



PARENT - STUDENT

HANDBOOK

Norwalk Elementary Schools
2015 - 2016

The policies and regulations outlined in this handbook were adopted on July 7, 2015 by the Norwalk Board of Education and carry legal status as determined by state statute.



Some Board policies contained in this handbook have been shortened to make them easier to include in this handbook. However, the policies and procedures adopted by the Board and contained in the Board Policy Manual are the Board's official policy and position on the matter and will govern when there is a difference between the Board policies in the Manual and those in the handbook.

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Norwalk City School District

Administration

www.norwalktruckers.net

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Dustin Brown, Director of Student Services (transportation/bldg).....	419-660-1822
Kelly Ross, Director of Food Service.....	419-668-0283
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2015



Norwalk City School District

Board of Education

2015

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Links to email addresses can also be found on our district's website:

www.norwalktruckers.net

Board of Education › Members

School Calendar
2015-2016

August 21	All Staff Meeting (No School)
August 24	First Day for Students Grades PS & 1-12
September 7	Labor Day – No School
September 18	Interim Report #1
October 12	Professional Development – No School
October 16	End 1 st Quarter
October 23	Grade Cards Issued K-12
November 5, 9	Evening Parent Teacher Conference Grades K-12
*November 6	Afternoon Parent Teacher Conference K-6
November 13	Interim Report #2
November 25, 26, 27	Thanksgiving Vacation
December 18	End 2 nd Quarter & 1 st Semester
December 21	Winter Break Begins
January 4	Professional Development – No School
January 5	Classes Resume
January 8	Grade Cards Issued K-12
January 18	Martin Luther King, Jr. Day – No School
February 5	Interim Report #3
February 15	Presidents’ Day – No School
March 11	End 3 rd Quarter
March 18	Grade Cards Issued K-12
March 25	Spring Break Begins
April 4	Classes Resume
April 22	Interim Report #4
May 30	Memorial Day – No School
June 2	Last Day for Students-Grade Cards Issued (Elem. & Main St)
June 3	Teacher Work Day
June 10	Grade Cards Mailed (7-12)
June 3,6,7,8,9	Make up days (as needed)

* Students in grades K-6 will dismiss at 11:30 a.m. on Nov. 6

STATEMENT OF PHILOSOPHY

We believe it is essential to accept the dignity and worth of each individual. Therefore, schools must provide the opportunity for youth to develop their potential, both mentally and physically, and prepare them to become productive members of our society.

Students should be motivated to pursue a well-balanced education. Through successes and failures, they can learn to accept responsibility as they participate in programs made available through the Norwalk Schools. However, responsibilities and challenges cannot be restricted to the school setting. Each student, regardless of abilities, handicap, race, color, sex, national origin, or creed, should seek and find guidance and encouragement from their home and other institutions for the further development of their intellectual, moral and spiritual values.

Open lines of communication between school and community are encouraged. Citizens can develop a greater interest in their schools through participation and sharing ideas/concerns. As this involvement occurs, individuals will more readily accept their responsibility for the moral and financial support of schools. Of equal importance is the Board's responsibility for hiring a qualified staff, capable of anticipating and meeting the ever-changing needs of a modern society.

EQUAL EDUCATIONAL OPPORTUNITIES AND NON-DISCRIMINATION

The Norwalk City Schools 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 the Assistant Superintendent, telephone number 419-668-2779.

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:
 - a. The name and address of the student;
 - b. The school and class in which the student is enrolled;

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

Inhalers

Students have the right to possess and use a metered-dose inhaler or a dry-powder inhaler to alleviate asthmatic symptoms or before exercise to prevent the onset of asthmatic symptoms. The right applies at school or at any activity, event or program sponsored by or in which the student's school is a participant.

In order for a student to possess and use an inhaler he/she must have written approval from the student's physician and parent or other caretaker. The principal and/or the school nurse must have received copies of these required written approvals.

