under the authority of school personnel. Insubordination includes but is not limited to:

1. Disobedience, insolence, arrogance, or disrespect toward any staff member.
2. Not serving assigned detentions.
3. Not following school rules or proper procedures.
4. Not following assigned schedule/being in unauthorized area.
5. Chronically tardy to school or class.
6. Repeated misbehavior after warning.

Intimidation/Harassment/Menacing/Taunting

A student shall not intimidate, insult, taunt, harass, threaten or in any manner abuse verbally or in writing any student or staff member. This includes harassment based upon race, religion, national origin, sex or disability. A student will be found to be in violation of the Norwalk High School harassment policy if their actions:

1. Have the purpose or effect of creating an intimidating, hostile or offensive educational environment.
2. Have the purpose or effect of unreasonably interfering with an individual's performance.
3. Otherwise adversely affects an individual's opportunities or participation in the educational environment.

Leaving School Property or Assigned Area

A student shall not leave school property or his/her assigned area prior to specified dismissal time without official permission.

Loitering/Littering/Causing a Disturbance

A student shall not loiter, litter, or delay in any way that may cause disruption of some activity or function on public or private property adjacent to, across from or in close proximity to a school site, while either coming to and from school or school

activities, or during the school day, or during school activities.

Misuse of a Computer

Students shall not use a computer to obtain access to lewd, obscene, scandalous, or other unauthorized information or otherwise misuse a computer or a computer program.

Misuse of Vehicles and Bicycles on School Property

A student shall not violate the prescribed rules and regulations for use of vehicles and bicycles on school property.

Narcotics, Alcoholic Beverages, Drugs, and Paraphernalia

A student shall not use, conceal, sell or distribute, possess, buy, transmit, be under the influence of, show signs of using, or smell of, alcoholic beverages, illegal drugs, controlled substance, mind altering substances, harmful inhalants, including but not limited to marijuana, or narcotics on school property or at any school sponsored event at any time. A student shall not use, possess, offer to sell or distribute, or buy counterfeit or look-alike drugs, or any prescription drug or medication that is not in its original container and prescribed for that student. Possession and/or use of any item determined to be drug paraphernalia is similarly prohibited.

Participation in Extra-curricular Activities

A student participating in extra-curricular activities shall not violate the rules and regulations contained in the Student Code of Conduct, in the Athletic Handbooks, or the rules published for that activity, club, team, and events.

Prescription or Non-prescription Drugs

A student shall not use, sell or distribute, buy, or possess prescription or non-prescription drugs without following the procedures for use of such drugs at school.

Profane, Obscene, Indecent, Vulgar or Inappropriate Language/Gestures

A student shall not use profane, obscene or vulgar language (written or verbal) gestures, pictures, signs, or clothing, at school, on school buses or while engaged in or present at any school sponsored event or activity.

Prohibited/Restricted Articles

Students are prohibited from having at school any object that in the judgment of the administration endangers the health, welfare or safety of students or staff which includes the following: lighters, laser

pointers, pagers, tobacco products, and television sets.

Students are restricted from using at school during the student day any object that in the judgment of the administration disrupts or interferes with the educational process which includes the following: CD/MP3 players, electronic games, cameras and cell phones. The school district is not responsible for lost, stolen, or damaged items.

Punctuality and Tardiness

All students are expected to be on time for school and for each class, unless illness or a delayed school bus prevents timely attendance at school.

Repeat Offenses/Flagrant Violations

A student shall not repeatedly fail to comply with school rules and regulations or directions of teachers, student teachers, teacher aides, principals, or other authorized school personnel. Repeated violations may result in increased severity of the consequence per occurrence.

School Buses

A student shall not violate the prescribed rules and regulations for student conduct on school buses.

Sexual Harassment

A student shall not sexually harass another student. Sexual harassment may include, but is not limited to:

1. Verbal harassment or abuse of a sexual nature which includes:
 - A. sexual flirtation, unwelcome sexual advances or requests for sexual favors
 - B. the use of sexually degrading words to describe an individual
 - C. displaying sexually suggestive objects or photographs
 - D. sexually explicit or obscene jokes
2. Pressure for sexual activity.
3. Repeated remarks to a person with sexual or demeaning implications (which includes graphic or suggestive comments about an individual's dress or body).
4. Unwelcome or welcome touching.

Shakedown/Strong Arm/Extortion

A student shall not force another person to give him/her money or articles of value.

Smoking

A student shall not possess, handle, transmit, conceal, or use any tobacco product, including smokeless tobacco such as snuff or chewing tobacco, alternative nicotine products, electronic cigarettes, and any other form of tobacco in the school building, on school buses, at school sponsored activities, or on school property at any

time. First-time offenders may be required by Huron County Juvenile Court to attend a youth smoking education program or pay a fine of up to \$100. Failure to comply with these requirements can lead to a fine of more than \$100, 20 hours of community service, and/or the suspension of the offender's driver license, probationary driver license or temporary instruction permit for a period of 30 days.

Tardiness to Class

Students arriving late to class, study hall or the cafeteria will be considered tardy, unexcused. The individual teacher has discretion to handle the first four (4) tardies as he or she sees fit. Starting with the 5th unexcused tardy to class, students should be referred to the office for the following consequences:

- 5th unexcused tardy - two (2) school service projects.
- 10th unexcused tardy - Saturday Detention or Friday Detention
- 15th unexcused tardy - Saturday Detention or Friday Detention
- 20th unexcused tardy – Administrative Discretion
- 25th unexcused tardy – Administrative Discretion

Tardiness to School

Students arriving in school after the tardy bell are considered to be tardy to school. Excessive tardiness to school will be subject to the following disciplinary action:

- 5th unexcused tardy – warning letter
- 10th unexcused tardy - Saturday Detention
- Every 5th unexcused tardy thereafter – Administrative Discretion

Theft

A student shall not attempt to act or act in taking or acquiring of the property of others without their consent.

Throwing of Any Object

Students shall not throw any object, including snowballs, without authorization.

Truancy

A student shall not be absent from school including study hall, class, or any other assigned activity for all or part of the day without parental and school authorization

Vandalism

A student shall not attempt to act or act in a way that result in the destruction or defacement of school or private property.

Violation of Federal or State Statutes, or State Student Mandates

Students shall not violate federal or state statutes, rules or regulations on school premises or at school activities, including but not limited to obtaining required immunizations.

Weapons and Dangerous Instruments

A student shall not bring to school, possess, handle, transmit, conceal, or use or threaten to use any object capable of inflicting bodily injury or disrupting the operation of the schools. This includes but is not limited to, firearms, knives, explosives, fireworks, pyrotechnic devices of any kind, maces, and other dangerous weapons or ordnances, including objects made, constructed, or altered so that to a reasonable person the object appears to be a firearm. A weapon is anything a person uses to hurt or injure or attempt to hurt another person (i.e. gun, knives, pen to stab, a stapler to throw, a chair raised to swing, etc.).

1. Firearms/Explosives: Students are prohibited from bringing a firearm on school property, in a school vehicle or to any school sponsored activity. The definition of a firearm shall include any weapon (including a starter gun) which is designed to or may easily be converted to expel a projectile by action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device (as defined in 18 U.S.C.A. Section 921), which includes but is not limited to any explosive, incendiary, or poisonous gas, bomb, grenade, or rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or device similar to any of the devices described above.
2. Knives: Students are also prohibited from bringing knives on school property, in a school vehicle or to any school sponsored activity. The definition of a knife includes but is not limited to a cutting instrument having a sharp blade.

NOTE: The Board may extend the right to expel a student for reasons beyond the possession of a firearm or knife. Students who possess or use other dangerous weapons, which are defined but are not limited to metal knuckles, straight razors, explosives, noxious irritation or poisonous gases, poisons, drugs or other items possessed with the intent to use, sell, harm, threaten or harass students, staff members, parents or community members may be subject to expulsion.

A student shall not knowingly possess an object on school premises, in a school building, at a school activity or on a school bus if both of the following apply:

1. The object is indistinguishable from a firearm, whether or not the object is capable of being fired.
2. The person indicates that the person possesses the object and that it is a firearm or the person knowingly displays or brandishes the object and indicates that it is a firearm.

