



Student Handbook

Norwalk Middle School

2018-2019



NORWALK CITY School District

2018 - 2019

Approved 03.13.18

| | |
|--|------------------------------------|
| | School Not in Session |
| | Staff Only - No School for Student |
| | P/T Conferences (P.M.) |
| | Early Release |
| | Possible Make up Day |

| | |
|--|--------------------------|
| | First/Last day of School |
| | End of Quarter |
| | Interim Reports |
| | |
| | Evening |

First Day of School Schedule:

8/23 First Student Day PS & Grades 1-12
 8/23 - KDG Student Orientation - Group 1 (1/3)
 8/24 - KDG Student Orientation - Group 2 (1/3)
 8/27 - KDG Student Orientation - Group 3 (1/3)
 8/28 - ALL KDG Students Begin School

| S | M | T | W | R | F | S |
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| | | | 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 | |

| S | M | T | W | R | F | S |
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| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | | | | | | |

8/13-18 - Huron County Fair
 20 - New Teacher Inservice
 21 & 22 - All Staff Day/No School
 23 - First Day of Class Grades PS & 1-12
 KDG students see left under "First Day of School Schedule"

3 - Labor Day
 21 - Interim Report (20)
 28 - Teacher Inservice/No School

| S | M | T | W | R | F | S |
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| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 ER | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 PM | 31 | | | |

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| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | |

| S | M | T | W | R | F | S |
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| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

Qtr. 1 = 40 days
 19 - Last Day Qtr. 1
 22 - EARLY RELEASE FOR Teacher Inservice
 30 - P.M. P/T Conferences

1 - EARLY RELEASE FOR P/T Conferences
 20 - Interim Report (22)
 21 - Comp Day - No School (counted in student days)
 22 & 23 - Thanksgiving Break

Qtr. 2 = 43 days
 21 - Last Day Quarter 2
 24-31 - Winter Break

| S | M | T | W | R | F | S |
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| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

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| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | | |

| S | M | T | W | R | F | S |
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| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

1 - Winter Break
 2 - Teacher Inservice/No School
 21 - MLK, Jr. Day

8 - Interim Report (26)
 15 - Make-up Day if needed, otherwise, no school
 18 - Presidents Day

Qtr. 3 = 49 days
 15 - Last Day Quarter 3
 18-22 - Spring Break

| S | M | T | W | R | F | S |
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| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 MU | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | | | | |

| S | M | T | W | R | F | S |
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| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |

19 - Good Friday - No School
 22 - Make-up Day if needed, otherwise, no school (Teacher Inservice)
 26 - Interim Report (23)

Qtr. 4 = 46 days
 26 - Commencement
 27 - Memorial Day
 30 - Last Student Day
 31 - Teacher Work Day

Approved by the NCSD BOED 03.13.18

Please Note:

- > Calamity Days 1, 2, 3, 4, and 5 - no makeup days required
- > Make-up Days: 2/15, 4/22, 5/31, 6/3, 6/4, 6/5, 6/6, etc. as needed
- > Preschool make up days on Fridays to be determined if necessary to make up required hours
- > Staff Day would follow last student day

Building Calendar for 2018-2019

| | | |
|-----------|--------------|--|
| Wednesday | August 22 | Teacher Work Day New Student Orientation 2:30 Open House 3:00-4:30 |
| Thursday | August 23 | First Day of School for Students |
| Monday | September 3 | Labor Day - NO SCHOOL |
| Friday | September 7 | Picture Day |
| Friday | September 21 | Interim Report Day |
| Friday | September 28 | Teacher In-service Day – NO SCHOOL FOR STUDENTS |
| Friday | October 12 | Pep Assembly – 1:45 |
| Friday | October 19 | End First Quarter |
| Tuesday | October 23 | Picture Re-takes |
| Thursday | October 25 | Halloween Dress Up Day & Dance - 2:40-4:00 P.M. |
| Friday | October 26 | Grade Cards Distributed |
| Tuesday | October 30 | Parent-Teacher Conferences 4:00-7:30 |
| Thursday | November 1 | Parent-Teacher Conferences |
| Tuesday | November 20 | Interim Report Day |
| Wed.-Fri. | Nov. 21-23 | Thanksgiving Break – NO SCHOOL |
| Thursday | December 20 | Christmas Concert - 7:00 P.M. - Assembly 1:25 P.M. |
| Friday | December 21 | Last Day of Classes before Winter Break – Student Dress-Up Day End Second Quarter |
| Wednesday | January 2 | Teacher In-service |
| Thursday | January 3 | Classes Resume after Winter Break |
| Friday | January 11 | Grade Cards Distributed |
| Monday | January 21 | Martin Luther King Day - NO SCHOOL |
| Friday | January 25 | Pep Assembly – 1:45 |
| Friday | February 8 | Interim Report Day |
| Thursday | February 14 | Valentine’s Day Dance - 2:40-4:00 P.M. |
| Friday | February 15 | No School |
| Monday | February 18 | Presidents’ Day - NO SCHOOL |
| Tuesday | March 12 | High School/Middle School Orchestra Festival – 7:00 P.M. at the High School |
| Friday | March 15 | End Third Quarter |
| Monday | March 18 | Spring Break Begins |
| Monday | March 25 | Classes Resume after Spring Break |
| Monday | March 29 | Grade Cards Distributed |
| Friday | April 19 | Good Friday – No School |
| Monday | April 22 | No School - Teacher In-service |
| Friday | April 26 | Interim Report Day |
| Wednesday | May 8 | Academic Recognition Night-7:00 P.M–High School |
| Thursday | May 9 | Spring Concert - 7:00 P.M. & Assembly – 1:15 P.M |
| Wednesday | May 15 | 7 th Grade Breakfast of Champions – 7:30 A.M. |
| Thursday | May 16 | 8 th Grade Breakfast of Champions – 7:30 A.M. |
| Friday | May 17 | 7th & 8th Grade Spring Dance - 7:00-9:00 P.M. |
| Friday | May 30 | LAST DAY OF SCHOOL FOR STUDENTS |
| Friday | May 31 | Teachers’ Work Day |
| Friday | June 7 | Final Grade Cards Mailed Home |

