

Northwestern Middle School



2017-2018 STUDENT HANDBOOK

Mr. Joey Brightbill, Principal
Mrs. Rachel Beun, Assistant Principal

Northwestern Middle School
7569 N. Elyria Road
West Salem, OH 44287
(419) 846-3974

www.northwestern-wayne.k12.oh.us

www.northwesternathletics.org www.ohioalerts.org

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____

WHO'S WHO AT NORTHWESTERN MIDDLE SCHOOL

ALL STAFF ARE RESPONSIBLE FOR ALL STUDENTS—ALL STUDENTS ARE RESPONSIBLE AND RESPECTFUL TO ALL STAFF

Administrative Team

Mr. Layton Superintendent	NRWS_LAYTON@tccsa.net	Mr. Hafner Athletic Director	NRWS_HAFNER@tccsa.net
Mrs. Beun Assistant Principal	NRWS_BEUN@tccsa.net	Mr. Smith Associate Superintendent	NRWS_SSMITH@tccsa.net
Mr. Brightbill Principal	NRWS_JBRIGHTBILL@tccsa.net	Dr. Steiner Psychologist	NRWS_MSTEINE@tccsa.net
Mr. Brazee District Technology	NRWS_kbrazee@tccsa.net	Mrs. Sykes SPED Director	NRWS_SYKES@tccsa.net

Teachers

Mr. Andrews Band	NRWS_CANDREWS@tccsa.net	Mrs. McQuate World Studies 7	NRWS_NMCQUATE@tccsa.net
Mrs. Altenberger SPED	NRWS_ABARTHOLOMEW@tccsa.net		
Mrs. Stefaniuk , 5-9 Guidance	NRWS_Lstefaniuk@tccsa.net	Mrs. Cutter , Reading	NRWS_BCUTTER@tccsa.net
Mrs. Melegari PE/Health	NRWS_MELEGAR@tccsa.net		
Mrs. Buchholz Science 8	NRWS_JBUCHHOLZ@tccsa.net		
Mrs. Buss Language Arts 7	NRWS_BUSS@tccsa.net	Mr. Negro Band	NRWS_NEGRO@tccsa.net
Mrs. Crabtree Choir	NRWS_ECRABTREE@tccsa.net	Mrs. Raber Science 6	NRWS_RABER@tccsa.net
Mrs. Dailey Media/Computer/Tech	NRWS_DAILEY@tccsa.net		
Mr. Edwards Math 6	NRWS_EDWARDS@tccsa.net		
Mrs. Gillespie Foreign Language 6	NRWS_GILLESPIE@tccsa.net	Mrs. St. Clair ELA 8	NRWS_STCLAIR@tccsa.net
Ms. Craig , SPED	NRWS_BCRAIG@tccsa.net	Ms. Stoneman Social Studies 6	NRWS_KSTONEMAN@tccsa.net
Mrs. Hagans , Science 7	NRWS_JHAGANS@tccsa.net	Mr. MYERS Agriculture	NRWS_LMYERS@tccsa.net
Ms. Fleming Foreign Language 7	NRWS_jfleming@tccsa.net	Mrs. White Language Arts 6	NRWS_WHITE@tccsa.net
		Mr. Woodring American History 8	NRWS_RWOODRING@tccsa.net
Mr. Kimmich STEM Instructor	NRWS_KIMMICH@tccsa.net	Mr. Black , Computer Sci.	nrws_tblack@tccsa.net
Mrs. Loera SPED	NRWS_LOERA@tccsa.net		

Support Staff

Mrs. Alberts , Secretary	NRWS_JALBERTS@tccsa.net	Mrs. Burkholder , Secretary	NRWS_RBURKHO@tccsa.net
Mrs. Bowers Nurse	NRWS_BOWERS@tccsa.net	Mrs. Moore , Parapro	
Mr. Deussenberry Custodian	NRWS_DEUSENB@tccsa.net		
Mrs. Morr , COOK	NRWS_MORR@TCCSA.NET		
Mrs. Geitgey Library	nrws_ggeitgey@tccsa.net	Mrs. Howman custodian	NRWS_@tccsa.net
Mrs. Ecker , parapro	nrws_kecker@tccsa.net	Mrs. Ingraham , cook	nrws_aingraham@tccsa.net
Mr. Loera , parapro	nrws_floera@tccsa.net		

Character Education

Words of the Month

September.....	Honesty
October.....	Respect
November.....	Responsibility
December.....	Caring
January.....	Enthusiasm
February.....	Integrity
March.....	Cooperative
April.....	Performance
May.....	Determination



1. We will not bully others.
2. We will help students who are bullied.
3. We will include students who are left out.
4. If we know that somebody is being bullied, we will tell an adult at school and an adult at home.
5. If bullying is reported, we will respond.

"Do what you can, with what you have, where you are." —Theodore Roosevelt

NORTHWESTERN LOCAL SCHOOLS
CALENDAR
2017-2018 School Year

2017

Monday, August 21		Convocation Day
Tuesday, August 22		First Day for Students
Monday, September 4		No School - Labor Day
Monday, September 11		No School - Fair Day
Tuesday, September 12		No School – Professional Development Day
Friday, October 20	41 Pupil Days	End of First Nine Weeks

Thursday, November 2		Parent/Teacher Conferences: H.S. & M.S.
Tuesday/Thursday, Oct. 31 & Nov. 2		Parent/Teacher Conferences: Elementary
Thursday, November 23 and		No School - Thanksgiving Vacation
Friday, November 24		No School - Thanksgiving Vacation
Monday, November 27		No School - Compensatory Time
Thursday, December 21		No School - Christmas Vacation
Wednesday, January 3, 2018		School Reconvenes
Friday, January 12	48 Pupil Days	End of Second Nine Weeks

Monday, January 15		No School - Martin Luther King Day
Thursday, January 18		Parent/Teacher Conferences: H.S. & M.S.
Monday/Wednesday, Jan 29 & 31		Parent/Teacher Conferences: Elementary
Friday, February 16		No School - Compensatory Time
Monday, February 19		No School - President's Day
Friday, March 23	47 Pupil Days	End of Third Nine Weeks

Monday, March 26 through March 30		No School - Easter Vacation
Thursday, April 5		Parent/Teacher Conferences: H.S. & M.S.
Monday, May 28		No School – Memorial Day
Friday, June 1	44 Pupil Days	Students' Last Day

Monday, June 4		Teachers' Last Day

Days in Session with Pupils Present including	
2 Parent/Teacher Conference Comp	180
Professional Development	1
Convocation Day & Teacher Work Days	3
(1 of the work days must be between August 1-21)	___
Total	184

Graduation: Sunday, June 3

MAKE-UP DAYS

First	March 26	Sixth	June 5
Second	March 27	Seventh	June 6
Third	March 28	Eighth	June 7
Fourth	March 29	Ninth	June 8
Fifth	June 4	Tenth	June 11

If make-up days are necessary, Teachers' Work Day will follow the last make-up day.