As defined by Ohio law and for purposes of this policy, an “object that is indistinguishable from a firearm” means an object made, constructed or altered so that, to a reasonable person without specialized training in firearms, the object appears to be a firearm.

[Adoption Date: April 9, 2002]

RULES AND REGULATIONS FOR THE BEHAVIOR AND DISCIPLINE OF STUDENTS

Instructional personnel are responsible for managing student behavior and handling discipline problems that occur within their range of responsibility. Teachers may call on other school personnel to help in discharging of their responsibilities. They may refer students to the building administrator who is responsible for determining further disciplinary action. Referrals will be made to the appropriate law enforcement agency in regard to suspected criminal offenses.

An administrator may deal with student misconduct in a variety of ways, including, but not limited to: parental involvement; counseling; referral to school or other support personnel; loss of privileges; emergency removal; school service project (SSP); in-school restriction (ISR); out-of-school suspension (OSS); Friday detention; recommendation for expulsion.

DEFINITION OF DISCIPLINARY TERMS

Definition of School Sponsored Activities

Any activity on school property or off school property, but promoted by the school under the name of Norwalk High School is considered to be sponsored by the school and all rules of discipline and personal conduct are to be adhered to. Students violating school rules in these situations will be subject to disciplinary action.

School sponsored activities include, but are not limited to:

- Band camp
- All trips, contests, rehearsals and performances by school musical groups
- All athletic trips, practices and contests
- All dances
- Graduation rehearsal and ceremony
- All banquets sponsored by school organizations

- All money raising activities sponsored by school organizations
- All intramural contests and practices
- All field trips
- Sport camps
- All school assembly programs

The annual “After Prom Party” is not a school sponsored activity and the Board of Education/High School administration assume no responsibility for the activity.

Detention

The term "detention" shall mean the detaining of a student by a teacher or administrator before, during or after school hours as a form of discipline. Students will be given twenty-four (24) hours notice when the detention is assigned. Students will not be excused from detention, except for an identified emergency. Failure to serve assigned detention will result in the assignment of additional detention(s). Failure to serve "additional" detentions will result in the student being cited with insubordination as listed under the Serious Misconduct Code of the Student Code of Conduct.

The school will not provide transportation for students who lose their regular means of transportation as a result of detention.

Due Process Appeals

1. A student or his/her parents/guardian/custodian may appeal a suspension by the building administrator to the Superintendent or a designee of the Board of Education. An appeal for expulsion will be to the Board of Education or its designee.
2. The decision of the Board of Education can be appealed to the Court of Common Pleas under Ohio Revised Code 2506.
3. An appeal of suspension does not mean that the student is not to serve the suspension. If a suspension is overruled, all materials related to the suspension will be removed from the student's record and the student will be permitted to make up his/her work.
4. A record of the appeal proceeding will be kept and a copy given to the individuals involved in the suspension appeal.
5. An appeal must be filed within ten (10) days following the suspension.

Emergency Removal

The term “emergency removal” shall mean the removal of a student from curricular or extra-curricular activities or from the school premises where the student’s presence poses a continuing danger to persons or property or a threat of

disrupting the academic process. An emergency removal will not exceed twenty-four (24) hours in duration and will be considered an unexcused absence. When the student is removed for a period of time less than twenty-four (24) hours, due process procedures are not required. Ohio Revised Code §3313.66.

Expulsion

Expulsion is the most severe disciplinary action available to school authorities. The procedures to be followed in the expulsion of a student are clearly established by State Law (ORC 3313.66). The following guidelines have been established:

1. Only the Superintendent of schools can expel a student.
2. The Superintendent must give the pupil and his/her parent/guardian a written notice of the intended expulsion.
3. This notice shall contain the following information:
 - A. The notice is to include reasons for the intended expulsion.
 - B. The student and parent/guardian or representatives have the opportunity to appear on request before the Superintendent or his/her designee to challenge his/her action or to otherwise explain the student's action.
 - C. The notice is to state the time and place to appear which must not be less than three (3) days nor later than five (5) days after the notice is given.
 - D. The Superintendent may grant an extension of time; if granted, all parties must be notified.
4. Within twenty-four (24) hours of the expulsion, the Superintendent will notify the parent/guardian, or custodian of the pupil and the Treasurer of the Board of Education of the action to expel.
5. Notice will include:
 - A. Reason for expulsion
 - B. Right of the pupil to appeal
 - C. Right to be represented
 - D. Right to request an executive session of the Board of Education

In-School Restriction (ISR)

The term in-school restriction shall mean the removal of a student from the normal school schedule of classes and all related school activities, and re-assignment to other special programming within the school, with daily school attendance required. The ultimate goal of this program is to provide assistance and guidance as well as disciplinary action. Each student assigned to ISR will be given in advance a list of rules and will be expected to comply. In order for a student to return to the regular curriculum, he or she must successfully complete all components of the ISR program for each assigned day.

Loss of Student Driving Privilege

Students may have their temporary instruction permit or driver's license suspended due to a variety of reasons:

1. Dropouts: A dropout is any student of compulsory school age who withdraws for some reason other than a change of residence or is enrolled in and attending, in accordance with school policy, an approved program to obtain a diploma or its equivalent.
2. Unexcused Absence: A student of compulsory school age who has been absent without legitimate excuse for more than 10 consecutive days, or a total of at least 15 days during a semester.
3. Suspension or Expulsion for use or possession of alcohol or drugs: A student is suspended or expelled from school in accordance with ORC 3313.66 for the possession of alcohol or drugs.

After receiving such information from the Superintendent the registrar of motor vehicles is required to suspend the temporary instruction permit or driver's license of the student who is the subject of the notice. If a temporary permit or license has not been issued for that student, the registrar is prohibited from issuing a temporary permit or a license. Any denial of driving privileges would remain in effect until the student reaches 18 or until the denial of driving privileges is terminated for another reason allowable under the Ohio Law.

Notification to the registrar of motor vehicles and the county judge must comply with ORC 3319.321 and with the U.S. Family Educational Rights and Privacy Act of 1974 (FERPA) and accompanying regulations.

In accordance with Ohio Law a student whose driving privileges have been denied can file a petition with the juvenile court in which he resides.

Legal Refs.: ORC: 3321.01, 3321.04, 3321.13, 3321.14, 3321.38, 4507.071
State Board of Education Minimum Standards: 3301-35-02, 3301-35-03

Due Process Appeals

1. Parental notification will be given prior to notification to Ohio Bureau of Motor Vehicles.
2. Parent(s) will be afforded the opportunity to challenge the information upon which the superintendent is proposing to act.
3. Any student who has lost driving privileges due to withdrawal of school or habitual absence may file a petition in Juvenile Court.

Out-of-School Suspension

The term out-of-school suspension shall mean the removal of a student from the school premises and all related school activities for a period of time not to exceed ten (10) days per disciplinary action. Students receiving an out-of-school suspension will be considered unexcused absences and will not:

1. Attend any school activity or event while on suspension.
2. Participate in any school activity or event while on suspension.
3. Be on school property while serving an out-of-school suspension.

Saturday Detention

An alternative to in-school and out-of-school suspension where students who receive disciplinary action through assignment to Saturday Detention will be supervised, provided with the opportunity to study and to learn, and will not be removed from regular class attendance. The Tobacco Education Class is an intervention program designed for first-time tobacco infractions. Students are provided information and simulated activities regarding tobacco, usage and cessation techniques/strategies.

Each student assigned to Saturday Detention will be given in advance a list of rules and will be expected to comply.

If a student fails to follow the rules of Saturday School they may be dismissed and assigned other discipline.

Friday Detention

An alternative to in-school and out-of-school suspension where students who receive disciplinary action through assignment to Friday Detention will be supervised, provided with the opportunity to study and to learn, and will not be removed from regular class attendance. Students are provided information and simulated activities regarding tobacco, usage and cessation techniques/strategies. If a student fails to follow the rules of Friday School they may be dismissed and assigned other discipline.

School Service Project

An alternative to in-school and out-of-school suspension where a student volunteers to perform assigned tasks before or after school hours in lieu of a suspension.

Search and Seizure

In a search and seizure situation, the following procedures shall be applied:

1. A student's person will only be searched when the administration believes that the student is concealing evidence of an illegal act or school violation.