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.

SCHOOL WEBSITE

<http://www.norwalktruckers.net>

GENERAL GUIDELINES

MIDDLE SCHOOL OFFICE STAFF

Principal..... Mr. Gary Swartz
Dean of Students/AD..... Mr. Ray Scheid
School Counselor..... Mrs. Stacy Thimke
Secretary Mrs. Stacey Horner
Secretary Mrs. Jackie Kelley

DAILY TIME SCHEDULE

| | |
|------------|----------------------------------|
| 7:00- 7:15 | Students Report to the Cafeteria |
| 7:15- | Building Opens |
| 7:22- | Warning Bell |
| 7:30- | Tardy Bell |
| 2:30 | Dismissal Bell |

STUDENT AGENDAS

Every student is given a School Agenda at the beginning of the school year. A fee will be charged for replacement agendas.

ASSEMBLY PROGRAMS

When attending assembly programs students are to remember that those speaking or performing will do their best if the audience is attentive and quiet. Even if you are not interested, you must be considerate of the performers and fellow students.

While an audience should be quiet and attentive, there are appropriate times to applaud; however, this is not to be done with the feet, by exaggerated motion of the hands, or by whistling.

Students who are not quiet or who do not display good manners may be excluded from future assemblies and will be subject to the discipline code.

BOOK BAGS/BACK PACKS

Book bags and back packs are permitted to be brought to school. However, during the school day they must remain in the students' lockers. The use of book bags and back packs is not permitted during the hours of 7:30-2:30. Please do not bring book bags with rollers as they will not fit in the lockers.

CONCERTS AND OPEN HOUSES

All school age children who attend Middle School Concerts or Open Houses must be accompanied by their parent(s) and, in the case of concerts, must be seated with their parent(s).

GUM CHEWING

Due to possible damage to school furniture, pupils' clothing and books, and to unsanitary conditions, students *are encouraged not* to chew gum, lifesavers or hard candy at any time during the school day - this means in the halls and lunchroom as well as *all* classrooms. Teachers may choose to disallow gum in classrooms.

HALL TRAFFIC

In order to keep traffic flowing smoothly and to avoid detention for classroom tardiness, students should *walk* not more than two abreast, keep to the right, go to lockers only when permitted, keep moving, use doors on the right, and, above all, be courteous.

HALLWAYS AND SCHOOL GROUNDS

All teachers are given the authority and responsibility of checking on any student who is out of his/her classroom at any time. All teachers are charged with the responsibility of correcting any student they see misbehaving.

LIBRARY

The library is open during school hours. Students coming to the library are expected to have an appropriate purpose and are respectful so others may work and read. Quiet talking and group collaboration for school projects is allowed in the library.

Students may check out up to five items for TWO WEEKS, with unlimited renewals unless someone else has reserved that item. Items must be present to be renewed. Students may also place a hold on any item that is unavailable.

In checking out library materials, students are agreeing to be responsible for those materials. Students are responsible for the replacement price of lost or badly damaged items. If an item is damaged,

please bring it to the library and let us assess the damage. We will make repairs whenever possible. Please do not try to mend items at home.

LIBRARY USAGE

Students who earn 2 or more F's in a grading period lose their privileges for the following 9 week grading period and are restricted to study hall for study. Should students raise all grades to satisfactory or better by the following interim report day, restrictions will be lifted for the remainder of the grading period.

School authorities are charged with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search the desks and lockers assigned to the students as well as the personal property of a student, with or without the student's consent, whenever they have reasonable suspicion that the search is required to discover evidence of a violation of law or of school rules.
See also: Search and Seizure.

LOST AND FOUND

You have the responsibility of turning in any article found on school grounds to the office. Keeping for yourself or selling anything you find will be considered as theft and will be punished. If you lose something, you should report it to the office. Lost and found is located in the foyer. Valuable items such as watches, purses, wallets, etc. will be held in the office (across from the computer lab) and may be reclaimed there.

MOPEDS

Riding mopeds to school is a privilege granted under the following conditions:

- The rider must be the *licensed* owner of the moped.
- The moped must be walked (not ridden) while on school grounds.
- No student is to be allowed to ride another student's moped under any circumstance.
- All moped owners must be registered in the office.

OFFICE TELEPHONE

The office telephone is for BUSINESS USE ONLY. Students are not allowed to use this phone for personal business. Parents are asked to refrain from calling the school to leave personal messages for their child for anything other than emergency reasons.