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

1. The student's name and address;
2. The name of the medication contained in the inhaler;
3. The date the administration of the medication is to begin;
4. The date, if known, that the administration of the medication is to cease;

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

ADMISSION/WITHDRAWAL PROCEDURES

Entry 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 enroll)
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.)

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

1. Emergency medical authorization
2. Cumulative record data request
3. Release of records
4. Emergency Contact & Custody
5. Verification of Residency

Emergency Medical Forms

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

Immunizations

At the beginning of each school year, or at a pupil's initial entry, a pupil has fourteen (14) days to present evidence that he/she is in compliance with the State School Immunization Law. If, after the end of the 14 day grace period, the pupil has not submitted written evidence of compliance, the pupil will be excluded from school until evidence is submitted.

The current immunization requirements are as follows:

- | | |
|---------|--|
| 4 Doses | Diphtheria, Tetanus, Pertussis Vaccine (A fifth DTP vaccine is required if the fourth dose was administered prior to the fourth birthday.) |
| 4 Doses | Polio Vaccine |
| 2 Doses | Measles, Mumps, Rubella Vaccine; administered at age 12 months or older. |
| 3 Doses | Hepatitis B Vaccine |
| 2 Doses | Varicella (chicken pox) Vaccine |

A pupil is in compliance if he/she meets one of the following five criteria:

- a. The pupil submits written evidence that he/she meets or exceeds the minimum immunization requirements.

- b. The pupil submits a statement, signed by his/her physician, that immunization may be detrimental to the pupil's health.
- c. The pupil submits a statement signed by his/her parent or guardian that the parent or guardian objects to immunization for good cause, including religious convictions.
- d. The pupil submits written evidence that he/she is "in the process" of completing the required immunizations. "In the process" means that the pupil is immunized against measles, mumps, and rubella and has had at least one dose of DPT/Td vaccine, one dose of polio vaccine, and one dose of Hepatitis B vaccine.
- e. A pupil who has had natural chicken pox, and presents a signed statement from the pupil's parent, guardian, or physician to that effect, is not required to be immunized against chicken pox.

The Huron County Health Department located at 180 Milan Avenue in Norwalk offers immunizations by appt. only. Please call 419-668-1652 for appointment.

Withdrawal Procedures

Parents are requested to notify the appropriate office of withdrawal of their child from school. Parents are to complete any appropriate forms for withdrawal of their child from school. It is required that students of compulsory age attend school. If a student is withdrawn from the Norwalk City Schools, he or she must be immediately enrolled into another educational program.

ATTENDANCE/VACATIONS

Absences

Procedures to be followed in case of an absence:

1. Parents are to call the school any day that the student is going to be absent. If the school has not been notified by 10:00 a.m., the school will notify the parents of the absence by phone. If the school is unable to notify the parents by phone, the school will mail a written notice notifying the parents of the absence.
2. The student is to bring a note (in addition to the phone call) from his/her parents explaining the absence when returning to school. If a student sees a doctor for an illness that results in missing school, it is recommended that the student bring a note from the doctor.

An absence from school is considered to be **excused** if the school has been properly notified by telephone, a note is received within three (3) school days after the student returns, and the absence results from one or more of the following reasons:

1. Personal Illness
2. Illness in the family
3. Death in the family
4. Legal appointments
5. Medical or dental appointments
6. Religious holidays
7. Special administrative approval

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.

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. All students are required to sign out when leaving the building at a time other than their normal dismissal time.

Late Arrival, Early Dismissal and Mid-day Absences

It is understood that a situation may arise requiring a student to come late or be dismissed early from school.

- a. If a student arrives late to school, the student is to notify the office of his/her late arrival and the parent is to call or write a note explaining the tardiness. **TARDIES** – It is very important that students are on time to school each day as classes and classroom work begins at 9:00 a.m. Students will be permitted four tardies and/or early dismissals each nine weeks without penalty. After four tardies and/or early dismissals in a nine-week period, students will make-up missed work at recess. (Tardies or early dismissals will be excused if a child has a doctor's appointment.)
- b. If the student needs to be dismissed early, the school should be notified in advance. The parent must call or write a note explaining the reason for the early dismissal. When picking up students being dismissed early, the parent should come to the office and sign the student out.
- c. A student who enters school after 10:00 a.m. shall be counted as absent for ½ day. A student who leaves school before 2:15 p.m. shall be counted as absent for ½ day.
- d. A student who leaves for an appointment and returns will be counted absent for a half day when the student is gone more than one hour.