2. Illegal items (weapons, firearms, etc.) or other possessions reasonably determined by the school authorities to be a threat to one's safety may be seized by school officials.
3. Items which may be used to disrupt or interfere with the educational process may be temporarily removed from one's possession by a staff member. These items may be returned to the student by that staff member or through the office.
4. A general inspection of school properties, such as lockers, desks, etc., may be conducted on a regular basis. During these inspections, items which are school property may be collected.
5. All items which have been seized will be turned over to proper authorities or returned to the true owner, depending on the situation.

When students choose to drive motor vehicles to school, parking on school property is a privilege and not a right. School administrators may search motor vehicles driven to school by students, with or without the students' consent, whenever they have reasonable grounds to suspect that the search would discover evidence of a violation of law or of the code of student conduct.

COVID-19 PROCEDURES AND EXPECTATIONS

In order to promote and preserve the health of those in our schools, the Norwalk City School District has established a set of guidelines and protocols for the 2020-2021 school year. It is important that students follow protocols before, during and after school.

Caregiver Expectations

1. Ensure all contact information is up to date.
2. Ensure there are multiple prearranged and available methods for picking up a student from school should they become ill or exhibit symptoms of COVID-19.
3. Perform student wellness checks every day prior to sending students to school. If students display unexplained symptoms of COVID-19, they should stay home. Symptoms include:
 - A. Fever or chills
 - B. Cough
 - C. Shortness of breath or difficulty breathing
 - D. Fatigue
 - E. Muscle or body aches
 - F. Headache
 - G. New loss of taste or smell
 - H. Sore throat
 - I. Congestion or runny nose
 - J. Nausea or vomiting
 - K. Diarrhea
4. If students have a fever of 100 degrees or higher, they should not return to school until fever free, without medication, for 72 hours.

5. Inform school staff at the beginning of the school year if students have chronic conditions that may mimic the symptoms of COVID-19 (above)
6. Families that have come in close contact with a person that has tested positive for COVID-19 should contact Huron County Public Health and follow their recommendations prior to returning to school.

Student Expectations

Due to the serious nature of the global COVID-19 pandemic, students are expected to fully comply with district, building and classroom protocols. As community health conditions change, the Norwalk City School District maintains the right to modify, amend or adjust protocols as necessary.

1. Students will wear masks or face shields at all times on school transportation.
2. Students will use assigned entrances to the school building and will report to designated areas when entering their building.
3. Students will wear masks or face shields at all necessary times based on district and state policies.
4. Students will follow social distancing guidelines in each building.
5. Students will follow staff directives when removing masks or face coverings.
6. During the duration of the COVID-19 Pandemic, students will be allowed to carry a backpack throughout the school day.

Mask Guidelines

A mask is a cloth/fabric device or garment which is worn around the face and snugly covers an individual's nose, mouth, and chin, so as to reduce the spread of respiratory droplets that, in infected people, carry and spread COVID-19. A mask must be constructed, designed and worn in a manner commensurate with the purpose of reducing the spread of respiratory droplets.

- No bandanas
- Masks must be made of school appropriate materials
 - Materials and designs must be compliant with the school dress code
- Masks may not have holes or valves
 - No mesh, fishnet, etc.

DRESS CODE

While the Norwalk City Schools accepts the concept of freedom of choice in student dress and personal grooming, it also realizes its responsibility in setting reasonable limits beyond which a student's personal freedom is limited for the common good. A student shall not dress or appear in a fashion deemed

inappropriate because it either (1) interferes with the student's health and welfare or that of other students; (2) causes disruption or is determined to be vulgar and offensive; or (3) directly interferes with the education mission of the school. The following guidelines are established for Norwalk High School:

1. Shoes or sandals will be worn by all students while on school grounds.
2. Hats (including hoods on sweatshirts), bandannas, hair picks, and sweatbands will not be worn in the building nor displayed in any other fashion.
3. Short skirts and shorts, spandex shorts, pajama pants, and cut offs will not be allowed. All shorts, skirts, and dresses are to be at least mid-thigh length when a student is in a seated position. The belt line of all pants and shorts must be worn at or above the waist of the student. Undergarments shall not be visible.
4. The function of a top will be to cover the entire torso, shoulders, chest and back. Muscle/mesh shirts, spaghetti straps, tank tops, halter-tops, and apparel that are backless will not be worn. Midriffs and cleavage shall not be visible.
5. Clothing or buttons with inappropriate slogans that are sexually suggestive (either direct or implied) or that use inappropriate language is unacceptable. Illustrations or slogans dealing with alcohol, drugs, weapons and/or tobacco will not be permitted.
6. Sunglasses shall not be worn in the building unless prescribed by a physician.
7. Immodest or extreme styles of dress which may cause a disruption of the educational process will not be worn.
8. No ripped or torn clothing with holes will be permitted above mid-thigh when skin is exposed. Clothing purchased with rips, tears, or holes is no exception to this rule.
9. Coats and jackets are not to be worn in the building during school. All coats and jackets must be stored in the student's assigned locker.
10. Wallet, belt, waist, wrist, or neck chains are prohibited. Studded bracelets, necklaces and dog collars are also not allowed.
11. All body and facial piercings must be removed for classes where safety and hygiene is paramount – physical education, family consumer science, and industrial education.
12. Backpacks, book bags, gym bags, large purses etc. should be used to transport books, lunches, and other school related items to and from school. Students are NOT allowed to carry backpacks into the hallways and/or classrooms during school hours with the exception of athletic bags and/or band instruments. Athletic bags are to be kept in the athletic locker rooms.
13. Tablet bags are acceptable for students participating in the one-to-one program.

14. Outrageous hair styles or those that impede vision are not allowed.
15. Gang-related paraphernalia (symbols, jewelry, clothing, and written/oral communication) is not permitted.
16. Racially divisive messaging, images, or symbols (e.g., swastika, Confederate flag, etc.) are not permitted.

If in the opinion of the school officials the dress of the student is not appropriate, he or she will be sent home to change. If this causes an absence from class, the absence will be unexcused. If a student incurs a second dress code violation for the school year, he or she will receive additional discipline as indicated in the Code of Student Conduct. Student dress does have an effect on the learning atmosphere of the school and we hope to maintain this good atmosphere with this policy.

ELECTRONIC DEVICES/CELL PHONES

Students are permitted to possess the following types of electronic devices: cell phones, digital music players, e-readers, and personal/school issued computers. Possession of the permitted electronic devices is a privilege that can be revoked at any time throughout the school year for any student who fails to abide by the terms of the policy or otherwise engages in the misuse of the privilege. The student is responsible for the electronic device. Norwalk City Schools is not responsible for preventing theft, loss, damage or vandalism to the electronic device brought onto school property.

1. Electronic devices can be used during class change and during lunch.
2. Electronic devices cannot be used inside classrooms or during study halls unless there is an educational purpose for its use and the individual instructor grants permission.
3. Electronic devices cannot be used during school wide assemblies or during class meetings.

Devices that emit a sound must be turned to the silent position or tuned off as noises or loud vibrations interrupt the educational process. Pictures or videos may not be taken of any individual without their permission. Taking pictures, videos or audio in a restroom, locker room or similar setting is strictly prohibited and violation may result in suspension or expulsion. If an electronic device is used in an inappropriate manner or emits a sound, the teacher will be responsible for confiscating the device and turning it into the office. Consequences may range from a warning, detention, Saturday School, in-school restriction or out-of-school suspension. A parent/guardian may also be required to pick up the electronic device from the school. The administration may also refer matters to law enforcement if the violation involves an illegal

activity. An electronic device will not be returned to a student or parent when the battery has been removed. (Adoption date: January 22, 2002; Legal Ref.: ORC 3313.753)

EMERGENCY DRILLS

During emergency drills students are expected to maintain order, remain quiet and respond immediately to all directives. The following emergency drills will be conducted throughout the school year:

Fire Drill

The required evacuation route is posted in each classroom and office. Students are expected to follow the procedures listed below:

1. All classrooms windows and doors should be closed and lights turned off. Students are to follow the required evacuation route and move quickly and quietly from the building.
2. Students are to move a safe distance from the building and remain out of the way of all fire and emergency equipment.
3. Students are to remain outside of the building until the all clear signal is given.
4. Upon completion of the fire drill, students are to return immediately to the classroom from which they were evacuated.