RESPONSIBILITY FOR SCHOOL PROPERTY

During the year you will be issued books and equipment for your studies. Everything that is issued to you becomes your responsibility for safekeeping. You will be required to pay for any items that are lost, stolen, or damaged while assigned to your care.

MAKE SURE THAT YOU TREAT ALL ITEMS ISSUED TO YOU AS IF THEY WERE YOUR OWN.

SKATEBOARDS OR ROLLERBLADES

Skateboards or roller blades are not to be ridden on school property. Students who violate this rule may have their boards or blades confiscated for a period of time as determined by the school principal or may receive school detentions or demerits.

These items are prohibited because:

- They present a higher risk of injury while traveling to school in the early morning hours.
- They cannot be stored in a locker without causing excessive wear and tear to the school lockers.
- They cannot be secured to prevent theft.

SCHOOL OFFICE

Students should not come to the office between classes. If a student needs to come to the office, he or she should report to their class and get permission from the classroom teacher.

SOCIAL ACTIVITIES

Social activities sponsored by school organizations are for Norwalk Middle School students *only*. No guests from other schools are permitted to attend.

Students who choose to attend an activity are required to remain at the function for the entire time. Doors close after the start of the activity and no one will be permitted to come late or leave early.

All students are to make arrangements for transportation prior to the activity. Rides should be waiting to pick you up promptly at the conclusion of the activity. Students that are picked up more than 30 minutes after the conclusion of the activity may be denied future participation.

SOLICITING AND SELLING

No person is to solicit or sell anything in school without permission of the principal.

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, signed by the parent(s) having care or charge of the student, that the drug be administered to 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:
 - The name and address of the student;
 - The school and class in which the student is enrolled;
 - The name of the drug and the dosage to be administered;
 - The times or intervals at which dosage of the drug is to be administered;
 - The date on which the administration of the drug is to begin;
 - The date on which the administration of the drug is to cease;
 - 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; and
 - 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 the prescribing physician, or other licensed professional, dispensed it.

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. Parents should notify coaches and advisors of this medical need and complete the necessary paperwork in the office.

ADMISSION AND WITHDRAWAL 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:
 - 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.)
 - 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. Home language survey form
6. Course request form

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

1. White emergency medical authorization sheet
2. Cumulative record data request form
3. Release of records permission form
4. Information for accident or sickness emergency card (custody form)
5. Verification of address form

WITHDRAWAL PROCEDURES

Parents are requested to notify the guidance office of the withdrawal of their child from school.

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.

ARRIVAL TO AND DEPARTURE FROM SCHOOL

Students are not to arrive to school before 7:15 a.m. unless their bus brings them prior to that time.

No one is to be in the school building after the close of the school day unless they are participating in a supervised activity.

Students are to enter and leave the school grounds only by using one of the approved entrances which are:

- the sidewalk beside the driveway
- through Stoutenburg gate

Students are to report to the cafeteria until 7:15 and must go to *their 1st period class* when dismissed from the cafeteria. No student may leave school grounds after arriving.

No student is to cut through any neighbors' yard or walk in roadways on his/her way to or from school. Failure to observe this rule will result in school detentions. Repeated violations will earn demerits which will lead to a school suspension.

ATHLETICS AND EXTRA-CURRICULAR

All students planning to participate in Middle School athletics must have on file in the Principal's office proof of physical examination, parent's consent, and valid insurance protection before he/she may begin practice. This will be checked by the coaching staff. A player must maintain passing grades in order to be eligible to play. Eligibility rules will be made available at the start of each season.

Remember you *represent* Norwalk Schools, your classmates, your parents, your coaches, and especially yourself.

*Major rule infractions – refer to Trucker Talk.

ATHLETIC ELIGIBILITY

In order to be eligible for athletics a student at Norwalk Middle School must meet EACH of the following 3 requirements each 9 weeks.

I. Ohio High School Athletic Association. Requirements:

A student enrolling in the seventh grade for the first time will be eligible for the first grading period regardless of the previous academic achievement. Thereafter, in order to be eligible, a student in grade 7 or 8 must be currently enrolled in school the immediately preceding grading period and received passing grades

during that grading period in a minimum of five of those subjects in which the student received grades.

II. Norwalk City Schools GPA Requirements:

A student must earn grades in the previous 9 weeks that result in a 1.5 grade point average (GPA) for the 9 weeks when **ALL** grades for the 9 weeks are averaged.

Students who lose their eligibility for having a GPA below 1.5 may regain their eligibility on the day that Interim grades are given if their GPA for the 9 weeks to that day is 1.5 (Requirements I and III must also be met.)

III. Any participant receiving two or more F's on the weekly eligibility list is automatically ineligible for the following week. If the student has not reduced the number of F's to one or none by the next weekly eligibility list, they will continue to be ineligible to participate for the following week. Exceptions to this requirement caused by extenuating circumstances may be permitted by the building principal.

- A week is defined as Monday through Saturday.

EXTRA-CURRICULAR ACTIVITIES AND SCHOOL ATTENDANCE

A student must be in attendance during half of the school day to be eligible to participate in an extra-curricular activity the same day. Half of the school day shall be defined as 3 hours and 30 minutes. Any extenuating circumstances for the absence should be discussed with the principal for approval to participate.