Excessive Absences

1. When a student reaches 10 days of absence without a doctor's excuse, a letter will be sent to the parents explaining the attendance policy and asking for cooperation in seeing that the child is in school more regularly.
2. When a student reaches (15) days of absence in 2 consecutive semesters without a doctor's excuse, each absence thereafter will be considered unexcused. The principal may excuse additional absences if a doctor's note is provided to the school office. A school official shall issue a letter to the parent(s) when the student reaches this mark.
3. When a student reaches 18 days of absence in 2 consecutive semesters without a doctor's excuse, the attendance officer will be contacted and shall issue a warning letter to the parents and student.
4. When a student reaches 25 days of absence in 2 consecutive semesters without a doctor's excuse, the attendance officer will again be notified and shall initiate the appropriate action through Juvenile Court.
5. A student who, because of major illness, will be absent for 4 weeks or more should contact the principal or assistant principal to arrange for tutoring.
6. Students absent from school will have a like number of days to complete their missed work. Assignments will not be gathered in the office until a student is absent three days from school.

Truancy

The following procedures will be followed when students are truant from school or accumulate an excessive number of unexcused absences.

The Norwalk City Board of Education endeavors to reduce truancy through cooperation with parents, diligence in investigating the causes of absence and the use of strict guidelines in regard to tardiness and unexcused absence. When the Board 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 Board to require the parent to attend a specified education 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 Norwalk City School District, the designated officer must investigate any case of supposed truancy within the District. If the child is found to be truant, the designated officer must provide written warning to the child and the child's parents regarding the legal consequences of being a "habitual" or a "chronic" truant.

A “habitual” truant is defined as any child of compulsory school age who is absent without legitimate excuse for five (5) or more consecutive school days, seven (7) or more school days in one month or twelve (12) or more school days in a school year.

A “chronic” truant is defined as any child of compulsory school age who is absent without legitimate excuse for seven (7) or more consecutive school days, ten (10) or more school days in one month or fifteen (15) or more school days 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.

For the correction of the “habitually truant” unruly child, the courts may now order the Board to require the child to attend an alternative school, if one has been established.

The courts may order the “habitually truant” child not to be absent without a legitimate excuse from school for five (5) or more consecutive days, seven (7) or more school days in one school month or twelve (12) or more school days in a school year.

Regarding “habitual” truants, the Board must take as an intervention strategy any appropriate action contained in the Board policy, or the Board may file a complaint in the Huron County Juvenile Court jointly against the child and the parent. The complaint must state that the child is an “unruly child” by virtue of being a “habitual truant,” and that the child’s parent violated the School Attendance Law.

Regarding “chronic” truants, if the parent fails to get the child to school and the child is considered a “chronic” truant, the Board must file a complaint in the Huron County Juvenile Court jointly against the child and the parent. The complaint must state that the child is a “delinquent child” by virtue of being a “chronic” truant, and that the parent has violated the School Attendance Law.

The Board directs the administration to develop intervention strategies that may include the following:

1. Providing a truancy intervention program for a “habitual” truant;
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 with the Huron County Juvenile Court.

Legal References: O.R.C. 3321.03-04; 3321.07-09; 3321.22; 3321.39; 3313.663

Vacations

Vacations, which take a student away from his studies for an extended period of time, are viewed as less than desirable for a sound education and are discouraged.

Vacations during the last week of school especially cause many problems for students and may result in lowered grades in individual subjects since the last week includes final examinations and final grading. Because of the importance of final exams, **no vacation will be approved during the last five student days of the school year.**

A. Excused absences will be granted for vacations only if all of the following criteria are met:

1. Any vacation must have prior approval of the principal. A minimum of 24 hours notice must be given; however, it is asked that requests be made one week in advance.
2. At the time of the request, a student must have passing grades in all subjects.
3. The requested absences would not place a student in excess of 15 days of absence for current year.