Tomado Drill

The specified evacuation route to designated safe areas is posted in each classroom and office. Students are expected to be familiar with the required evacuation route and will be expected to follow the procedures listed below:

1. Classroom windows and doors should be left open and lights turned off. Students are to follow the required evacuation route and move quickly and quietly to the designated safe area.
2. Upon arrival in the designated safe area, students should assume the safe position and remain quiet until the all clear signal is given.
3. Upon completion of the tornado drill, students are to return immediately to the classroom from which they were evacuated.

Other Emergency Situations

When a student happens upon another person in an emergency situation, e.g. hyperventilation, seizure, fight, fainting, etc., the student witness must report the emergency immediately to the nearest staff member.

Emergency drills are required and should be taken seriously. Failure to comply with emergency procedures may result in serious injury or accident. Cooperation is essential.

Emergency Medical Forms

These forms must be on file for your child. We then can contact you rapidly in case of any illness or injury to your child. Please notify the office if your phone number, place of employment or address changes. If you have no phone, we require that an alternative contact be provided. Please notify the office immediately if changes need to be made on medical forms or emergency cards.

GRADING AND GRADUATION REQUIREMENTS

Grading Scale:

<u>Letter Grade</u>	<u>Grading Scale</u>	<u>Grade Point</u>
A+ = Excellent	100% - 97%	4.00
A	96.99% - 93%	4.00
A-	92.99% - 90%	4.00
B+ = Good	89.99% - 87%	3.00
B	86.99% - 83%	3.00
B-	82.99% - 80%	3.00
C+ = Average	79.99% - 77%	2.00
C	76.99% - 73%	2.00
C-	72.99% - 70%	2.00
D+ = Below Av.	69.99% - 67%	1.00
D	66.99% - 63%	1.00
D-	62.99% - 60%	1.00
F = Not Passing	59.99% - 0	0.00

Graduation Requirements

To graduate from Norwalk High School, a student must meet all requirements established by both the Norwalk Board of Education and the State of Ohio Department of Education. The minimum credit requirements for graduation are as follows:

English	4 credits
Mathematics	4 credits
<i>(must include one credit of Algebra II or equivalent)</i>	
Science	3 credits
<i>(must include one credit of a physical science and Biology)</i>	
Social Studies	4 credits
<i>(3 for EHOVE students)</i>	
Physical Education*	½ credit
Health	½ credit
Electives**	6 credits
	22 total credits

* Students that meet the Physical Education graduation requirement through a PE Waiver must complete 6 ½ elective credits to earn the minimum 22 credits required for graduation.

** Elective units must include one or any combination of foreign language, fine arts, business, career-technical education, family and consumer sciences, technology, English language arts, math, science, or social studies that are otherwise not required.

Students must complete at least two semesters of fine arts taken anytime in grades 7-12. Students following a career-technical pathway are exempted from the fine arts requirement.

Social Studies requirement must include:

- World History or Honors World History
- American History or AP U.S. History
- US Government or AP US Government
- Senior Social Studies or AP Psychology

Assessments

In addition to course credits, students will earn points toward graduation on seven end-of-course exams.

The courses in which students take an end-of-course exam will be: English I and II, Algebra I, Geometry, Biology, American History and US Government.

Students can earn from 1-5 points for each exam, based on their performance.

- 5 – Advanced
- 4 – Accelerated
- 3 – Proficient
- 2 – Basic
- 1 – Limited

Students studying Advanced Placement (AP) or International Baccalaureate (IB) courses in Biology, American History, or US Government may take and substitute test scores for end-of-course state exams to earn graduation points. Students also may substitute grades from College Credit Plus courses in these science and social studies subjects for end-of-course state exams.

A student who carried high school credit in any of the above courses before July 1, 2015 and a required end-of-course exam was not available will receive graduation points based on the course grade. Middle school students who take one of these courses this year for high school credit must take the corresponding state end-of-course exam this school year.

Exam Retakes

Students may retake any end-of-course exam throughout their academic careers during any given administration period that the state offers.

Graduation Points

With few exceptions, students must accumulate a minimum of 18 points from scores on their end of course exams to become eligible for a diploma.

Other Graduation Pathways

Students who do not earn the required number of graduation points can still meet the requirements for a diploma if they earn a remediation-free score on the ACT. The ACT will be given to students free of charge in the spring of their junior year.

Students also can qualify for graduation by earning an approved industry-recognized credential and achieving a workforce-readiness score on the WorkKeys assessment.

Failure

A failing final grade indicates that no unit is given for that course. If a course is failed during the second semester, students cannot begin making up that credit until the day after the last day of school. Failing work may be made up in the following methods:

1. VLA - Virtual Learning Academy.
2. Take the subject in a summer school.
3. Repeat the course the next school year.

General Promotion Policy

Promotion from year to year is based upon the number of units earned.

Class Status	Units Needed
To become a sophomore	5
To become a junior	10
To become a senior	15
To graduate	22

Grade Reports

Grade reports will be issued on:

Grade Report #1	November 13, 2020
Grade Report #2	January 29, 2021
Grade Report #3	April 1, 2021
Grade Report #4	June 17, 2021

Interim Reports

Interim reports are available to students at the mid-point of each nine-week grading period. If a student is failing any subject, it is recommended that parents schedule a conference with the teacher. Parent-teacher conferences can be scheduled through the guidance office. Interim reports will be available on the following dates:

Interim #1	October 2, 2020
Interim #2	December 11, 2020
Interim #3	February 26, 2021
Interim #4	May 7, 2021

Qualifiers for a Passing Grade

In order to successfully complete a course, a student must have a passing average in the course and must also have: Two out of three passing grades in a semester course in which a semester examination is given, or one out of two passing grades in a semester course in which no semester examination is given.

Add-on Factor

Grades in College Credit Plus core courses and in the following courses are figured on a four (4) point scale with an add-on factor of 0.0125 per semester given the grade earned is a C- or higher.

- Honors English 9
- Honors English 10
- Honors English 11
- AP Literature & Composition
- Honors World History
- AP U.S. History
- AP U.S. Government
- AP Psychology
- AP Biology
- Physics
- AP Computer Science
- Honors Geometry
- Honors Algebra II
- Pre-Calculus
- AP Calculus BC
- Spanish IV
- Spanish V
- French IV
- French V

Graduation Distinctions

Graduation Distinctions are determined after 7 semesters for awarding Summa Cum Laude, Magna Cum Laude, and Cum Laude. The cumulative GPA standards for graduation distinctions are as such.

Summa Cum Laude	At or above 4.0
Magna Cum Laude.....	At or above 3.7
Cum Laude.....	At or above 3.4

Academic Awards

All academic awards will be calculated using Norwalk High School's 4.0 grading scale.

Students earning a 4.0 or higher GPA for the quarter will be named to the Principal's List. Students with a quarterly average of 3.4-3.99 will be named to the Honor Roll, and students earning a 3.2-3.39 will be named to the Merit Roll. Students must carry at least five credits and receive no grade lower than a "C-" to be named to the Principal's List, Honor Roll, or Merit Roll.

Students that earn Honor Roll or Principal's List for the first three quarters of the school year will earn an academic letter.

State Board of Education Approved Criteria:

Diploma with Honors

NHS shall award the Diploma with Honors to any student who:

1. Successfully completes the high school curriculum or individualized education program developed for the student by the high school.
2. Meets one of the three assessment pathways required for graduation as set by the state of Ohio.
3. Meets the criteria for honors provided below.