CHEERLEADERS

Seventh and eighth grade students representing the school as cheerleaders will be selected by an impartial committee to lead cheers at all the *home games*. Cheerleaders may not travel to away games in uniform to cheer as a representative of the school.

MUSIC PROGRAM

All students who take band, orchestra or chorus *are required to attend all performances unless specifically excused by the music teacher*. Requests for non-participation should be presented in writing in advance.

STUDENT COUNCIL

The Middle School student council is made up of representatives from each grade. Student council

members will elect a president, vice president, and a secretary among the council. The council's purpose is to enhance the high rating and honor of our school and to represent the students' rights and interests in the function that best serves our school. The council will be responsible for planning and carrying out a variety of school activities. Because student council members are expected to be good role models, any member who receives a suspension will be removed from student council for the entire school year. Student council representatives must also comply with the grade requirements established for our athletes.

ATTENDANCE AND VACATIONS

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**) or
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 668-8370 between the hours of 7:00 and 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.

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. **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

5. **Perfect Attendance Awards:** Norwalk Middle School will recognize perfect attendance for those students with no absences or tardies on their record.
6. **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.”
7. **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.
8. **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.
9. **Tardy to School:** Students arriving late to school will report to the assistant principal’s secretary for an admittance slip.
10. **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.
11. **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.
12. **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 Middle 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

Beginning with the 2017-2018 school year, when a student's absences surpass the threshold for a habitual truant, the Principal or the

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.

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.

Filing a Complaint with Juvenile Court

Beginning with the 2017-2018 school year, 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.

BUS TRANSPORTATION

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 663-9118.

BUS RULES

The following is an outline of student's basic responsibilities while riding a Norwalk City School bus:

1. Students shall respect and obey the driver at all times.
2. Students should be at the bus stop ready to board when the bus arrives.
3. Students shall enter and leave the bus in an orderly, single file line.
4. If it is necessary to cross the road, students are to cross 10 feet in front of the bus **after** receiving a clear signal from the driver that it is safe to cross.
5. Students may carry on board all lap material required for their academic studies, as well as carry-on parcels that do not have any sharp points or edges, and that will fit under the bus seat.

STUDENTS RIDING THE BUS ARE NOT PERMITTED TO:

1. Play radios, recorders, etc. (*MP3 or CD players with headphones are permitted.*)
2. Put hands, arms, head, feet or legs out of windows.
3. Throw objects from the bus windows.
4. Use abusive, derogatory, or profane language.
5. Stand, turn around in, or leave their seats, while the bus is in motion.
6. Eat, drink, smoke, or light matches or lighters on the bus.
7. Strike, push, trip, or otherwise abuse another student while riding or waiting at the bus stop.
8. Yell, whistle, stamp feet, clap hands or otherwise distract the bus driver – sudden noises can cause accidents.

9. Take more than 1/3 of the seat when the bus is loaded to capacity.
10. Litter or spit on the bus.
11. Tamper with, or deface/destroy bus property or equipment.
12. Bring objects that are deemed distracting to the bus driver on the bus.

STATE REGULATIONS PROHIBIT:

1. Bringing pets, animals, reptiles, or insects of any kind on the bus.
2. Chewing gum on the bus, whether the bus is in motion or not.
3. Talking at the railroad crossing.
4. The transportation of glass objects.

In the interest of safety for all students riding school buses, a pupil will be reported for willful disobedience of the above regulations and may be suspended from riding the bus. A first offense of any of the above rules will result in a verbal warning from the driver or bus aide. A second offense of the above rules will result in a letter being sent to the parents. A third offense may result in the child being suspended for two (2) days from bus transportation, a fourth offense may result in a five (5) day suspension, and a fifth offense may result in the child being expelled from bus transportation. The length of the suspension may be adjusted depending on the seriousness of the offense up to, but not more than, one hundred eighty (180) days.

The school bus driver shall be responsible for discipline of students while they are being transported to or from school and on all field trips. When a problem in student conduct requires stringent discipline, the driver shall report it in writing to the director of transportation. A student may be suspended from bus transportation for disciplinary reasons, in which case the parents are responsible for the student's transportation.

Students suspended from bus transportation shall be given written notice of their suspension and the reasons thereof, and an opportunity to appear at an informal hearing to answer the charges against them. Students whose conduct on the bus is so grievous as to consider expulsion from bus transportation shall be provided with the hearing privileges of R.C. 3313.66(B)(D)(E).

Students whose conduct on the bus is an immediate danger to persons or property or a threat to the safe operation of the school bus may be immediately removed from the vehicle but shall be given notice as soon as practicable of a hearing which must be held within seventy-two (72) hours of the removal.

The Superintendent or designee shall:

- A. prepare student school bus management regulations which shall include as a minimum the rules specified in O.A.C. 3301-83-08(C) and 3301-83-20.
- B. prepare a course of safety instruction for students in grades kindergarten through third who are regularly transported to school in accordance with O.A.C. 3301-83-09.

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.

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.

Violation by a student of any one or more of the following rules of conduct may result in disciplinary action(s), which may include detention, deprivation of privileges, parental contact, referral to legal authorities, suspension of driving privileges, emergency removal, disciplinary removal, suspension, expulsion and/or permanent exclusion. A student may be suspended pending the outcome of expulsion proceedings.