School Closings and Delays

In the event of inclement weather, mechanical failure, or energy crisis, school may be closed or the starting time delayed. School closing, delayed starting times or early dismissal will also be announced on local media including:

Wooster Radio Stations: WQKT 104.5 FM or WWST 960 AM

Ashland Radio Stations: WNCO 101.3 FM or 1340 AM

Television Channels: WKYC 3, Fox 8, wews 5

www.ohioalerts.org

NMS Bell Schedule

REGULAR	HUSKY SCHEDULE
1- 7:25-8:07	1- 7:25-8:07
2- 8:10-8:52	2- 8:10-8:52
3- 8:55-9:37	3- 8:55-9:37
4- 9:40-10:22	4- 9:40-10:22
5A- 10:25-11:07 (7th and 8th grade in class)	5A- 10:25-11:07 (7th and 8th grade in class)
5B- 10:25-10:55 (6th grade lunch)	5B- 10:25-10:55 (6th grade lunch)
5C- 10:58-11:40 (6th grade class)	5C- 10:58-11:40 (6th grade class)
6A- 11:10-11:52 (8th grade class)	6A- 11:10-11:52 (8th grade class)
6B- 11:10-11:40 (7th grade lunch)	6B- 11:10-11:40 (7th grade lunch)
6C- 11:43-12:25 (6th and 7th grade class)	6C- 11:43-12:25 (6th and 7th grade class)
6D- 11:55-12:25 (8th grade lunch)	6D- 11:55-12:25 (8th grade lunch)
7- 12:28-1:10	7- 12:28-1:10
EH/HH- 1:13-1:45	8- 1:13-1:56
8- 1:48-2:30	
TWO HOUR EARLY RELEASE	TWO HOUR DELAY
1-7:25-7:57	1-9:25-9:57
2-8:00-8:32	2-10:00-10:32
3-8:35-9:07	3-10:35-11:07
4-9:10-9:42	4-11:10-11:42
5A-9:45-10:17 (7 th & 8 th class)	5A-11:45-12:17 (7 th & 8 th class)
5B-9:45-10:15 (6th lunch)	5B-11:45-12:15 (6th lunch)
5C-10:18-10:50 (6 th class)	5C-12:18-12:50 (6 th class)
6A-10:20-10:52 (8 th class)	6A-12:20-12:52 (8 th class)
6B-10:20-10:50 (7th lunch)	6B-12:20-12:50 (7th lunch)
6C-10:53-11:25 (6 th & 7 th class)	6C-12:53-1:25 (6 th & 7 th class)
6D-10:55-11:25 (8th lunch)	6D-12:55-1:25 (8th lunch)
7- 11:28-11:58	7-1:28-1:58
8-12:01-12:30	8-2:01-2:30

ACTIVITIES/CLUBS

Academic Challenge Ski/Snowboarding Club Fellowship of Christian Athletes
Pride Pack Student Council Drama Club Leadership Ladies Tech Team Robotics club

ATHLETICS

Football Track & Field (Boys & Girls)
Volleyball Cheerleading (football & basketball)
Wrestling Basketball (boys & girls) Cross Country (Boys & Girls)

ATHLETIC ELIGIBILITY

In order to be eligible in grades 7 & 8, a student must meet all eligibility requirements set by the Ohio High School Athletic Association and the Northwestern Athletic Policy. To be eligible, a student-athlete must be currently enrolled in a member school and have received passing grades in a minimum of **FIVE** of all subjects in which enrolled the immediately preceding grading period. For eligibility, summer school grades may not be used to substitute for failing grades received in the final grading period of the regular school year or for lack of enough courses taken the preceding grading period.

GRADING SCALE

A+ 99 – 100	C+ 81-82
A 94 – 98	C 76-80
A- 92-93	C- 74-75
B+ 90-91	D+ 72-73
B 85 – 89	D 67-71
B- 83-84	D- 65-66
	F Below 65

Final grades for full year courses will be calculated using Progress Book by weighting each quarter as 25%. Semester courses will be weighted as 50%.

Students and parents/guardians should feel free to call and schedule an appointment with the school to discuss concerns regarding educational, career, personal or social issues. Please contact the Middle School Office for the following:

1. Alternative educational programs.
2. Change of telephone number, address, custody, and other personal information.
3. Grades and progress reports.
4. Schedule change requests.
5. Transfer to another school.
6. Withdrawal from school.

COURSES WE OFFER FOR HIGH SCHOOL CREDIT AT NMS

These courses will show on official HS transcripts and will be calculated into the student's HS GPA.

- Algebra 1/Advanced Algebra 1
- Spanish 1
- French 1
- Health 9

HONOR ROLL

A student must receive all A's on their report card for this recognition. Honor Roll will be calculated every nine weeks.

MERIT ROLL

A student must receive all A's and B's on their report card for this recognition. Merit Roll will be calculated every nine weeks.

SCHEDULE CHANGES—PERMIT TO ADD/DROP A COURSE

In order for a student to add/drop a course the guidance office must have permission from the parent/guardian and the teacher by using the Add/Drop form found in the office. Any student who wishes to withdraw from a class must submit the Add/Drop Form within the first 5 days of the start of the course or receive an F for the course, which will appear on the student's report card. The only exceptions would be for serious reasons such as a medical condition or an adjustment recommended by special education personnel.

SCHOOL POLICIES

I. ATTENDANCE POLICY

Violations of this policy can result in both disciplinary and legal action as outlined here and in the *Student Discipline Code of Conduct* section of this Handbook.

NMS is committed to the successful education of all its students. This requires that students be in school every day and on time. **NMS is also committed to helping students develop necessary life skills in preparation for the world of work.** Such life skills include the development of an attitude by students to attend work and school regularly and on time.

Initial unexcused absences from school often result in missing schoolwork and lowered grades. This can easily snowball into a habit of truancy and failing grades and the inevitable end of a student dropping out of high school. NMS is committed to being proactive with regard to excessive absences and doing all that is possible to help students attend school regularly and succeed in high school.

According to Ohio law, schools are obligated to account for all students. Ohio's compulsory attendance law states that students under the age of 18 must be in school for regular attendance unless excused by school personnel.

A. Excused Absences

A phone call from a parent or guardian should be made the morning of absence and/or a note from a parent or guardian must be presented to the school office on the day of return.