Students may earn a Diploma with Honors by meeting all but one of the following:

- Earn four units of mathematics, including at least Algebra I, Algebra II, Geometry, and another higher level course
- Earn four units of science, including two units of advanced science
- Earn four units of social studies
- Earn three units of one foreign language, including at least two units in each language studied
- Earn one unit of fine arts
- Maintain an overall high school grade point average of at least 3.5 on a four-point scale up to the last grading period of the senior year
- Obtain a composite score of 27 on the ACT or 1280 on the SAT

Students may earn a Career-Technical Diploma with Honors by meeting all but one of the following criteria:

- Earn four units of mathematics
- Earn four units of science, including two units of advanced science
- Earn four units of social studies
- Earn two units of one foreign language
- Earn four units of career-technical courses
- Maintain an overall high school grade point average of at least 3.5 on a four-point scale up to the last grading period of the senior year
- Obtain a composite score of 27 or higher on the ACT or 1280 or higher on the SAT or 6 or higher on the Reading for Information and Applied Mathematics sections of the WorkKeys assessment
- Complete a field experience and document the experience in a portfolio specific to the student's area of focus
- Develop a comprehensive portfolio of work based on the field experience or a topic related to the student's area of focus
- Earn an industry-recognized credential or achieve proficiency benchmark for appropriate Ohio Career-Technical Competency Assessment or equivalent

Valedictorian/Salutatorian

The selection process for Valedictorian and Salutatorian will be:

- Must have completed all graduation requirements for Norwalk High School.
- The student must also have completed course work in the following areas:
 - 4 units in math including Algebra I, Geometry, and Algebra II
 - 3 units of science including Biology and Chemistry or Physics
 - 2 units of foreign language
 - 1 unit of fine arts
- Must have been a Norwalk High School student during the last 4 semesters (complete junior and senior year).
- Must graduate with his/her class (4 years), no early graduation.
- The student with the highest cumulative GPA after 7 semesters will be named Valedictorian. The student with the second highest cumulative GPA after 7 semesters will be named Salutatorian.
- Beginning with the class of 2023 the student with the highest class rank score will replace the highest cumulative GPA to determine Valedictorian and Salutatorian. The formula for determining class rank score is Cumulative GPA + ACT Score multiplied by .02777.

GUIDANCE

The general purpose of the guidance and counseling program is to assist each student to participate in his/her development toward becoming a purposeful, self-directed individual in a constantly changing society, having a full respect for the worth and dignity of self and others, and becoming the person he/she desires to become. Your counselors are available to assist you in the following areas:

1. Academic
2. College/Career
3. Personal Social

Students with last names beginning with letters A-L are assigned to Ms. Stewart, and students with last names beginning with the letters M-Z are assigned to Mrs. Sandor.

Advanced Placement Program

The Advanced Placement Program is a cooperative educational endeavor to give students the opportunity to take college level studies while still enrolled in high school. Students enrolled in courses designated as Advanced Placement (AP) will be required to do college level work as well as take the Advanced Placement examination in May. (The fee

for this examination is approximately \$93.00). Colleges have the option to award college credits to the students based upon their performance on the May examination. Each of the designated Advanced Placement courses has prerequisites that must be met in order for the student to enroll in the course. Students must take the AP exam in order to receive credit for the class.

College Credit Plus

Students who are enrolled at Norwalk High School will have the option of taking college courses for both college credit and high school credit. The cost of this program will be paid for through the Norwalk City Schools' state foundation money. Parents must be notified no later than March 1st about this program. Parents, in turn, must notify the school no later than April 1st if they intend to have their child participate in this program. Students may be required to have a qualifying score on an entrance exam like the ACT or Accuplacer tests. Students failing a College Credit Plus course will be subject to paying the entire cost for the course.

Guidelines for Early Graduation

Graduation in three years is not encouraged and is viewed as the exception to the rule, granted only in very unusual circumstances. A student who wishes to graduate in three years needs to be aware of the following guidelines:

1. The student's parent or guardian must request permission for the student to graduate early (that is, at the end of the third year of high school) by April 1st of the year before graduation. This request should be in the form of a letter to the high school principal and should include the reasons that early graduation is desired.
2. After the high school principal has approved this request, the student and his/her family will consult with school officials concerning the scheduling of classes that will meet all graduation requirements.
3. All graduation requirements must be met.
4. Early graduates relinquish all rights and privileges to academic honors and awards.

Home Instruction

Any student absent from school for an extended period of time as a result of physical or emotional reasons is eligible to apply for home instruction. Information can be obtained by contacting the Board of Education office. Application forms must be completed by the parent or legal guardian and the attending physician.

Psychological Services

The Norwalk City School District employs school psychologists to provide special testing services.

Schedule Changes

Students are urged to take the course registration process very seriously. A student's schedule will be created based on the courses chosen during the registration process. Schedule changes will only be made due to scheduling conflicts and errors.

A student withdrawing from a course after the first interim report has been issued will receive the grade of "WF" (Withdraw-Fail) and will receive no credit for the course. Exceptions to this must have the building principal's approval.

Speech and Hearing Services

Services are provided to Norwalk High School students on an as needed basis.

Testing Information

- **ACT** (American College Testing Program) – **Grades 11 and 12:** The ACT Test is required for entrance to all state supported colleges in Ohio, as well as several hundred other colleges throughout the country. This test covers English, writing, math, science and social studies. There are six national test dates scheduled during the year. Please contact your guidance counselor for information regarding the ACT test. There is a fee charged for the ACT.
- **SAT** (Scholastic Aptitude Test) – **Grades 11 and 12:** The SAT test is administered in two parts. The morning test covers math and English and the afternoon session is an achievement test. The achievement test is required by many private colleges and universities. There are seven national test dates scheduled during the year. Please contact your guidance counselor for additional information. There is a fee charged for the SAT.
- **PSAT/NMSQT** (Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test) – **Grades 10-11:** The PSAT tests verbal and math abilities and can be used as an indicator of future performance on college entrance examinations. This test also enables students to compete for a scholarship award. The PSAT is administered in October. There is a fee charged for the PSAT/NMSQT.

Tutoring for Credit

Credit for tutoring, other than home instruction, shall be granted under the following conditions:

1. Prior approval must be granted by the principal.

2. The teacher shall be properly certificated and shall be officially approved for tutoring in the Norwalk City Schools.
3. The student shall meet with the teacher a minimum of 20 hours and be assigned 40 hours additional work for each one-half unit of credit. For one unit of credit the student shall meet with the teacher a minimum of 40 hours and be assigned 80 hours additional work, for a total of 120 hours.
4. The principal shall require the tutor to submit a record of the work covered and a report of the quality of the work done.
5. A maximum of two such units of credit may be counted toward graduation.

Transcripts

Transcripts are issued through the guidance office. All outstanding bills must be paid before a final transcript can be released. Student signatures are required for all transcript requests.

HALL PASSES

Students are not to be in the halls or restrooms or other parts of the building or grounds without a pass. Failure to comply with this regulation constitutes a violation of the school's truancy policy. Teachers are to write all hall passes. Teachers are to have a sign in/out sheet on their desk for consistent regulation. No students are to be excused during class time to "get a pass" from another teacher.

HARASSMENT / INTIMIDATION / BULLYING

Any conduct, communication, activity, or practice that occurs at any time, on school property or during any school-sponsored event that constitutes harassment, intimidation, or bullying involving students shall be strictly prohibited. Students who are determined to have engaged in such behavior are subject to disciplinary action, which may include suspension or expulsion from school.

Students must report acts of harassment, intimidation, or bullying to teachers, district employees, and/or school administrators.

Definition of Harassment, Intimidation, or Bullying

"Harassment, intimidation, or bullying" means either of the following:

1. Any intentional written, verbal, or physical act that a student has exhibited toward another particular student more than once and the behavior both:
 - A. Causes mental or physical harm to the other student; and
 - B. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.

2. Violence within a dating relationship.

Conduct Constituting Harassment, Intimidation, Or Bullying

Such conduct can take many forms and can include many different behaviors having overt intent to ridicule, humiliate or intimidate another student. Examples of such conduct include, but are not limited to:

1. Physical violence and/or attacks.
2. Taunts, name-calling, and put downs.
3. Threats and intimidation (through words and/or gestures).
4. Extortion or stealing of money and/or possessions.
5. Exclusion from the peer group or spreading rumors.
6. Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other Web-based/online sites (also known as "cyber bullying"), such as the following:
 - A. Posting slurs on Web sites where students congregate on Web logs (personal online journals or diaries);
 - B. Sending abusive or threatening instant messages;
 - C. Using camera phones to take embarrassing photographs of students and posting them online;
 - D. Using Web sites to circulate gossip and rumors to other students;
 - E. Excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers; and
7. Violence within a dating relationship.