CLASSROOM CONDUCT

Each teacher is charged with the responsibility and given the authority to make and to enforce any classroom rules which they feel will provide for a more effective, orderly and productive classroom environment. You are expected to comply with all rules established by each of your teachers. Non-compliance will be dealt with in accordance with the discipline code.

DEMERITS

A1: Academic Dishonesty (5-10 demerits)

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.

A2: Arson/Attempted Arson (20 demerits; pending expulsion/involvement of civil authorities)

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

A3: Assault, Assault and Battery or Threat (Verbal or Other) (20 demerits; pending expulsion/involvement of civil authorities)

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.

A4: Commission of Immoral Act or Indecent Act That Endangers Persons or Property (20 demerits; pending expulsion/involvement of civil authorities)

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

A5: Complicity (10-20 demerits)

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

A6: Damage, Destruction, Defacement, or Misuse of Property (20 demerits; pending expulsion/involvement of civil authorities)

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.

A7: Disrespect (5-20 demerits)

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.

A8: Disruption of School/Horseplay (5-20 demerits)

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. Disruption shall also

include possession and/or use of any electronic device including pagers/beepers, and cellular phones as well as sound producing devices and/or headphones. Items may be confiscated.

A9: Distribution or Sale of Unauthorized Materials (5 demerits)

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

A10: Dress or Appearance (5 demerits)

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

A11: Excessive Displays of Affection (5-10 demerits)

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

A12: Failure to Serve School Discipline/Violation of Terms of School Discipline (5-20 demerits)

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 dean of student'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.

A13: False Alarms/Bomb Threats (20 demerits; pending expulsion/involvement of civil authorities)

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.

A14: False Reports/Forgery/Falsification (10-20 demerits)

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.

A15: Fighting (20 demerits; pending expulsion/involvement of civil authorities)

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, as well as failing to disperse.

A16: Gambling (10 demerits)

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.

A17: Hazing (20 demerits; pending expulsion/involvement of civil authorities)

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.

A18: Insubordination/Defiance/Disobedience (5-20 demerits)

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:

- disobedience, insolence, arrogance, or disrespect toward any staff member
- not serving assigned detentions
- not following school rules or proper procedures
- not following assigned schedule/being in unauthorized area
- chronically tardy to school or class
- repeated misbehavior after warning

A19: Intimidation/Harassment/Menacing/Taunting (5-20 demerits)

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.

A20: Leaving School Property or Assigned Area (10-20 demerits)

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

A21: Loitering/Littering/Causing a Disturbance (5-10 demerits)

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.

A22: Misuse of a Computer (5 demerits)

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.

A23: Misuse of Vehicles and Bicycles on School Property (5 demerits)

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

A24: Narcotics, Alcoholic Beverages, Drugs, and Paraphernalia (20 demerits; pending expulsion/involvement of civil authorities)

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.

A25: Prescription or Non-prescription Drugs (20 demerits)

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.

A26: Profane, Obscene, Indecent, Vulgar or Inappropriate Language/Gestures (5-20 demerits)

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.

A27: Prohibited/Restricted Articles (5-10 demerits)

Prohibited 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, but is not limited to, the following: lighters, laser pointers, noisemakers/horns and fireworks

Restricted Articles. Students are restricted from using at school during the student day any object that in the judgment of the administration that disrupts or interferes with the educational process which includes, but is not limited to, the following: walkmans/discmans, hand-held electronic games, cell phones, cameras and MP3 players. Lunch is considered part of the student day. The school district is not responsible for lost, stolen, or damaged items.

Electronic Devices/Cell Phones: The unauthorized

use of cell phones and non-educational electronic devices in the school building between 7:00 AM and 2:30 PM is strictly prohibited. Electronic devices and accessories include, but are not limited to the following: cell phones, MP3 players, CD players, cameras, hand-held video games, pagers, and laser pointers.

Due to the disruptive nature of these devices, each student must ensure that his/her electronic device is turned off and is inaccessible for use. The first offense shall be a warning from the school administration and a temporary confiscation of such device until the close of school that same day. The second offense will result in detentions and/or school service projects being issued to the student. The third offense will require a student to serve a Saturday School detention. Subsequent offenses will result in a suspension for insubordination. Beginning with a student's second violation, parents/guardians will be required to pick up their child's electronic device from school. (Adoption date: January 22, 2002; Legal Ref.: ORC 3313.753)

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 outside of the classroom and without teacher supervision, while on school property or at a school function, may not be taken without the written permission of the individual and, if a student, the student's parent/guardian. This permission must be written and submitted to the office. Taking pictures or videos in a restroom or locker room is strictly prohibited a violation may result in suspension or expulsion.

A28: Punctuality and Tardiness (See Tardy Procedure for Discipline)

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.

A29: Repeated Offenses/Flagrant Violations (15-20 Demerits)

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.

A30: School Buses (5-20 Demerits)

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

A31: Sexual Harassment (20 demerits; pending expulsion/involvement of civil authorities)

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

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

A32: Shakedown/Strong Arm/Extortion (20 demerits; pending expulsion/involvement of civil authorities)

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

A33: Smoking / Tobacco Products / Electronic Cigarettes (20 demerits)

A student shall not possess, handle, transmit, conceal, or use any tobacco product, including smokeless tobacco such as snuff, chewing tobacco and electronic cigarettes, 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.