Absences from school that will be "excused" are those provided for by law with the following conditions:

1. Personal illness (after 10 absences in a school year, not including absences covered with an official document, a medical note or other official document will be required to excuse the absence)
2. Serious or long-term illness requiring 3 or more days out of school / Hospital Stay / Quarantine (written medical evidence of illness required stating student may return to school)
3. Death of an immediate family member for purposes of travel, funeral, and/or support. This should be verified by a parental note, giving name of deceased, date of death, date/time/place of services, etc.
4. Essential work at home due to absence of parent or guardian. (Contact with principal **in advance** of absence.)
5. Delay or absence of school bus.
6. Other - circumstances judged as **sufficient cause** by school authorities. (Contact with principal is required.)

Failure to follow these directives will result in the absence being marked "unexcused."

In order to leave school grounds, all students must have parent or guardian permission and must sign out in the main office. For instances of illness during school, the student's parents or guardian will be telephoned in order to receive permission for student to leave school. If parent or guardian cannot be reached, the student is required to remain at school. Any student who leaves school grounds in violation of this policy is **truant** and subject to disciplinary actions.

B. Student Absence Procedure

1. Parents/guardians are to call the school on days that the student is absent from school.
2. Calls are to be made before 8:00 a.m. to the middle school office or voice mail system at (419) 846-3974.
3. Student absence will be marked as unexcused until contact with the parent/guardian is made and/or a note signed by the parent or guardian to the main office is submitted the first day student returns to school.
4. If the absence is due to a medical appointment, the student is required to obtain proof from their doctor of the time of the appointment and the time student leaves the office.
5. When a student has missed any part of school or class for an excused reason, it is the responsibility of the student to contact the teacher for missed work. For an excused absence, a student will be given the number of days absent plus one to complete any missed work given during the absence. If the student had prior knowledge

of the assignment before his/her absence, the assignment is due the day he/she returns. Failure to complete the assigned work will result in a grade of "F."

NOTE: To be able to participate in extracurricular activities, students must be present the last four periods of the day.

C. School Tardiness/Partial Day Absence Procedures

It is important that students arrive to school on time every day. Students who arrive late to school are accumulating a negative school record, developing a poor habit for future success in any endeavor and causing a disruption to the educational process for those students who arrive on time.

All students entering school after the start of the school day must enter the building through the main doors, report to the main office for an admit slip and must present this slip as admittance to their first period teacher. Failure to follow this procedure will result in disciplinary action.

1. **TARDIES**— Students arriving within 60 minutes of the start of the school day will be marked **TARDY** to school.
 - a. The first three tardies in a quarter will be considered excused and should be reserved for unforeseeable circumstances.
 - b. More than three tardies in a quarter, regardless of the reason, will result in disciplinary consequences. The administration reserves the right to include half-day absences with the compilation of tardies.
2. **PARTIAL DAY ABSENCES**—
 - a. Students arriving within 60 minutes of the start of the school day, or leaving within 60 minutes of the end of the school day will be marked as Tardy to School or Early Departure from School. The first three tardies and/or the first three early departures will be considered excused. More than three tardies and/or three early departures in a quarter, not counting those covered by an official document, will result in disciplinary consequences. The administration reserves the right to include half-day absences within the compilation.
 - b. Loss of 120 minutes or less of each school day for medical or court appointments covered by official document, or principal approval, will not impact the student's attendance record.

D. Unexcused Absences

Transportation problems, over-sleeping, haircut or tanning appointments, baby-sitting younger children, shopping, truancy, removal from class/school and unexplained "needed at home" are not considered to be valid excuses for absences. Students with unexcused absences receive no credit for makeup work and disciplinary action may be invoked.

E. Suspended/Expelled Students

Students suspended or expelled from school for any length of time will receive grades of "F" for any work missed during the removal from school. Students are expected to complete and submit work during the suspension or expulsion.

F. 10/20 Day Absence Policy

According to the Board of Education policy JED, a limitation is placed on the number of absences from class.

1. After a student accumulates **20 unexcused absences** from a yearlong course or **10 unexcused absences** from a semester course, students will not receive course credit.
2. Students with **unexcused absences, or who have missed 10% of the school days to date, may be denied permission to attend field trips, hunting, fair days or other release days.**

The 10/20 days missed will not include days missed due to administrative discipline. Also, the following absences will not be counted in the 10/20 rule: a) serious or prolonged illness while under a physician's care (appropriate medical evidence must have been provided to the office); b) an absence due to a class or school sponsored activity; or c) any particular circumstances the principal deems valid.

G. Planned Absences Procedure (NOTIFY SCHOOL ONE WEEK IN ADVANCE)

Parents are strongly encouraged to plan family vacations during vacation times. An excused absence of up to five days for a family vacation may be granted if the following criteria are met:

1. Written notification of planned vacation **must be presented to the main office a week in advance of trip.**
2. Student is accompanying one or both parents on this vacation.
3. A Planned Absence Form must be obtained from the main office, fully completed and returned **NO LESS THAN THREE SCHOOL DAYS IN ADVANCE** to allow teachers time to provide assignments.
4. Only one (1) planned absence will be approved per semester with no more than a total of five (5) days per school year.

The administration reserves the right to deny these requests if a student has excessive absences, failing grades, etc. and the absence is deemed to be against the best academic interest of the student. All time absent from school used for vacations will count in the 10/20 day absence policy limit. **PLANNED ABSENCES DURING THE FINAL WEEK OF**

SCHOOL WILL NOT BE EXCUSED.

H. Hunting Absence Procedure

Students are permitted one (1) day excused absence for hunting during the fall season only. One day advanced written parental notice with presentation of student's hunting license is required for the day to be marked as excused. Time absent from school used for hunting will count in the 10/20 day absence policy limit.

I. Fair Attendance Procedure

The Board of Education policy permits students involved in either Wayne or Ashland County Fair 4H projects that require some time from the regular school day, to be excused. Such students must have their name appear on a fair list submitted by the Extension Service in advance to the school indicating a need to be excused for fair work **for a certain times on certain day or days**. Such absences will not be counted against the attendance record nor against the days noted in the Board's adopted attendance policy. **MISUSE OF FAIR ATTENDANCE WILL COUNT AS DAYS OF UNEXCUSED ABSENCES AND WILL COUNT IN THE 10/20 ABSENCE POLICY LIMIT.**

J. Leaving the Building Without Permission

Unless a student has signed parental permission, she/he is not to leave the building for any reason. If a student forgets to bring a note for a legitimate reason to leave the building, the administrator or his representative may call the parent, document that permission has been received by phone and allow the student to sign out.

Under NO CIRCUMSTANCES should a student call home without permission and ask her/his parent to come and take her/him home. When necessary, such calls should be made by the school nurse, counselor, administrator or secretary.

Any student found leaving the building in violation of this policy is considered truant.

K. Truancy Policy

The Board 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 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 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.