Complaint Process

1. Formal Complaints-Students and/or their parents or guardians may file reports of conduct that they consider to be harassment, intimidation, or bullying. Such written reports shall be reasonably specific as to the actions giving rise to the suspicion of harassment, intimidation, or bullying, including person(s) involved, time and place of the conduct alleged, the number of such incidents, the target of such suspected harassment, intimidation, or bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the building principal for review and action. Teachers and other school staff who witness acts of harassment, intimidation, or bullying, as defined above, shall promptly notify the building principal and/or his/her designee of the event observed, and shall promptly file a

written incident report concerning the events witnessed.

2. **Informal Complaints**-Students may make informal complaints of conduct that they consider to be harassment, intimidation, or bullying by verbal report to a teacher or administrator. Such informal complaints shall be reasonably specific as to the actions giving rise to the suspicion of harassment, intimidation, or bullying, including person(s) involved, time and place of the conduct alleged, the number of such incidents, the target of such suspected harassment, intimidation, or bullying, and the names of any potential student or staff witness. A school staff member or administrator who receives an informal complaint shall promptly reduce the complaint to writing, including the information provided. Such written report by the school staff member and/or administrator shall be promptly forwarded to the building principal for review and action.

Non-Disciplinary Interventions

When verified acts of harassment, intimidation, or bullying are identified early and/or when such verified acts of harassment, intimidation, or bullying do not reasonably require a disciplinary response, students may be counseled as to the definition of harassment, intimidation, or bullying, its prohibition, and their duty to avoid any conduct that could be considered harassment, intimidation, or bullying. If a complaint arises out of conflict between students or groups of students, peer mediation may be considered.

Disciplinary Interventions

When acts of harassment, intimidation, or bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences.

INSURANCE

Every student will have the opportunity to purchase either the school day coverage or the twenty-four hour, year long coverage. Students participating in interscholastic athletics or intramurals must have insurance or the parent/guardian must sign a "waiver" before the student will be permitted to practice or play.

LIBRARY

Norwalk High School provides a library for use by all students. Materials are available which can be checked out to students to aid in completing assignments or for leisure reading. There is a two-week loan period for most materials. Reference and reserved materials may be loaned overnight only. All overnight loans must be returned to the library before homeroom the following day. Students who do not return materials on time or lose library materials may

lose borrowing privileges. Students who lose or damage library materials will be expected to pay the replacement cost of the lost or damaged item(s).

Students may come to the library from study halls and from classes. The library is also accessible to students before and after school. All students must follow the posted rules or risk forfeiting their library privileges.

LIMIT OF RESPONSIBILITY FOR STUDENT SAFETY

The responsibility for the safety of each student assumed by the school begins subsequent to entering school grounds and ends after the child leaves school grounds immediately after dismissal from school or from a supervised activity. Responsibility for the student's safety at times other than those listed above lies with the parents. Student behavior to and from school, however, which may cause disruption to or distraction from the educational process is subject to the Code of Conduct.

LOCKERS

Lockers with locks will be provided to all students. Lockers should be kept locked and the combination regarded as confidential. Norwalk High School does not assume responsibility for the loss or theft of articles from student lockers. If you have difficulty operating your locker, please refer the problem to the assistant principal. All lockers are the property of the Norwalk Board of Education. Therefore, the lockers and the contents thereof are subject to random searches at any time without regard to any reasonable suspicion. ORC 3313.20

LOST AND FOUND

Articles that are found should be turned into the Main Office.

NON-DISCRIMINATION

The Norwalk City School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the District's nondiscrimination policies:

Jennifer King,
Norwalk City School District
134 Benedict Avenue
Norwalk, OH 44857
419-668-2779

The Superintendent or designee may refer some matters related to students with disabilities to

Jennifer King, Director of Pupil Services at 134 Benedict Avenue, Norwalk, OH 44857, 419-668-2779, who can also provide information concerning placement and services for students with disabilities under Section 504.

The Norwalk City School District has procedures for the referral, evaluation, and placement process for students with disabilities as required by Section 504 of the 1973 Rehabilitation Act. You may contact the Assistant Superintendent or the Director of Pupil Services to obtain a copy of the District's Section 504 procedures.

OVERNIGHT FIELD TRIPS

Any teacher that is taking a class, club or activity on an overnight field trip should develop a list of rules and procedures for that specific trip. In addition to the guidelines that pertain to that particular field trip, the procedures that are outlined here **MUST BE INCLUDED** in your list of rules. These rules should be submitted to the assistant principal at least **ONE WEEK** prior to your scheduled date of departure.

1. All school rules from the NHS Student Handbook will apply on this trip. Disciplinary referrals for infractions will be forwarded to the assistant principal upon return from the field trip.
2. Alcohol, tobacco or any other illegal substances – whether consumed or possessed – is strictly prohibited. Field trip supervisors reserve the right to check luggage and/or confiscate prohibited materials.
3. Violation of curfew or being away from an assigned area will be classified as truancy under the NHS Student Handbook. In addition, anyone in violation of this policy will be condemned to room confinement and/or the constant presence of a chaperone.
4. A student shall comply with the directions of all school employees and designated personnel (i.e. chaperones, hotel security officials) at all times. Non-compliance with the rules and procedures of school employees or designated personnel will result in an out-of-school suspension for insubordination upon return from the field trip.
5. At no time should a student enter another student's hotel room without the permission of a school employee and/or designated personnel. Failure to follow this directive will result in a charge of insubordination and an out-of-school suspension upon return from the field trip.

PARKING REGULATIONS

1. Replacement parking passes are \$2.00. FEES ARE NON-REFUNDABLE. Permits are required to be returned immediately for withdrawals, expulsions, early graduates or upon demand.

Failure to return a permit will result in disciplinary action.

2. Upon receiving your parking permit, you may park in student areas only! (Front two parking lots) Parking in the staff lot is strictly prohibited from 7:00 a.m. to 4:00 p.m. Parking in restricted areas will result in loss of permit and your car being towed at your expense.
3. Parking permits must be visibly displayed on the back of the rear-view mirror at all times.
4. Smoking or possessing tobacco is prohibited at all times while on school grounds.
5. All students must wear safety belts at all times. This is a state law.
6. Students must have and carry a valid driver's license at all times. If your driver's license gets suspended, the parking permit will be revoked immediately or your application will be refused.
7. Speed limit of 5 mph on school property at all times. Recklessness or speeding will result in automatic and immediate loss of permit.
8. Students should drive in designated lanes and obey traffic pattern signage at all times.
9. If you must drive a different family car than the one the permit was issued for, you must notify the main office by 7:30 a.m.
10. You may not drive another student's car. Registered cars must belong to you or your family.
11. Students are not permitted to transfer permit or parking privileges to another student or car at any time. Violation of this will result in an automatic and immediate loss of permit.
12. Students are not permitted to be in the parking lot while school is in session, unless they have signed out in the main office.
13. You are responsible for your permit. If lost or stolen, report it immediately. You must purchase a new permit for \$4.
14. Insubordination to staff members on parking lot duty will result in loss of parking permit and privileges. All students must follow the directives of all school personnel.
15. No loud radios or stereos are to be played on school property.
16. Once the buses begin to leave in afternoon, all cars must stop and wait for all buses to exit. Failure to obey will result in automatic loss of parking permit for the remainder of the school year.
17. Parking at school is a privilege, which may be forfeited by continued irresponsibility, grade problems, tardiness, unexcused absences or truancy to class/school.
18. Abuse of any school rule may result in loss of parking permit and privileges and/or the removal of your vehicle at your expense.
19. In the event of a tow, parent / guardian may or may not be notified prior to the tow.

20. All school fines and fees must be up to date to be eligible to receive or keep a permit.
21. School administrators may search motor vehicles driven to school by students, with or without the students' consent, whenever they have reasonable grounds to suspect that the search would discover evidence of a violation of law or of the code of student conduct.
22. Any violation of the regulations listed above may result in the loss of one's parking permit and privileges.

PUBLICATIONS

All NHS student publications (newspapers, yearbooks, etc.) are a part of the curriculum and editorial control remains with the school administration.