A34: Theft (10-20 demerits)

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

A35: Throwing of Any Object (5-10 demerits)

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

A36: Truancy (10-20 demerits)

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.

A37: Violation of Federal or State Statutes, or State Student Mandates (20 demerits; pending expulsion/involvement of civil authorities)

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.

A38: Weapons and Dangerous Instruments (20 demerits; pending expulsion/involvement of civil authorities)

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.).

A. 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.

B. 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 intend 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.

CONSEQUENCES FOR DEMERIT ACCUMULATION

1. Accumulation of 5 demerits – 2 detentions
2. Accumulation of 10 demerits (a letter will be sent to parents) – 3 detentions
3. Accumulation of 15 demerits – 4 detentions
4. **1st** accumulation of 20 demerits – 3 day suspension
2nd accumulation of 20 demerits – 5-day suspension – Denial of privileges to attend after school dances, the Spring Dance.
3rd accumulation of 20 demerits – 10-day suspension
4th accumulation of 20 demerits – 10-day suspension
5th accumulation of 20 demerits – Suspension Pending Expulsion – A complaint of unruliness shall be filed in Huron County Juvenile Court.
****The principal maintains the authority to increase or decrease the length of a suspension, to recommend expulsion prior to the 5th accumulation of 20 demerits and to involve the Huron County Juvenile Court or the Norwalk Police Department at his or her discretion.****

A. Removal of Demerits

Demerits will be accumulated only during each semester. In other words, each student will begin each semester with no demerits. The number of suspensions, however, is an annual accumulation.

B. Suspensions

The principal or the dean of students shall decide whether to give an out-of-school suspension or an in-school restriction. This decision will be based upon the nature of the offenses and the frequency of violations.

C. Denial of Privileges

Accumulation of two or more suspensions, either in-school or out of school, will result in denial of

privileges to attend after school activities such as dances, etc.

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) hour 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 in 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.

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.

IN-SCHOOL RESTRICTION

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 in-school restriction is to provide assistance and guidance as well as disciplinary action.

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 SCHOOL

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 school attendance.

Each student assigned to Saturday School 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 Detention, he or she may be dismissed and assigned other discipline.

Violation of terms of suspension may result in additional disciplinary action.

A student or his/her parents/guardian/custodian may appeal a suspension to the Board of Education or its designee. An appeal must be filed within ten (10) days of the notice of suspension.

The decision of the Board of Education can be appealed to the Court of Common Pleas under Ohio Revised Code Chapter 2506.

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.

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 (O.R.C. §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. The notice shall contain the following information:
 - The notice is to include reasons for the intended expulsion.
 - 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.
 - 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.
 - The Superintendent may grant an extension of time; if granted, all parties must be notified.
3. The Superintendent's decision to expel a student can be appealed to the Board of Education or its designee. The student can be excluded from

school during the appeal process. An appeal must be filed within ten (10) days of the notice of expulsion.

4. The decision of the Board of Education can be appealed to the Court of Common Pleas under Ohio Revised Code Chapter 2506.

DRESS CODE

In general, the Board believes that school dress should be such that it ensures the health, welfare, and safety of the members of the student body and enhances the positive image of students and the schools. Any form of dress or grooming which attracts undue attention or violates the previous statement is unacceptable. The following guidelines are established for Norwalk Middle School:

1. Shoes or sandals will be worn by all students while on school grounds.
2. Hats, head covering, headgear, scarves, headbands, gloves, mittens and/or sunglasses (unless directed by a doctor) may not be worn. Heavy chains, studded bracelets, dog collars, and other articles, which may be judged to be potentially harmful to students and/or could be used as a weapon, are not permitted.
3. Short skirts and shorts are not allowed. Shorts and skirts should be 5" above the top of the knee. Spandex or pajama pants will not be allowed. 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. **Bare midriffs and low cut tops are unacceptable.**
5. Clothing and buttons are prohibited that bears statements, slogans, images, illustrations or insignia that are indecent, offensive, obscene, profane, lewd, vulgar; or that harasses, threatens, intimidates, demeans, suggests or promotes violence against an individual or group of individuals because of their sex, color, race, religion, disability, national origin or sexual orientation, or otherwise constitutes sexual or other forms of harassment prohibited by Board policy or the Student Handbook; or that advertises, promotes or depicts alcoholic beverages, tobacco products or illegal drugs.
6. Immodest or extreme styles of dress which may cause a disruption of the educational process will not be worn.
7. **No ripped or torn clothing with holes will be permitted above the knees when skin is exposed.** Clothing purchased with rips, tears, or holes is no exception to this rule.

8. 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.
9. Due to safety concerns, visible body, facial, or tongue piercings may be required to be removed or covered for physical education classes.
10. Extreme makeup and/or hair color will not be permitted. Makeup and hair color must be of natural color or tone.
11. Gang-related paraphernalia (gang symbols, jewelry, emblems) or signs in communication (written or oral) are not permitted.
A "gang" as defined in this Dress Code and under O.R.C. §2923.41 means any ongoing formal or informal group of three or more persons which has a common name or one or more common identifying signs, symbols, or colors, which has as one of its primary activities the commission of one or more criminal acts, and whose members individually or collectively engage in or have engaged in a pattern of gang activity. The term "pattern of gang activity"

EMERGENCY DRILLS

During an emergency drill, 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 classroom 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.