A student is considered truant if he/she: leaves school without signing out in the main office; leaves school at lunch time without a pass; is absent from class for 10 or more minutes without permission (skipping); obtains a pass to go to a certain place and does not report there; becomes ill/upset and goes home or stays in restroom without reporting to the office; comes to school but does not attend classes.

On the request of the Superintendent, or when it comes to the attention of the school attendance office, 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 "chronic" truant.

1. CHRONIC TRUANCY

- a. A "chronic" truant is a child of compulsory school age who is absent without a legitimate excuse for seven or more consecutive days, ten or more days in one month or fifteen or more days in a school year.
- b. **A chronic truant or habitual truant with one or more truanancies is considered delinquent.**
 - 1) 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 juvenile court jointly against the child and the parent/guardian.
 - 2) The complaint must state that the child is an "unruly child" by virtue of being a "habitual truant," and that the child's parent/guardian violated the School Attendance Law.
 - 3) The complaint must state that the child is a "delinquent child" by virtue of being a "chronic" truant, and that the parent/guardian has violated the School Attendance Law.
- c. Ohio's Truancy Law allows the Board of Education to file a truancy complaint in Juvenile Court jointly for any student who is considered a "chronic" truant and the parent(s)/guardian. The complaint will state that the student is considered a "delinquent child" by virtue of being a "chronic truant" and that the parent(s)/guardian(s) have violated the School Attendance Law.

JUVENILE COURT HAS SOLE JURISDICTION OVER PARENTS OF TRUANT CHILDREN

1. The Court may order one or more of the following if found guilty of failing to send a child to school:
 - a. Pay up to \$500 plus court costs.
 - b. Complete 70 hours of community service.
2. The Court may order one or more of the following if found guilty of contributing to neglect:
 - a. Pay up to \$1000 plus court costs.

- b. Six months in jail and/or probation.
3. The Court may order one or more of the following if found guilty of failing to attend a Parental Education Program as directed by the school:
 - a. Pay up to \$250 plus court costs
 - b. Thirty days in jail.

II. DANGEROUS WEAPONS/HAZARDOUS BEHAVIOR POLICY

The Board of Education affirms its opposition to any form of endangerment to persons or property such as the presence of firearms, knives of any sort, and other dangerous weapons and devices in or around the educational environment. Likewise, the Board is intolerant to any deliberate conduct that recklessly causes another person to be placed at risk of death or serious injury or causes property to be damaged or destroyed. The Board has a right to expel for any of these reasons, beyond those of possession of a firearm or knife. NMS will take both disciplinary and legal action against violators. As used in this policy, the following constitutes “dangerous weapons/hazardous behaviors”:

A. Unauthorized use of Fire

The deliberate starting of a fire or explosion, or planning to do so; helping, asking, or telling another person to start a fire or explosion, having some knowledge of the potential of someone starting a fire or explosion and saying nothing to school authority. Such behavior could or does place persons (including a firefighter) in danger of injury or death and does place property in danger of being damaged or destroyed.

B. Bomb Threats

In accordance with House Bill 620 (effective March 13, 2001) and the Ohio Revised Code sections 3313.66, the superintendent is authorized to expel a student from school for a period not to exceed one year for making a bomb threat to a school building, or to any premises at which a school activity is occurring at the time of the threat. Any expulsion under this division extends, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place.

C. Firearms

1. Students are prohibited from bringing a firearm on any school property, in a school vehicle, to any school-sponsored activity, or on any other property that is used for a school activity.
2. Any student violating this prohibition shall be expelled from school for a period of one year.
3. A year shall be a calendar year consisting of twelve (12) months. The Superintendent may reduce this expulsion on a case-by-case basis in accordance with state law.
4. Any expulsion under this division extends, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place.
5. As used in this policy, “firearms” has the same meaning as provided in the “Gun-Free Schools Act of 1994,” 108 Statute 20 U.S.C. 8001 (a) (2) which includes, by way of example, but it is not limited to any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by action of an explosive; the frame or receiver of any such weapon; any destructive device such as a bomb, grenade, firecracker or a rocket.
6. As used in this policy, “bring” shall mean, but is not limited to, to carry onto, to possess, to sell or agree to sell, to purchase or agree to purchase, to use or imply use, or to convey.

D. Knives

1. Students shall not bring knives onto school property, in a school vehicle, to any school-sponsored activity, or on any other property that is used for a school activity.
2. As used in this policy, the definition of a knife includes, but is not limited to, a cutting instrument consisting of a sharp blade fastened to any type of a handle or area for holding.
3. If a student brings a knife on school property, in a school vehicle, to any school-sponsored activity, or on any other property that is used for a school activity, the Superintendent may expel the student from school, with the same expulsion provisions and authority as noted above.

E. Riots

The disorderly conduct of three or more persons for the purpose of committing or facilitating the commission of a crime, for the purpose of preventing or coercing official actions, or when the actor knows a firearm or deadly weapon, as outlined in this policy, will be used.

F. Other items considered as “dangerous weapons or dangerous behavior”

Students who possess or use other “dangerous weapons” defined as, but not limited to, metal knuckles and chains, straight razors, laser pointers, explosives, noxious irritation or poisonous gases, poisons, drugs, or other items whose presence in an educational or extracurricular setting have no justification except to show off, use, sell, harm, threaten or harass students, staff members, parents or community members. Possession of such items may be subject to expulsion. Likewise, setting off a fire alarm, tampering with fire extinguishers, inciting or participating in a

riot is considered endangerment and is subject to the same expulsion provisions as noted above.

III. DISCIPLINE POLICY: STUDENT CODE OF CONDUCT

PART I. GENERAL GUIDELINES

Northwestern has the 3 R's (Respect, Responsibility, and Rights) as the cornerstone of its discipline policy. Within this framework good discipline is best thought of as being positive, not negative; helping a student adjust, not as punishment; turning unacceptable behavior into acceptable behaviors. Each individual must assume responsibility for his/her own actions in accordance with socially acceptable conduct and rules, regulations, and policies of the school setting. Behaviors exhibited must be within the bounds of law and order and must respect the rights of others as individuals.

A. Expected Behaviors of Students

1. Abide by national, state and local laws as well as rules of the school.
2. Respect the civil rights of others.
3. Act courteously to all adults and fellow students.
4. Be prompt to school and attentive in class.
5. Complete assigned tasks on time as directed.
6. Help maintain a school environment that is safe, friendly, and productive.
7. Act at all times in a manner that reflects pride in self, family, and school.