B. Make-up privileges:

1. Make-up privileges will be granted only if prior administrative approval was given. Without prior administrative approval, make-up privileges will be denied and a grade of "0" will be given for each absence.
2. Each student is responsible to obtain and complete all make-up work for approved vacations. Make-up work must be turned in within 5 days upon return to school in order to receive full credit. **NO MAKE-UP WORK WILL BE PROVIDED PRIOR TO THE VACATION ABSENCES.** Granting make-up privileges and/or grading of work beyond 5 vacation days are left solely to the discretion of each teacher.

Absences in this category (family trips/vacations or college/military visitations) will only be excused if a minimum of twenty-four (24) hours notice is given, the student is passing in all subjects, and the absence would not place the student in excess of fifteen days of absence for the school year.

BICYCLISTS/WALKERS

If your child walks or rides a bike to school, help them “map out” a route that is both safe and convenient. Students should cross at intersections where crossing guards or safety patrols are present and at marked crosswalks whenever possible. Bicycles are to be walked at all times while on school property and should be parked (and locked) in the racks provided. Students walking or riding bikes are to use sidewalks and crosswalks whenever possible and respect the rights of property owners. Scooters, skateboards, shoes with wheels (i.e. Heelies) are not permitted in school.

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 busses, both to and from school, unless due to some emergency – call 419-660-1822, or with parents’ **written** permission to deviate from this rule.

Bus Rules

1. OBEY THE BUS DRIVER RESPECTFULLY AT ALL TIMES.
2. Follow all Norwalk City School student conduct rules and state regulations.
3. Ride on their assigned buses, both to & from school, at designated bus stops. If there is an emergency and transportation needs to be changed, call 419-660-1822.
4. Be at the bus stop, waiting at the designated place of safety, and ready to board when the bus arrives.
5. Enter and exit the bus in an orderly single file line. 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.
6. Students may carry on items that are required for their academic studies and can fit on their laps or under their seats.

Students riding the bus are not permitted to:

1. Use cell phones or play radios. *(CD players, IPODs or MP3 players with headphones are permitted)*
2. Put hands, arms, head, feet or legs, out of windows.
3. Throw any objects from the bus windows.
4. Stand, turn around in, or leave their seats, while the bus is in motion.
5. Eat, drink, chew gum, smoke, light matches or lighters on the bus.
6. Use abusive, derogatory, or profane language.

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.
9. Take more than 1/3 of the seat when bus is loaded to capacity.
10. Litter, spit on the bus, tamper with, or deface/destroy bus property or equipment.
11. Bring glass objects or items that have sharp points or edges.
12. Bring pets, animals, reptiles, or insects of any kind on the bus.
13. Talk at the railroad crossing.

In the interest of safety for all students riding school buses, a pupil will be reported for willful disobedience of the above regulations. A first offense of the above rules will result in a letter being sent to the parents. A second offense will result in the child being suspended for two (2) days from bus transportation, a third offense will result in a five (5) day suspension, and a fourth 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 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 building principal. A student may be suspended from bus transportation by the principal for disciplinary reasons up to a maximum of ten (10) days, 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 that shall include as a minimum the rules specified in O.A.C. 3301-83-08 © and 3301-83-20.
- B. Prepare a course of safety instruction for students in grades kindergarten through third that 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. Please notify the school office before 2:45p.m.

Morning/Afternoon Bus Room

AM/PM Bus Room is for students who ride school buses to and from school. This is not child care before/after school. Students are to remain quiet and have a book to read while waiting for either school to start or bus to arrive.

DRESS CODE FOR STUDENTS

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 that attracts undue attention or violates the previous statement is obviously unacceptable.