TORNADO 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 out. Students are to follow the required evacuation route and move quickly and quietly to the designated safe area.

means the commission, the attempt to commit, conspiracy to commit, the intimidation of others to commit, or the solicitation of, two or more criminal acts, provided the criminal acts were committed on separate dates or by two or more persons who are members of, or belong to the same criminal gang.

12. Students are permitted to wear yoga pants or leggings as long as the student wears a shirt that covers the student's "backside".

If in the opinion of the school officials the dress of the student is not appropriate, he or she may 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 a positive atmosphere with this policy.

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.

LOCKDOWN

In situations where teachers need to lock their rooms and keep students restricted to the classrooms, the principal or designee will announce that a lockdown is in effect. Students are expected to follow the procedure below:

1. All classroom doors should be closed and locked.
2. Students should move quickly and quietly to a predetermined area in the classroom.
3. Students should remain quiet until the all clear signal is given.
4. Upon completion of the lockdown, students should return to their regular routines.
5. In extreme circumstances, teachers and staff may alter these procedures and order students to evacuate the building.

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 and expected.

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.

DISTRICT CRISIS MANAGEMENT PLAN

In any emergency situation, students are to listen carefully and immediately comply with directions given by school administration.

HARRASSMENT/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 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:

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

- A. Physical violence and/or attacks.
- B. Taunts, name-calling, and put-downs.
- C. Threats and intimidation (through words and/or gestures).
- D. Extortion or stealing of money and/or possessions.
- E. Exclusion from the peer group or spreading rumors.
- F. 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:
 - 1. Posting slurs on websites where students congregate on web logs (personal online journals or diaries);

- 2. Sending abusive or threatening instant messages;
 - 3. Using camera phones to take embarrassing photographs of students and posting them online;
 - 4. Using websites to circulate gossip and rumors to other students; and
 - 5. Excluding others from an online group by falsely reporting them for inappropriate language to internet service providers
- G. Violence within a dating relationship.

Complaint Process

- A. 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 conducted alleged, the number of such incidents, the target of such suspected harassment, intimidation, or bullying, and the names of potential student or staff witnesses. Such reports may be filed with any 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.

- B. Informal Complaints
Students may make informal complaints of conduct 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 witnesses. 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 staff member and/or administrator shall be promptly forwarded to the building principal for review and action.

59.99%- 0%=F Not Passing

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.

HEAD LICE

During the course of the school year, it sometimes becomes necessary for students to be screened for head lice. If head lice are detected during this screening process, the condition should be treated at once. Students will be excluded from school until satisfactory proof of treatment is demonstrated to the principal. The principal will readmit the student if:

1. The student has been treated with shampoo effective in killing lice;
- AND**
2. The student has a letter from a physician or the Health Department stating that the child may return to school;
- OR**
3. The principal deems appropriate measures have been taken to address the problem and that the return of the student poses no health threat to others.

HOMEWORK/GRADING/PROMOTION POLICY

The following percentage grades shall be used at all levels (1-12):

| | |
|----------------|---------------|
| 100%-97.00%=A+ | 79.99%-77%=C+ |
| 96.99%-93%=A | 76.99%-73%=C |
| 92.99%-90%=A- | 72.99%-70%=C- |
| 89.99%-87%=B+ | 69.99%-67%=D+ |
| 86.99%-83%=B | 66.99%-63%=D |
| 82.99%-80%=B- | 62.99%-60%=D- |

Value of Grading Period and Final Exam Grades Each nine-weeks grade and final exam grade carries the following weight:

| | | | |
|----------|----------|----------|---------|
| A+=4.33 | B+=3.33 | C+=2.33 | D+=1.33 |
| A =4.00 | B =3.00 | C =2.00 | D =1.00 |
| A- =3.67 | B- =2.67 | C- =1.67 | D- =.67 |
| | | | F =0.00 |

Computing the Final Grade

The final grade is the result of the nine-weeks grades and the final exam grade computed as follows:

Yearlong Course-The value of each grading period grade X 2 + the value of the final exam grade. That total, divided by 9 equals the final grade value in accordance with the following scale:

Range

| | | | |
|-------------|----|-------------|----|
| 4.18 + | A+ | 2.18 - 2.50 | C+ |
| 3.85 - 4.17 | A | 1.85 - 2.17 | C |
| 3.51 - 3.84 | A- | 1.51 - 1.84 | C- |
| 3.18 - 3.50 | B+ | 1.18 - 1.50 | D+ |
| 2.85 - 3.17 | B | .85 - 1.17 | D |
| 2.51 - 2.84 | B- | .37 - .84 | D- |
| | | .00 - .36 | F |

Semester Course-The value of each grading period grade X 4 + the value of the final exam grade. That total divided by 9 equals the final grade value in accordance with the scale above.

In order to pass a course (subject) for the year, all students must have a passing average in accordance with the above section. Students must also have:

1. 2 out of 3 passing grades in a semester course
2. 3 out of 5 passing grades in a year-long course

****Final grade cards will *not be issued* to students who owe school fees, fines or detentions.****

HONOR ROLL

In order to be placed on the Honor Roll, a student must attain at least a 3.40 average. The grade point average will be automatically printed on each student's grade card.