B. Nature of Consequences

Consequences will be imposed where violation and/or irresponsible behavior warrant. Infractions of the school discipline policy may result such actions as a verbal warning, lunch detention, after school detention, Wednesday School, a phone call to parent(s) or guardians, a conference with or without parents, restitution or repair, removal from class and/or school, the withdrawal of privileges or denial of participation in upcoming activities including dances, sports participation or attendance, concerts, intramurals, and special events until all consequence are served, in-school or out-of-school suspension and/or expulsion. Students who fail to serve assigned original consequences will be given additional or harsher consequences. The Northwestern Local Board of Education delegates to school officials and teachers the authority to enforce regulations regarding the conduct of students.

C. Scope of Enforcement

Students will be held accountable for their behavior regarding the school rules and regulations during the following hours and situations:

1. In school, on school grounds (including in a car), or on a school bus, before, during, and after school hours.
2. At school activities, games, functions, or events on Northwestern property or another institution.
3. Off school property but related to incidents that occurred on school property, or misconduct directed at a school district official or employee or at the property of a district official or employee.

D. Definitions and Explanations

1. After School Detentions, Study Tables, Lunch Detentions and Wednesday Detentions:

The purpose of these discipline programs is to enable students, who would otherwise be suspended from school, to remain in school and hopefully amend their behavior. These programs provide students with the opportunity to improve their academic standing while reflecting on the choices that they made which resulted in the consequence in the first place.

****REGULATIONS REGARDING AFTER SCHOOL DETENTIONS, STUDY TABLES AND WEDNESDAY DETENTIONS****

- a) After school detentions or study tables may be held from 2:30 p.m.–3:30 p.m Monday- Friday.
- b) Wednesday Detention is held at NMS on Wednesdays from 2:30 p.m.–5:30 p.m., 3 weeks per month or as necessary to accommodate our discipline policy.
- c) Students must be present at 2:30 p.m. for after school detentions, study tables and for Wednesday Detentions or it will be counted as failure to serve.
- d) Students are responsible for notifying parents/guardians of after school detentions, study tables and Wednesday Detentions.
- e) Transportation is the responsibility of the student and parent/guardian.
- f) If an emergency arises, the parent or guardian should contact school officials by calling the school office in advance.
- g) If an excuse is approved, it is the responsibility of the student to reschedule in a timely manner.
- h) Students who do not reschedule detentions or present themselves for rescheduled detentions will be subject to additional disciplinary action. In addition, they may be denied participation in school activities including dances, sports, concerts, intramurals, extracurricular activities and/or special events until the detentions

missed have been served OR resolved as directed by the principal.

- i) Students are required to bring school-related materials and assignments to the detention or Wednesday Detention. During this time he/she is to remain totally quiet and work on completing school assignments and studying course materials. The monitor may permit the individual to read appropriate materials.
 - j) No sleeping is permitted during the detention or Wednesday Detention or time will be repeated.
 - k) An uncooperative and/or disruptive student in detention or Wednesday Detention will be required to leave the school grounds and will be subject to additional disciplinary action.
 - l) In the event of inclement weather, Wednesday Detention students will be notified of cancellation and permitted to use the office phone to make transportation arrangements. In this event, students are expected to serve their time in the next regular detention or Wednesday Detention. After school detentions will be cancelled and then rescheduled if school is delayed one or two hours.
 - m) Lunch detentions may be held during the lunch period.
- 2. Alternative Learning Center(ALC)/In-School Suspension (ISS):**

The Alternative Learning Center (ALC) or ISS is a place that a student may be assigned a disciplinary consequence. While assigned to the Alternative Learning Center students will be required to complete their work and will receive credit for their assignments. To be in the Alternative Learning Center means that you will not be permitted to attend regular class at school. During "ALC" you will receive academic credit for work completed and will be able to attend extra-curricular activities. Students who do not successfully complete their day in the Alternative Learning Center may be reassigned to the "ALC" the following day.

- 3. Complicity:** No student shall actively or passively participate in any wrongdoing or questionable behavior or knowingly associate with another student who is in the act of wrongdoing in violation of the Student Code of Conduct or the law. Students who do so are considered complicit. Students found to be in "complicity" will be given the same consequences as the person or those individual(s) who actually committed the act of wrongdoing.
- 4. Due Process:** The procedure and measures used by school administration giving a student notice of the school's intent to suspend the student out of school and informing him/her as to why such action is being taken. Every student is entitled to such a hearing in order to protect his/her rights.
- 5. Emergency Removal:** If a student's presence or actions poses a continuing danger to persons or property, or has resulted or threatens to result in a serious disruption to the educational process, the superintendent or principal may immediately remove the student from school grounds or from any curricular or extracurricular activities on or off school grounds. A teacher may remove the student from curricular or extracurricular activities, but not from the school grounds.

E. Out-of-School Suspension (OSS) and Expulsion

A 'suspension' is the removal by the principal or superintendent of a student from school curricular and/or extracurricular activities for a period of not more than 10 days. An 'expulsion' is the removal by the superintendent of a student from school curricular and/or extracurricular activities for a period of more than 10 days. Students may be expelled from school for a period not to exceed 80 days, and may have the expulsion continued into the following year. The expulsion may also be extended pursuant to R.C. 33132.66(f) related to permanent exclusion. Students shall be afforded due process of law both preceding and following suspension or expulsion in accordance with federal and state law and policies and regulations adopted by the Board of Education.

Students who violate the terms of his/her suspension or expulsion may, at the discretion of the superintendent and under appropriate circumstances, be referred to the proper law enforcement agencies. The superintendent may require a student to perform community service in conjunction with or in place of a suspension or an expulsion.

- 1. Right of Appeal - In cases of in school or out of school suspension, the right of appeal shall be:**
 - a) A student, or his/her parents or guardian may appeal a suspension by the superintendent or principal to the Board of Education or its designee. The superintendent or his/her designee is designated by the Board to hear the suspension appeal.
 - b) The request for appeal must be made in writing with the superintendent's office within 3 days of the first day of suspension.
 - c) The student and his/her parent or guardian has the right of representation at the appeal hearing and shall be granted a hearing before the designee or board, as required, in order to be heard regarding the suspension.
 - d) At the request of the student or his/her parents or guardian, or attorney, the designee or board, whichever is required, shall hold the hearing in executive session.
 - e) Formal action on the appeal may only be taken in a public meeting.
 - f) By the action of either the designee or board, whichever is required, the order of suspension may be

affirmed, or the student may be reinstated or the action otherwise reversed, vacated, or modified.

- g) The Board or designee, who is required, will have 5 school days following the hearing to issue a written decision.
- h) Either the Board or designee, whichever is required, shall make or cause to be made a verbatim record of appeal hearings. The record shall not be reduced to writing except at the request, cost, and arrangement of the party requesting the written record.
- i) A student shall remain suspended for the duration of the suspension unless and until action modifying the suspension is taken on appeal, except that the principal or superintendent shall have the discretion to hold a suspension in abeyance pending appeal.