1. Clothing is 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.
2. Extreme makeup and/or hair color will not be permitted. Makeup and hair color must be of natural color or tone.
3. Hats, head coverings, headgear, headbands, gloves, mittens and/or sunglasses (unless directed by a doctor) may not be worn inside the building.
4. No ripped or torn clothing with holes above the knee will be permitted. Clothing purchased with rips, tears, or holes is not an exception to this rule. Clothing must fit properly and appropriately cover the body. Pants must be worn at the waist.
5. 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.
6. "Flip-flops" are strongly discouraged for safety reasons. Students wearing "flip-flops" will not be permitted to participate in gym class or to use the playground equipment.

7. Loose jewelry is strongly discouraged for safety reasons. Students wearing large or excessively loose jewelry will not be permitted to participate in gym class or to use the playground equipment.

8. Gang-related paraphernalia (gang symbols, jewelry, emblems) or signs in communication (written or oral) are not permitted.

A “gang” as defined in the 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” 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.

EMERGENCY DRILLS

Emergency Drill

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.
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.

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.

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.

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

Lock Down Drill

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. Upon completion of the lockdown, students should return to their regular routines.

HEAD LICE

During the course of the school year, it often becomes necessary for children 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;
- OR**
2. The student has a letter from a physician or the Health Department stating that the child may return to school;
- OR**
3. He or she (principal) deems that appropriate measure have been taken to address the problem and that the return of the student poses no health threat to others.

HOMEWORK POLICY

The Board of Education believes that homework – as long as it is properly designed, carefully planned, and geared to the development of the individual student – meets a real need and has a definite place in the educational program.

Homework should be assigned to help the student become more self-reliant, learn to work independently, improve the skills that have been taught, and complete certain projects such as the reading of worthwhile books and the preparation of research papers. Home study assignments also afford a way for parents to acquaint themselves with the school program and their own children's educational progress. Homework will not be used for disciplinary purposes. The amount and type of homework given is to be decided by the classroom teacher, within the framework of overall instructional plans.

FEES

We will accept half of the fee or the total fee. We ask that parents not bring in other smaller amounts. The first nine-week grade card will be given to children whether or not their fees have been paid. At least **half** of the fee must be paid in order for the child to receive the **second** grade card and the **third** grade card. The **total** fee must be paid in order for the child to receive the grade card at the **end of the school year**.

The fee for the 2015-2016 school year for students in grades K-4 will be \$20.00.

FIELD TRIPS

Teachers will inform parents of the trip along with the place, date, times, means of transportation and the cost, if any.

A permission form will be sent home with each student. Parents are asked to complete the form and return it to school. Children cannot be permitted to go on any field trip without written parent permission.

Field trips are a privilege. Students who create disruptions to the class and/or do not complete assigned work may lose the field trip privilege.

LIMIT OF RESPONSIBILITY FOR CHILD 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. Students are not to loiter on school property before or after school hours. Responsibility for the student's safety at times other than those listed above lies with the parents. Student behavior to and from school, however, which may cause disruption to or distraction from the educational process is subject to the Code of Conduct.

LOST OR DAMAGED BOOKS

In assigning fines or fees for lost or damaged textbooks or library books, the following fee schedule is to be utilized:

- Torn pages - \$1.00 per page
- Excessive markings – up to \$6.00
- Excessive damage to cover or binding – up to \$15.00
- Lost Books – replacement cost

LUNCH/BREAKFAST PROGRAM

Balanced, hot lunches are available for students in the cafeteria. You may bring your lunch or buy it in the cafeteria. No one is permitted to leave school grounds for lunch and no one is to have any food delivered to the cafeteria during the lunch period without prior authorization. Applications for free or reduced lunch will be distributed at the beginning of the year or are available throughout the year in the school office.

In the school buildings, where applicable, a balanced breakfast will be served each morning in the cafeteria. The cost of the breakfast is \$1.30 Gr. K-8; \$1.55 Gr. 9-12 and \$.30 for those on a reduced program. Where applicable, students on the free lunch program are eligible for a free breakfast.