The sum of grade points for all courses taken during the grading period divided by the number of courses = the **GRADE POINT AVERAGE**.

For Example:

Letter grade (value)=Grade Points

| | | |
|----------------|----------|----------|
| Math | A | 4 |
| English | B | 3 |
| Health | B | 3 |
| <u>Science</u> | <u>A</u> | <u>4</u> |

4 (Courses) 14(Grade points)

14 divided by 4 = 3.50 (Grade point average)

WEIGHTED GRADES

To reflect the difficulty of advanced courses, which are usually taken at the Freshman level, "weighted grades" are in effect for Algebra, Spanish I, and French I. Grade points for advanced courses will be weighted as follows:

- A = 5 points
- B = 4 points
- C = 3 points
- D = 2 points
- F = 0 points

The weighting of grade points will affect only the grade point average which determines honor roll status.

ASSIGNMENT OF CREDITS TO COURSES

A. In order to allow for the differences in the various types of courses, (required, elective, semester, quarter, etc.) credits will be assigned to each course. The number of credits assigned is determined by the type or length of the course. (see "Middle School Course of Study").

Credits are assigned on the following basis:

Yearlong courses: 1 credits

Semester courses: .5 credit

Students must pass five credits in order to be promoted.

INSURANCE

School accident insurance and 24 hour accident insurance is available at a reasonable cost with the Board-approved insurance carrier. Applications, details of coverage and cost will be sent home with students near the start of school, or are available throughout the year in the school office.

FIELD TRIPS

During the school year, Norwalk Middle School students may be afforded the opportunity to attend field trips. Field trips are an opportunity for the students to extend their learning outside of the classroom and are a valuable part of the educational process.

Students may be required to pay an extra fee for field trips. The fee must be paid before attending the field trip. While on a field trip, all school and classroom rules are to be followed.

FEES

Students can anticipate the following expenses (subject to change):

7th and 8th Fee-\$20.00

All fees are to be paid during the first month of school. Please make checks payable to:

NORWALK MIDDLE SCHOOL

The first nine-week grade card will be given to children whether or not their fees have been paid. All fees must be paid in order for the child to receive remaining grade cards.

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 may be subject to the Code of Conduct.

LUNCH AND BREAKFAST

Students may bring a lunch or buy it in the cafeteria. When students finish lunch, they are to go outside and remain in the authorized areas. During severe weather conditions, students may elect to stay in the cafeteria when given that option, but must remain seated and well mannered. No games of any kind are permitted.

Norwalk Middle School has a closed lunch policy. No one is permitted to leave school grounds for lunch (unless taken by his/her parent) and no one is to have any food delivered to the cafeteria during the lunch period. No outside food, other than packed lunches,

is allowed (No cakes, pizza parties, ice cream...). Please do not bring pop/soda/energy drinks.

While at lunch, the students are to:

- Walk at all times.
- Return trays and utensils to the proper location.
- Pick up all paper around you both on the table and on the floor.
- Not enter unauthorized areas.
- Not cut in line.

Students may purchase breakfast and/or lunch at the following prices:

Breakfast - \$1.60

Lunch - \$2.70

Milk - \$.55

LOCKERS

Every student is assigned a locker in which to keep his or her belongings. The combination to your locker should be closely guarded so that other students do not gain access to your valuables. The only way a student can have knowledge of your combination is if you have given it to them. Students are cautioned not to bring large amounts of money, MP3 players, radios, cameras, CD players, cell phones, etc. to school. If they are brought to school, they must remain in the off position in their locker for the entire school day (7:30-2:30). Students are responsible for the safekeeping of their own belongings.

NON-DISCRIMINATION

The Norwalk City School District hereby gives notice that it does not discriminate on the basis of race, color, national origin, gender/sex, religion, age, or disability in the educational programs and activities operated by the District. The Compliance Coordinator for Title VI, Title IX, and Section 504 is Jennifer King, Director of Pupil Services, telephone number 419-660-1816.

PARENT-TEACHER CONFERENCES

You will receive specific information about conference nights in late October. Any time you would like a conference with the principal or your child's teacher, just call the school to set up a time. We would be more than happy to meet with you. For

concerns regarding grades or classroom discipline, please contact your child's teacher.

RECESS/PLAYGROUND

Weather permitting, Norwalk Middle School students will have a brief recess after lunch. While at recess, students are to stay within the dotted lines on the blacktop and in the grassy area next to the blacktop. All classroom and school rules are to be followed while at recess.

SCHOOL CLOSINGS AND DELAYS

In the event of a school closing, broadcasts will be made over WLKR. Parents and students should tune into the local station on any morning which may be questionable concerning the opening of school due to weather conditions.

Families are also encouraged to use our One Call Now System that alerts families to closings and delays.

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.

Note: 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.
O.R.C §3313.20.

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 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.

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: Director of Pupil Services, 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.

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:

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

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

VISITORS

All visitors to the building are to check in, sign in, and obtain a “visitors pass” from the office. All visitors must obtain a “visitors pass” from the office before going anywhere in the building. Student visitors cause a distraction. Visitors (including student visitors) will not be permitted without prior approval and may be restricted in their access to the building.