2. Acts Subject to Permanent Expulsion

A student shall not participate in any of the acts prohibited in Board Policy and listed below. A student, in addition to suspension, expulsion, and/or emergency removal, may be subject to permanent exclusion from school for the following acts pursuant to R.C. 3313.662 and Board policy. A student may be permanently excluded from attending any Ohio public school if the student is convicted of, adjudicated a delinquent child, for committing, when 16 or older, one of the following:

- a) Illegal conveyance or possession of **deadly weapons** or dangerous ordinance on school premises, in violation of R.C. 2923.122 and board policy.
- b) Carrying or being in possession of **concealed weapons** on school property or at a school activity in violation of R.C. 2923.12 and board policy
- c) Selling or offering to sell or possessing a controlled substance in violation of board policy and R.C. 2925.03 (A)(1), (4), (5), (6), (7), (9) or (10) on school property or at a school activity.
- d) Committing one of the following on school property or at a school function: aggravated murder (R.C. 2903.1), murder (R.C. 2903.02), voluntary manslaughter (R.C. 2903.03), felonious assault (R.C. 2903.11), aggravated assault (R.C. 2903.11), felonious sexual penetration (R.C. 2907.12), rape (R.C. 2907.02), or gross sexual imposition (R.C. 2907.05).
- e) Complicity in any of the above violations regardless of whether the act of complicity was committed on school property or at a school activity.
- f) Any other acts for which a student may be subject to permanent exclusion.

3. Expulsion for One Calendar Year

Effective September 14, 1995, a student who brings a firearm to school or on to property owned or controlled by the Board of Education while school is in session; to school sponsored activities or events whether on or off school premises; on school premises whether or not school is in session; in any vehicle whose use is controlled or organized or arranged by the school; or at any time when the student is subject to the authority of the Board of Education or school personnel, shall be expelled from school for one calendar year. This provision does not in any way prevent school officials from pursuing the permanent exclusion of a student pursuant to Ohio Revised Code section 3313.662.

Effective September 14, 1995, any student who brings a knife to school or on to school property while school is in session; to school sponsored activities or events whether on or off school premises; on school premises whether or not school is in session; in any vehicle whose use is controlled or organized or arranged by the school; or at any time when the student is subject to the authority of the Board of Education or school personnel, shall be expelled from school for one calendar year. This provision does not in any way prevent school officials from pursuing the permanent exclusion of a student pursuant to Ohio Revised Code section 3313.662. **The decision of either the designee or board, which is required, may be appealed to the Court of Common Pleas as authorized by Ohio law.**

F. Physical Restraint

Section 319.41 of the Ohio Revised Code specifies that: a person employed or engaged as a staff member, teacher, principal or administrator in a school, whether public or private, may, within the scope of their employment, use and apply such amount of force and restraint as is reasonable and necessary to quell a disturbance threatening physical injury to others, to obtain possession of weapons or other dangerous objects upon the person or within the control of the pupil for the purpose of self-defense, or for the protection of persons or property.

PART II: GROUNDS FOR DISCIPLINARY ACTION AND CONSEQUENCES

Violations on the part of a student of any one or more of the following rules shall constitute misconduct and may result in a detention, Wednesday School, alternative learning center placement, suspension, expulsion, emergency removal, or other discipline of the student. **Violations with substitute teachers will automatically result in the consequences being doubled.**

A. Regarding Repeated Violations or Other Circumstances

These guidelines do not restrict the principal or superintendent from using her/his judgment in interpreting and implementing consequences. The administration reserves the right to assign and establish procedures in areas where precedent has not been set. **Repeated violations, though nature of infractions may differ, reflect a disregard for school rules and may result in consequences becoming more punitive.** Student's increasing disciplinary history and the circumstances surrounding occurrences may ultimately result in a recommendation for expulsion for ongoing unruly or disorderly conduct. **Violations beyond the offenses stated here are subject to Administrative Action.**

STUDENT CODE OF CONDUCT ORGANIZATION

LEVEL 1 VIOLATIONS: 1 demerit for each detention issued by the office.

- 1.1 Disruption without removal/Disrespectful Behavior
- 1.2 Dress Code Violation
- 1.3 Failure to Follow a Reasonable Request
- 1.4 Food Violation
- 1.5 Pass Violation
- 1.6 Public Display of Affection
- 1.7 Tardy to Class/Tardy to School

LEVEL 2 VIOLATIONS: 5-15 demerits for each infraction. With some infractions there may be additional disciplinary action, including ISS, OSS, and/or referral to a specialist.

- 2.1 APV Language/Gesture (non staff / in response to staff)
- 2.2 Attendance Violation
- 2.3 Theft, Damage or Vandalism (\$50 or less)
- 2.4 Disruption with removal
- 2.5 Failure to Serve Discipline
- 2.6 Gambling
- 2.7 Intentionally Giving False Information to a School Employee
- 2.8 Insubordination
- 2.9 Physical Confrontation, Intimidation and/or Threatening (non staff)
- 2.10 Unauthorized Sale or Distribution (non-chemical)

LEVEL 3 VIOLATIONS: In School or Out of School suspension; Police Report may be filed.

- 3.1 APV Language/Gesture (toward staff)
- 3.2 Alcohol, Other Harmful or Illegal Substances and Drugs
- 3.3 Assault or Threatening of Faculty, Staff or Visitors
- 3.4 Fighting (non-staff)
- 3.5 Dangerous Weapons/Hazardous Behavior Policy
- 3.6 Bullying, Discrimination, Harassment, Misconduct
- 3.7 Discrimination, Harassment, Misconduct – Sexual
- 3.8 Excessive Non-attendance of School
- 3.9 Hazing
- 3.10 Inducing Panic / Public Endangering
- 3.11 Theft, Damage or Vandalism (more than \$50)
- 3.12 Trespassing
- 3.13 Use or Possession of Tobacco or smoking paraphernalia

3.14 Violation of any law or ordinance

Separate Policy

- S.1 Bus/Van Conduct Violations
- S.2 Cheating and/or Plagiarism
- S.3 Computer Hardware, Software or other
- S.4 Electronic Device Usage
- S.5 Violation Considered as Other

PROGRESSIVE DISCIPLINE SCHEDULE – DEMERIT SYSTEM

1. Demerits are assigned by the principal/designee for Level 1 violations.
2. Level 2 Violations will result in the student’s emergency removal from class and an assignment of 5–15 demerits to the student’s disciplinary record.
3. Accumulation of demerits will result in the disciplinary actions shown in the chart below. Students accumulating multiple demerits for a single offense will serve **all** disciplinary actions in the progression. For example, Student A has 7 demerits on record and commits a Level 2 violation resulting in his being assigned 10 demerits. This would bring the total number of demerits on record to 17. Student A would be assigned a Wednesday Detention AND a 1-day ISS/OSS assignment for demerit accumulation.
4. Five (5) demerits are removed from a student’s record for every 30 days of no demerit accumulation. At 25 or more demerits a conference may be held to set up a weekly review of a student’s discipline record. This will discontinue when a student drops back below the 25 demerit level. The principal/designee may also set up student programs to work off demerits.