SEXUAL HARRASSMANT

Norwalk City Schools recognizes that a student's right to freedom from discrimination includes the opportunity to learn in an environment free from sexual harassment. Sexually offensive speech and conduct are wholly inappropriate to the operation of the School District and will not be tolerated.

It shall be a violation of this Policy for any member of the District staff or third parties (school visitors, vendors, etc.) of the school district to harass a student through conduct or communications of a sexual nature as defined below or to have romantic or sexual relations with a student. It shall also be a violation of this policy for a student to harass other students or school staff through conduct or communications of a sexual nature as defined below.

Sexual harassment of students includes all unwelcome or welcome sexual advances, requests for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature when made by a member of the school staff to a student or when made by any student to another student constitute sexual harassment when:

1. Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's education;
2. Submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or
3. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive academic environment;
4. Sexual harassment, as defined above, may include but is not limited to the following:
 - A. Verbal harassment or abuse of a sexual nature;
 - B. Pressure for sexual activity;

- C. Repeated remarks to a person, with sexual or demeaning implications;
- D. Unwelcome or welcome touching; or
- E. Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, etc.

If a student is subjected to behavior that he /she considers to be sexual harassment, then he/she may complain directly to any building principal, guidance counselor, teacher, Superintendent, any other school employee who the student trusts, or any other individual designated to receive such complaints. Filing of a complaint or otherwise reporting sexual harassment will not reflect upon the student's status nor will it affect future employment, grades, or work assignments. The student's identity will be kept confidential if possible. (Adoption Date: October 8, 1996; Revised: January 22, 2002)

STUDENT CONDUCT

(Zero Tolerance)

Students are expected to conduct themselves in such a way that they respect and consider the rights of others. Students of the District must conform to school regulations and accept directions from authorized school personnel. The Board has "zero tolerance" of violence, disruptive or inappropriate behavior by its students.

A student who fails to comply with established school rules or with any reasonable request made by school personnel on school property and/or at school-related events is subject to approved student discipline regulations. The Superintendent/designee develops regulations which establish strategies ranging from prevention to intervention to address student misbehavior.

Information regarding the rules and regulations to which students are subject to while in school or participating in any school-related activity or event is available on the district webpage. The information includes the types of conduct which are subject to suspension or expulsion from school or other forms of disciplinary action. The Board directs the administration to make all students aware of the student code of conduct and the fact that any violations of the student code of conduct are punishable.

If a student violated this policy or the code of conduct, school personnel and students are required to report and parents should report the student to the appropriate principal. The administration cooperates in any prosecution pursuant to the criminal laws of the State of Ohio and local ordinances.

The Student Code of Conduct is made available to students and parents and is posted in a central location within each building.

(Adoption date: October 8, 1996), (Revised: May 19, 1998) LEGAL REFS.: ORC 3313.20; 3313.534; 3313.66; 3313.661; 3313.662 OAC 3301-35-03 CROSS REFS.: ABC, Student Involvement in Decision Making (Also JFB); EBC, Emergency Plans; JFCA, Student Dress Code; JFCEA, Gangs; JFCJ, Dangerous Weapons in the Schools; JG, all subcodes Student Handbooks.

Hate Crimes, Harassment & Hazing Official Policy

It is the policy of the Norwalk City Schools that hate crimes, harassment, and hazing shall not be tolerated under any circumstances. We firmly believe that all persons are to be treated with respect and dignity. We shall respond to hate crimes, harassment and hazing in a manner that effectively deters future incidents.

1. Definition of Hate Crimes and Harassment

Hate crimes are criminal acts or threatened acts in which the victims are targeted based on characteristics such as race, national origin, ethnicity, sex, religion, sexual orientation and disability. Examples of hate crimes include threatening phone calls, hate mail, physical assault, threats or harm of violence, arson, vandalism, cross-burnings, bombings and bomb threats. Harassment is unwelcome verbal, written, or physical conduct directed at the characteristics of a person's race, color, ethnic origin, sex, sexual orientation, religion, or disability. Examples of harassment also include unwelcome patting, pinching, or physical contact; anti-gay comments; and ethnic or racial slurs.

2. Definition of Hazing

Hazing means any conduct or method of initiation into any student organization or team, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student. Such conduct includes whipping; beating; branding; forced calisthenics; forced consumption of any food, liquor, beverage, drug, or other substance; or any brutal treatment or forced physical activity that is likely to adversely affect the physical health or safety of any student, or that subjects such student to extreme mental stress, including deprivation of sleep or rest or extended isolation.

3. Student Reporting

If a student is the target of such conduct, or knows of another student who is the target of such conduct, he or she should contact the principal or assistant principal. The principal or assistant principal will have the student fill out a reporting form. The principal or assistant principal will notify the superintendent of

all reports of hate crimes, harassment and/or hazing.

4. Mandatory Staff Reporting

Whenever any staff member in the course of his or her employment has reason to believe that 1) a hate crime or an incident of harassment or hazing has been committed or is about to be committed on school property or by any student on or off school property, or 2) a student enrolled in the school has been or is about to become the victim of a hate crime or an incident of harassment or hazing, the school employee shall immediately notify the building principal or assistant principal.

5. Police Notification

The principal, assistant principal, or superintendent may notify the police department when there is any reason to believe that an act of violence has been or is about to be committed against a student or there is otherwise reason to believe that a life has been or will be threatened.

STATE TESTING

Students participating in state testing are expected to follow the rules and guidelines established by their school. Failure to comply could result in invalidated test scores or disciplinary actions. Students are expected to maintain test security at all times. Sharing or discussing secure test items (questions, answers, reading passages, etc.) is prohibited. Electronic devices (example: cell phones) are prohibited during testing.

Students are expected to:

1. Work quietly and independently
2. Try their best
3. Bring materials to work on after they finish their test
4. Be respectful of those working around them
5. Listen to and follow the directions of their test administrator

Additional procedures and expectations will be shared with students prior to State testing sessions.

TITLE IX

The Board of Education shall not discriminate on the basis of sex in the educational programs or activities of the Norwalk City School District that receive federal financial assistance. The Board of Education hereby designates as the Title IX compliance officer for the Norwalk City School District: Corey Ream, 134 Benedict Avenue, Norwalk, OH 44857, Telephone 419-668-2779.

Complaints involving alleged discrimination on the basis of sex shall be handled in accordance with the following procedure.

Step 1:

Any student who has a complaint of alleged sex discrimination shall attempt promptly to resolve the complaint by discussion with the building principal. The complaint should be in writing and describe, in as much detail as possible, the facts of the situation. The principal shall keep a written record of the discussion and provide a copy to the student involved.

Step 2:

If the complaint is not resolved in Step 1, the complainant may, within ten (10) calendar days after receiving an answer, file the complaint in writing with the Title IX Coordinator and mail a copy to the principal involved. The Title IX Coordinator shall arrange a meeting to discuss the complaint within ten (10) calendar days after receiving the written complaint, and subsequent meetings may be scheduled as agreed to by both parties. The Title IX Coordinator shall give a written answer to the complainant by certified mail, return receipt requested, within ten (10) calendar days after the final meeting regarding the complaint.

Step 3:

If the decision rendered by the Title IX Coordinator does not resolve the complaint to the satisfaction of the complainant, such person can, within ten (10) calendar days, appeal in writing to the Board of Education. The notice of appeal shall be sent to the Title IX Coordinator and a copy filed with the Treasurer of the Board of Education. Failure to file such appeal within ten (10) calendar days from the receipt of the written memorandum of the Title IX Coordinator's action on said grievance shall be deemed a waiver of the right to appeal. The Superintendent shall place the matter on the agenda for the next meeting of the Board of Education to be held within thirty (30) days, and the complainant shall be advised in writing of the time, place, and date of the meeting.

The complainant shall receive written notice of the meeting no less than five (5) calendar days in advance of the meeting. The Board shall act upon such appeal officially no later than its next regular meeting following the meeting with the complainant. Copies of the final decision shall be sent to the complainant, Title IX Coordinator, and building principal. The decision of the Board shall be final.

If the grievance cannot be resolved through the above procedure, a request for an official interpretation may be filed with the U.S. Department of Education - Office for Civil Rights, Bank One Center, Room 750, 600 Superior Avenue East, Cleveland, Ohio 44114-7650.