	Regular Lunch	Reduced Lunch
High School	\$2.75	\$.40
Middle School & Main Street School	\$2.40	\$.40
Elementary	\$2.25	\$.40

Students will have an account number or identification card to be used at lunch. Students are responsible for knowing their number or maintaining their card.

If a student does not wish to purchase a lunch, students may pack a lunch instead. For those who pack a lunch, milk is available to purchase for \$.55.

Lunch Expectations

The following list represents district-wide expectations for the cafeteria. Each school may establish additional policies and procedures in order to meet the needs of the building.

1. Students will be brought to the cafeteria by the classroom teacher.
2. Students are to be seated at a table. Students will be directed by an adult when to line up.
3. Students are to raise their hand if they need to get out of their seat.
4. Students are to return to their seats after cleaning their trays, and to wait for the supervising teacher to dismiss them to go outside.
5. The throwing of food will not be tolerated.
6. Talking is permitted during lunch. The sound level will be monitored by the adult on duty.
7. Lunch boxes will be stored on the stage until the close of each day.
8. Students will enter and exit the cafeteria in a calm, orderly manner.

PARENTAL INVOLVEMENT IN EDUCATION POLICY

The Board believes that parent/guardian involvement is an important part of the educational program. Current research indicates that a home-school partnership and greater involvement on the part of parents/guardians in the education of their children generally results in higher achievement scores, improved student behavior and reduced absenteeism. All parents/guardians of students enrolled in the District are encouraged to take an active role in the education of their children.

The Board directs the administration to develop the necessary regulations to ensure that this policy is followed and that parent/guardian involvement is encouraged. The regulations will:

1. encourage strong home-school partnerships;
2. provide for consistent and effective communication between the parents/guardians and school officials;
3. offer parents/guardians ways to assist and encourage their children to do their best;
4. offers ways parents/guardians can support classroom learning activities and
5. provide opportunities for parents/guardians to be involved in the parental involvement program.

PARENT-TEACHER CONFERENCE

You will be scheduled for a conference with your child's teacher on November 5, 6, or 9. You will receive specific information about this 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.

PLAYGROUND RULES

The following rules are district-wide policies. Each building may adopt additional rules when needed.

1. Obey the adult on duty at all times.
2. Roughhousing or fighting on the playground will not be tolerated.
3. Students are to walk to and from the playground at all times.
4. Students must have permission from playground supervisor to go back into building. Students are to remain outside the building during recess, except for an emergency.
5. Injuries are to be reported to the office or to the supervising adult on duty.
6. Throwing of stones, sticks, or dangerous objects will not be permitted.
7. Throwing snowballs and sliding on the ice is not permitted.
8. Skateboards/scooters/shoes with wheels/rollerblades are not to be used on school property. Bicycles are not to be ridden on school grounds.
9. Tell the supervisor if a ball goes off the playground. Children are not to retrieve balls that are in restricted areas without permission.
10. Ropes are to be used only for jumping.
11. Students are to slide down the slide in a sitting position; not run up, or jump off the top. One student at a time on the slide.
12. Tackle football is not permitted. Footballs will be taken away and football playing stopped if the games are too rough. No football games may be played on the blacktop.
13. Do not jump off any part of the equipment.
14. Grabbing of coats, hats or other possessions is not permitted.
15. If any game gets too rough, it will be stopped immediately.
16. Children should not play on the ground at any time.
17. Students assigned to stand against the wall or on line will do so until dismissed.
18. Students are to quietly line up as soon as the bell or whistle signals the end of recess.
19. No candy, food, or gum is allowed on the playground.
20. The school is not responsible for lost, stolen, or broken toys. Toys should be left at home. Toys and cards are not to be sold, traded, or brought to school.
21. If a ball goes on the roof, notify the office.
22. Flip-flops may not be worn on the climbing equipment.
23. Students must be dressed appropriately for cold weather. If not, they will remain inside for recess.

SEXUAL HARASSMENT

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.

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.