Demerit Accumulation	DISCIPLINARY ACTION
5	Student Conference and Wednesday Detention.
10	1 day In-School Suspension
15	Wednesday Detention and letter mailed home.
20	3-day In-School Suspension
25	Wednesday Detention and letter mailed home.
30	5-day In-School Suspension
35	Wednesday Detention and letter mailed home
40	1 day Out-of-School Suspension.*
45	Wednesday Detention and letter mailed home.
50	3-day Out-of-School Suspension*
55	Wednesday Detention and letter mailed home.
60	5-day Out-of-School Suspension*
65	Wednesday Detention and letter mailed home.
70	10-day Out-of-School Suspension*
75	Wednesday Detention and letter mailed home.
80	Pattern may continue or may result in a recommendation for Expulsion.*

*The Administration reserves the right to replace the OSS assignment with other disciplinary action when it is deemed appropriate.

EMERGENCY REMOVAL OF A STUDENT FROM CLASS

1. Students are emergency removed by teachers when the student poses a continuing danger to persons or property or a threat of disrupting the academic process. Emergency removal from class is a Level 2 violation.
2. This removal shall not exceed 72 hours, during which time the principal/designee shall arrange a hearing for the student, which will involve the student, teacher, and principal/designee.
3. At the conclusion of this hearing the student may receive further disciplinary actions.

IN-SCHOOL SUSPENSION

A student receiving an ISS assignment shall follow the following procedures:

1. The student will write a 1-page essay on the following:
 - a. What behavior the student exhibited that violated the *NMS Student Conduct Code*.
 - b. What consequences the student received for this behavior.
 - c. An explanation of how to avoid exhibiting this behavior in the future.

If the above is deemed unacceptable, the student will be required to rewrite the entire essay.

2. Once item #1 has been completed, the student will receive his/her academic assignments. Any assignments not completed in ISS will not be accepted for credit and no make-up work will be given.
3. Students placed in In-School Suspension will not be able to participate in any contest during the suspension. He/she is expected to participate in any practices during this time.

OUT-OF-SCHOOL SUSPENSION

1. The principal will administer out-of-school suspensions.
2. No out-of-school suspensions will exceed 10 school days.
3. The student will be give written notice of intention to suspend and the reasons why.
4. The student will have an opportunity to appear at an informal hearing before the principal, superintendent or his designee, and has the right to challenge the reasons for the intended suspension or otherwise explain his actions. The hearing may take place immediately.
5. Written notice of a suspension will be mailed or otherwise presented to the parent, guardian, or custodian of the student and treasurer of the board within 24 hours of the suspension.

During an out-of-school suspension, the student will be required to complete all assigned work and submit work for partial credit. During the suspension, the student shall not be permitted on school grounds or attend home or away events sponsored by the Northwestern Local School District.

Level 1 Specific Violations

1.1 Disruption: Non-Removal from Assigned Area (Class, Lunch, Assembly, Etc.) and Disrespectful Behavior

Students are expected to demonstrate positive behaviors that are conducive to a good learning environment in their assigned classes. Disruptive behavior, such as, “messing around” without removal refers to any negative behavior that tends to disturb the educational process or anyone trying to learn. Students found in violation of this policy or in possession of any nuisance object (water guns, whistles, etc.) will be subject to confiscation of said object and disciplinary action.

1.2 Dress Code Violation

Students in violation of the dress code should be reported to the principal/designee. A full description of the dress code is noted in the handbook.

1.3 Failure to Follow a Reasonable Request

When given a reasonable request by a member of the faculty or staff, students are expected to do what they are told to do, when they are told to do it. It is also expected that the student will be respectful while complying with the request.

1.4 Food Violation

Students are expected to behave in a mature manner in the cafeteria. This includes the proper handling of food and cleaning up after eating in the cafeteria. Food may not be taken from the cafeteria. Students may not consume food or beverages in the hallways or classrooms. On special occasions, teachers may grant an exception to this rule. Students may not use the vending machines in the cafeteria at any time between 7:25 a.m. and 2:30 p.m. other than during their lunch period. No food deliveries of any type, whether in class or cafeteria, are permitted to students without prior approval of the principal.

1.5 Pass Violation

Students issued a pass to or from class are expected to report to the appropriate location immediately and behave in a responsible manner. Students receiving a pass from a class must sign in and out of the class and carry the pass with them. Students must follow established classroom procedures when utilizing the pass.

1.6 Public Display of Affection

PDA in school is considered in poor taste and disruptive for the educational process and therefore will not be permitted. Parents may be notified in cases involving violation of this rule.

1.7 Tardy to Class/Tardy to School

After 1st period, students tardy to class are subject to teacher discipline. Teachers will issue Student Conduct Violation Forms to students who are late to class 3 or more times each quarter. Chronic or excessive tardiness to class, despite teacher intervention, will result in increasing disciplinary consequences and possible administrative action. Tardy to

school will be tallied separately for each nine-week grading period. The 4+ tardy to school in a grading period may result in a disciplinary consequence determined by the administration and assigned the appropriate number of demerits.

Level 2 Specific Violations

2.1 Abusive, Profane or Vulgar Language or Gestures Directed Towards or In Response to Another Student or In Response to Staff.

A student shall not use profane, vulgar or abusive language or gestures which under the circumstances are offensive to the sensibilities of ordinary people or which disrupt normal school activities. Such prohibitions include, but are not limited to, use of computers or other technology or communications. Inappropriate language or gestures in response to, but not directed to a staff member will not be tolerated.

2.2 Attendance Violations

A student shall not be late or absent from school or any portion of a school day without proper authorization. Failure to attend school or to be repeatedly absent from school without a legitimate excuse is considered truancy and is subject to charges being filed in Juvenile Court.

A. Unexcused Absences from School

Students are required to bring a written parental note when absent from school. Whether an absence is for part of a day or a full day, it remains an absence and is subject to this rule. Students who fail to bring a parental note or an approved medical excuse for health-related appointments, will be considered unexcused. Unexcused students will not be able to make up the work they missed and may receive additional disciplinary action.

B. Unexcused Absences while In School

Teachers will refer all class cuts to the administration. Being 10 minutes unexcused tardy to any class (including lunch and study hall) is considered a class cut. **Class cuts will be treated as truancy.** If you are not feeling well, report to the teacher and request permission to go to the rest room or school office. Ask another student to notify your teacher if you must use the rest room immediately.