TELEPHONE

A main office phone is available to students for emergency situations and/or illnesses. Please note

that phone calls about forgotten school assignments or about after school arrangements must be made on a cell phone after 2:30.

TEXTBOOKS

Textbooks are provided by the Board of Education for student use. For maximum textbook use it is necessary for all students to make or buy a book cover for each of their textbooks (No contact paper allowed). **THIS IS MANDATORY!** All textbooks should be covered by the end of the first week of school.

Guidelines to use for damaged or lost textbooks:

1. Lost books - the student will be assessed what it would cost the school to replace the book.
2. Torn page - \$1.00 per page
3. Writing in book - \$5.00
4. Broken binding - \$10.00

Books not returned at time of withdrawal or at the end of the course are the responsibility of the individual student.

TECHNOLOGY

Norwalk High School BYOD (Bring Your Own Device.)

Students are encouraged and allowed to bring their own laptop/tablet to school for academic purposes. All of handbook policies apply to this program even though the device is privately owned. Students may only connect to the virtual server and trucker tube as instructed. Students are responsible for taking care of their device, and are responsible for any damage, theft, or loss while at school. The technology department will help and advise students, but will not physically touch student-owned machines. Students are encouraged to protect their device with a sleeve or hard shell, but cannot use a backpack or laptop case to carry their device.

STUDENT RULES FOR COMPUTER, INTERNET AND EMAIL USAGE

In order to provide for the most effective access to technology and to protect the rights of students and staff, the following rules have been defined. This list is not inclusive of all policies. For a complete list of district acceptable use visit the district webpage at www.norwalktruckers.net.

1. Account Information
 - Individual passwords must not be shared with other students.
 - Students may log on to computers under the supervision of staff members during designated hours.

- Students are not to use a computer currently logged on to by a staff member.
 - Students shall not transmit, email, store, access on computer devices or print any abusive, defamatory, obscene, profane, sexually explicit, threatening or illegal material.
 - Students shall not leave the classroom or work location without logging out of their computers.
 - Access to another person's account or computer without his/her consent or knowledge is considered hacking and is in violation of the Ohio Computer Crime Act.
2. Web Applications
 - Students may develop web content only as directed by staff to fulfill course or school-related activity requirements.
 - Streaming video/audio or access to other media sources should only be used by students via TruckerTube.
 3. File Maintenance
 - Students must maintain their computer folder(s) and remove outdated information.
 - All students' server information will be purged/deleted at the conclusion of the school year/course.
 - Student server folders must not contain "shortcuts" to other information unless directed by his/her classroom instructor.
 - Students must save all information in their network server folder unless they have approval from a staff member to save to another storage location or device.
 - Students are solely responsible for maintaining and backing up data files on laptops/tablets. Any loss or damage of files is the direct responsibility of the student.
 - Students are not to delete any folders or files that they did not create or that they do not recognize. Deletion of certain files will result in a computer failure and will interfere with their ability to complete class work and may affect your grades.
 4. Software and other Applications
 - Folders must not contain executable files (*.exe), batch files (*.bat), command files (*.com), system files (*.sys), zip/compressed files or network files unless under the direction of the classroom instructor.
 - Students are not to be at a terminal or command prompt unless directed and supervised by a staff member.
 - Students are to retrieve information only from their network folders, the common "shared" folder, or other staff-directed locations. Students must have approval to retrieve information from another storage location, device or internet locations.
 - Students shall not install programs or computer hardware unless directed by the technology coordinator. Software is not to be installed unless purchased by the school district.
 5. Cell Phone/PDA
 - In accordance to the district policy, cell phone use is not allowed in the classroom unless teacher permission is granted.
 - No connectivity to the district network is allowed on cell phones.
 6. Computer Audio
 - Sound will be muted at all times unless permission is obtained from the teacher for instructional purposes.
 - Headphones will be used at the discretion of the classroom teacher.
 - No headphones should be used except for instructional purposes.
 - Recording of classroom content is only for instructional purposes with the direction and permission of the classroom teacher.
 7. Network Congestion
 - Students are not to use the network in such a way that it disrupts the use of the network by others.
 - Coaching, helping, observing or joining any unauthorized activity on the network would be considered inappropriate use of technology.
 - Accessing or exploring on-line locations or materials that do not support the curriculum and/or are inappropriate for school assignments is unacceptable use of the computer/laptop/tablet PC.
 8. Computer Misuses
 - In accordance with the school policy, the student is responsible for willful damage or vandalism to equipment. Vandalism may include uploading/downloading any inappropriate material, creating computer viruses, and/or any malicious attempt to harm or destroy equipment or materials or the data of any other user.

- Students will not change the standard configuration, network settings/proxies or other system settings of the computer.
- Students need to immediately report any computer damage or malfunction to their supervising teachers.
- Magnetic materials and other electrical devices are not to be placed near computers or computer disks.
- In accordance with the school policy, no gum, food or drink is allowed in the computer labs.
- In order to prevent power surges and subsequent damage to computer components, the following guidelines should be followed when turning off the computer:
 - always log off of the program/computer before leaving the classroom.
 - monitors and computers may be left on, but not logged in, between class periods.
 - always power the computer down through the Shut Down option. Never, unless an emergency, turn the computer off by using the power button

9. Information Exchange

- Copyright laws are to be followed, especially in obtaining and using information, including graphics from the internet and other resources/programs.

As stated in the student handbook, “A student shall not engage in any act of cheating, plagiarism, or academic dishonesty, including but not limited to the removal and/or changing of any school records.”

- Students are not to exchange files with the intent to gain an academic advantage.

10. Email Usage

- Students at Norwalk High School, Since the Norwalk City School District is part of the Northern Ohio Educational Computer Association (NOECA) network, the terms and conditions established by NOECA will be upheld by Norwalk High School.
- Students will be provided email accounts, training on proper usage, and assignments to be completed through the use of email. Student accounts will be monitored. Settings and configurations must be maintained as established.

- Email is not private. Email may be delayed, misdirected or not be deliverable. System administrators reserve the right to monitor system resources and user accounts while respecting the privacy of the user account. School district administration may request access to electronic mail with due cause. Violation of this policy could result in the termination of email access.

11. Non-acceptable Uses of Electronic Mail

- Transmission of any material in violation of any U.S. or state regulation is unacceptable. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secrets.
- Use for-profit activities (consulting for pay, sales, etc.) or use for-profit institutions are not acceptable.
- Extensive private or personal uses are not acceptable.
- Any malicious attempt to alter, destroy or reduce the usability of data of another user, agency, or network connected to NOECA will be unacceptable. Viruses, Trojan horses, and worms are prohibited.
- Abusive language, harassment, vulgarities, obscenities and other inappropriate language, including reposting or quoting obscene and/or inappropriate material are not acceptable.
- Setting auto-reply rules is not acceptable.
- Sending attachments of large size may not be delivered and is considered a violation.
- Using email when not directed by the classroom teacher, in lieu of participating in classroom activity is not acceptable.
- Students are not to purchase/sell items on the internet or via email.
- Personal information is not to be transmitted via the internet or via email.

Users should avoid excessive use of system resources by daily monitoring and deleting electronic mail.

TRESPASS

Students shall not enter upon school grounds or premises of a school building to which the students are assigned during or after school hours except to attend or participate in a school sponsored event in which their regularly assigned school is involved or where students from their regularly assigned school

have been invited to attend or participate. Students under suspension, expulsion, or emergency removal shall not enter upon the grounds or premises of the student's regularly assigned school or other school buildings without the express permission of the principal. Visitors to Norwalk High School must stop in the office first to obtain a visitors pass. Parents should call in advance and schedule conferences with teachers. No student visitors will be allowed at NHS without special permission, in advance, from the principal.

VALUABLES

Students should not bring large sums of money or valuable articles to school.

VISITORS

All visitors to the building are to check in at the office. Student visitors cause a distraction. Visitors (including student visitors) will not be permitted without prior approval.

WORK PERMITS

Students under the age of eighteen who are employed are required to have a work permit. Each time a student changes employers a new work permit must be issued. Applications for work permits may be obtained at Norwalk High School, 350 Shady Lane Drive, between the hours of 8:00 a.m. and 3:00 p.m.