SCHOOL CLOSINGS

Norwalk City Schools use the One Call Now phone system in the event of a school closing or delay. Please be sure your children's building secretary has a valid phone number in order to reach you. Calls are made as soon as a decision is made. For inclement weather, the call goes out by 6 a.m. In addition, closings or delays will still be broadcast over WLKR, 95.3 FM.

SCHOOL HOURS

School begins at 9:00 a.m.

School dismisses at 3:15 p.m.

Students not riding buses should not arrive at the building prior to 8:15 a.m. Students not eating breakfast provided by the school should not arrive before 8:40 a.m. unless they ride a bus.

Students must leave school grounds immediately at the end of the school day unless they are involved in a school-sponsored activity.

SCHOOL 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.

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 that are school property may be collected.

5. All items that 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.

STUDENT CODE OF 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.

Academic Dishonesty

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

Arson/Attempted Arson

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

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

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

Commission of Immoral Act or Act That Endangers Persons or Property

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

Complicity

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

Damage, Destruction, Defacement, or Misuse of Property

A student shall not cause or attempt to cause damage, destruction, or defacement to either school property or private property, through improper use or otherwise, on school premises or during school activities conducted on or off school grounds whether intentionally, negligently, recklessly, or carelessly done.

Disrespect

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

Disruption of School

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

Distribution or Sale of Unauthorized Materials

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

Dress or Appearance

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

Electronic Devices/Cell Phones

The unauthorized use of cell phones and non-educational electronic devices in the school building between 8:15 AM and 4:00 PM is strictly prohibited. Electronic devices include, but are not limited to the following: cell phones, MP3 players, CD players, cameras, hand-held video games, pagers, and laser pointers.

Excessive Displays of Affection

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

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

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

False Alarms/Bomb Threats

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

False Reports/Forgery/Falsification

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

Fighting/Hitting

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

Gambling

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

Harassment/Intimidation/Bullying

Any conduct, communication, activity, or practice that occurs at any time, on school property or during any school-sponsored event that constitutes harassment, intimidation, or bullying involving students shall be strictly prohibited. Students who are determined to have engaged in

such behavior are subject to disciplinary action, which may include suspension or expulsion from school.

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

Definition of Harassment, Intimidation, or Bullying

“Harassment, intimidation, or bullying” means either of the following:

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 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 Web sites 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 Web sites to circulate gossip and rumors to other students;
5. Excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers; and

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 conduct alleged, the number of such incidents, the target of such suspected harassment, intimidation, or bullying, and the names of any potential

student or staff witnesses. Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the building principal for review and action.

Teachers and other school staff who witness acts of harassment, intimidation, or bullying, as defined above, shall promptly notify the building principal and/or his/her designee of the event observed, and shall promptly file a written incident report concerning the events witnessed.

B. Informal Complaints

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

Non-Disciplinary Interventions

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

Disciplinary Interventions

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

Hate Crimes and Hazing

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

1. Definition of Hate Crimes: Hate crimes are criminal acts or threatened acts in which the victims are targeted based on characteristics such as race, national origin, ethnicity, sex, religion, sexual orientation and disability. Examples of hate crimes include threatening phone calls, hate mail, physical assault, threats or harm of violence, arson, vandalism, cross-burnings, bombing and bomb threats. Harassment directed at the characteristics of a person's race, color, ethnic origin, sex, sexual

orientation, religion or disability may be considered a hate crime. Examples of harassment include unwelcome verbal, written, or physical contact and/or conduct.

2. Definition of Hazing: Hazing means any conduct or method of initiation into any student organization or team, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student. Such conduct includes whipping; beating; branding; forced calisthenics; forced consumption of any food, liquor, beverage, drug, or other substance; or any brutal treatment or forced physical activity that is likely to adversely affect the physical health or safety of any student, or that subjects such student to extreme mental stress, including deprivation of sleep or rest or extended isolation.
3. Student Reporting: If a student is the target of such conduct, or knows of another student who is the target of such conduct, he or she should contact the principal or assistant principal. The principal or assistant principal will have the student fill out a reporting form. The principal or assistant principal will notify the superintendent of all reports of hate crimes, harassment and/or hazing.
4. Mandatory Staff Reporting: Whenever any staff member in the course of his or her employment has reason to believe that 1) a hate crime or an incident of harassment or hazing has been committed or is about to be committed on school property or by any student on or off school property, or 2) a student enrolled in the school has been or is about to become the victim of a hate crime or an incident of harassment or hazing, the school employee shall immediately notify the building principal or assistant principal.
5. Police Notification: The principal, assistant principal, or superintendent may notify the police department when there is any reason to believe that an act of violence has been or is about to be committed against a student or there is otherwise reason to believe that a life has been or will be threatened.

Insubordination/Defiance/Disobedience

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

- 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

Intimidation/Harassment/Menacing/Taunting

A student shall not intimidate, insult, taunt, harass, threaten or in any manner abuse verbally or in writing any student or staff member. This includes harassment based upon race, religion, national origin, sex or disability.

Leaving School Property or Assigned Area

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

Loitering/Littering/Causing a Disturbance

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

Misuse of a Computer

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

Misuse of Vehicles and Bicycles on School Property

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

Narcotics, Alcoholic Beverages, Drugs, and Paraphernalia

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

Participation in Extra-curricular Activities

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

Prescription or Non-prescription Drugs

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

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

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

Prohibited/Restricted Articles

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 the following: lighters, laser pointers, pagers, tobacco products, fireworks, etc.

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

Punctuality and Tardiness

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

Repeated Offenses/Flagrant Violations

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

School Buses

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

Sexual Harassment

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

- 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.

Shakedown/Strong Arm/Extortion

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

Smoking

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

Theft

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

Throwing of Any Object

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

Truancy

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

Vandalism

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

Violation of Federal or State Statutes, or State Student Mandates

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

Weapons and Dangerous Instruments

A student shall not bring to school, possess, handle, transmit, conceal, or use or threaten to use any object capable of inflicting bodily injury or disrupting the operation of the schools. This includes but is not limited to, firearms, knives, explosives, fireworks, pyrotechnic devices of any kind, maces, and other dangerous weapons or ordnances, including objects made, constructed, or altered so that to a reasonable person the object appears to be a firearm.

A weapon is anything a person uses to hurt or injure or attempt to hurt another person (i.e. gun, knives, pen to stab, a stapler to throw, a chair raised to swing, etc.).

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 intent to use, sell, harm, threaten or harass students, staff members, parents or community members may be subject to expulsion.

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

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

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

STUDENT DISCIPLINE

Detention

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

The term “in-school suspension” 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 suspension is to provide assistance and guidance as well as disciplinary action.

Students receiving an in-school suspension will not:

1. Attend any school activity or event while on suspension.

2. Participate in any school activity or event while on suspension.

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.

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:
 - a. The notice is to include reasons for the intended expulsion.
 - b. The student and parent/guardian or representative have the opportunity to appear on request before the Superintendent or his/her designee to challenge his/her action or to otherwise explain the student’s action.
 - c. The notice is to state the time and place to appear which must not be less than three (3) days nor later than five (5) days after the notice is given.

- d. The Superintendent may grant an extension of time; if granted, all parties must be notified.

TITLE IX GRIEVANCE PROCEDURE AND NON-DISCRIMINATION POLICY

NOTICE OF NON-DISCRIMINATION AND
INFORMATION ON SECTION 504 PROCEDURES

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

Mr. George Fisk, Superintendent
Norwalk City School District
134 Benedict Avenue
Norwalk, OH 44857
419-668-2779

Mr. Fisk may refer some matters related to students with disabilities to Mrs. Jennifer King, Director of Pupil Services at 134 Benedict Avenue, Norwalk, OH 44857, 419-668-2779, who can also provide information concerning placement and services for students with disabilities under Section 504.

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

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:

Mrs. Jennifer King, 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.

VISITORS

All visitors are to enter the building through the main entrance doors. These doors will be electronically unlocked by office personnel. After entering the building, visitors are required to check in at the office.