C. Leaving School Grounds without Permission

A student shall not leave school grounds before the hour of dismissal except where individual school policy otherwise provides, without first obtaining the consent of the principal, or by a phone call to parents or guardians by the office to obtain permission to leave. Leaving school grounds without permission is truancy.

2.3 Theft, Damage and Vandalism (\$50 or less)

A student shall neither take/attempt to take nor receive into his/her possession property of the school district, another student, visitor, or school employee without the owner's explicit knowledge and consent. Not knowing the ownership of any particular item is not an excuse to keep the item. Nor should students assume that they will find the owner. Instead, any item "found" in classrooms, hallways, bathrooms, athletic areas or commons or anywhere else on any school property should be turned into a staff member or the school office immediately.

A student shall not knowingly, or with reckless disregard, cause or attempt to cause damage to or deface school property, grounds, equipment, materials, or computers or other technology. In addition, a student shall not knowingly or with reckless disregard cause or attempt to cause damage to any private property.

In accordance with state law, parents or guardians may be liable for payment for the cost to repair or replace any such property damage caused by acts of their child. Charges may be filed with the police.

2.4 Disruption with Removal from Assigned Area (Class, Lunch, Assembly, Etc.)

A student shall not knowingly or with reckless disregard act or urge others to act in such a way as to cause by use of violence, force, noise, threat, intimidation, fear, passive resistance, or any other conduct, the substantial and material disruption or obstruction of any school activity. Students may not act in a manner that does not allow the teacher to effectively teach the class.

2.5 Failure to Serve Discipline

It is the responsibility of the student to serve after school detention or Wednesday Detention on the day it is assigned. If the student has a conflict they must communicate this with the principal/designee prior to the detention or Wednesday Detention. If the student is absent, it is his/her responsibility to serve on the next scheduled date.

2.6 Gambling

Gambling of any form is prohibited.

2.7 Intentionally Giving False Information to a School Employee

It is the student's responsibility to tell the truth. Lying or avoiding a direct answer when the question is clearly understood is not acceptable. Honesty is expected in all forms of communication with a student.

2.8 Insubordination

A student shall not disregard or refuse to obey reasonable requests or directions given to the student by school employees. Students shall not challenge the school employee's authority. Repeated acts of misconduct will be considered insubordination as well.

2.9 Physical Confrontation, Intimidation and/or Threatening Behavior (non-staff)

A student shall not engage in any act or conduct that, under the circumstances a reasonable person would believe does or is intended to frighten and/or intimidate said person. A student shall not knowingly or with reckless disregard engage in any act or conduct that causes another person to reasonably believe that such student will cause physical harm to said person or his/her property. Students may not engage in physical or verbal interaction which leads or could lead to harm other people. This includes yelling at or laying your hands on another person.

2.10 Unauthorized Sale or Distribution (non-chemical)

A student shall not sell, distribute, or attempt to sell or distribute any object that has not been properly authorized by the principal or superintendent on school property.

Level 3 Specific Violations

Those violations noted as level 3 are deemed to be the most serious violations in the Northwestern Middle School Code of Conduct. The consequences for repeated level three violations will be progressively more severe. These consequences are also cumulative throughout a student's middle school tenure. The principal may adjust the steps when it is deemed to be warranted.

3.1 Abusive, Profane or Vulgar Language or Gestures and/or Other Disrespectful Behavior Directed Toward a School Employee.

Profane, vulgar or abusive language or gestures directed to a school employee will not be tolerated. Such prohibitions also include, but are not limited to, the use of computers or other technology to make APV attacks on staff members.

1st offense: 3 days ISS/OSS.

2nd Offense: 5 days ISS/OSS, possible referral to counseling.

3rd Offense: 5-10 days ISS/OSS, possible recommendation for expulsion.

3.2 Alcohol, Other Harmful or Illegal Substances and Drugs

A student shall not possess, use, sell, offer to sell, distribute, conceal, transmit or demonstrate any evidence of consumption of any alcoholic beverage or other harmful, illegal or illegally used substances, intoxicants or drugs including steroids, counterfeit (look-alike) drugs, controlled substances and associated paraphernalia.

Complicity in any of the above will result in the same disciplinary action.

1st offense: Parent notification and immediate removal of student from school grounds; Police notification; 10 days OSS

-OR-

5 days OSS and 2 days ISS with balance of OSS held in abeyance pending completion of the following:

a) Alcohol or chemical dependency assessment by a trained professional

b) Attend and successfully complete an Alcohol/Drug/Tobacco Intervention/Education Program selected by the Principal/designee

NOTE: Failure to begin this process in a timely manner will result in serving the remaining days of OSS regardless of ISS time served.

Additional offenses:

Parent notification and immediate removal of student from school grounds; Police notification; 10 days OSS, possible recommendation for expulsion.

3.3 Attack or Threatening of Faculty, Staff or Visitors

A student shall not knowingly or with reckless disregard cause physical injury or threaten to cause physical injury to any person.

Attack Against a Student

1st offense: 5-10 days OSS, police notification, possible recommendation for expulsion.

Additional offenses: 10 days OSS, police notification, recommendation for expulsion.

Attack Against a School Employee

Ohio House Bill 106 makes assault against a school employee a felony of the 4th degree. These individuals are protected both during school hours and in certain situations beyond school hours.

All offenses: 10 days OSS, recommendation for expulsion, charges filed with police

3.4 Fighting

A student shall not engage physically with another student. If both students are physically engaged, then both students will be subject to disciplinary action.

1st offense: 3-5 days OSS/ISS
2nd offense: 5-10 days OSS, possible recommendation for expulsion.
Additional offenses: 10 days OSS, recommendation for expulsion.

3.5 Dangerous Weapons/Hazardous Behavior Policy Violations

A student shall not directly or complicity possess, transport, transmit, conceal, or attempt any actions that violate the Dangerous Weapons/Hazardous Behavior Policy approved by the Board as described in this handbook.

All offenses: 10 days OSS, recommendation for expulsion, police notification.

3.6 Bullying, Discrimination, Harassment, Misconduct

A student shall not harass, intimidate, degrade, disgrace, disparage, incite, provoke, threaten, or discriminate against any other student or school employee for any reason e.g. racial, ethnic, physical or mental disability, religious, etc. Northwestern Middle School is committed to providing a safe, caring and respectful learning environment for all students. It is our expectation that students will have respect for others and their individual differences.

Definition of bullying:

- Bullying is defined as intentional, repeated behavior by an individual or group of individuals that causes distress, hurt or undue pressure.
- Bullying involves the abuse of power in relationships. Bullying can involve all forms of harassment, humiliation, domination and intimidation of others.
- Bullying behavior can be verbal, physical, social or emotional, and may include, but are not limited to, intimidation, assault; extortion; oral or written threats; teasing; putdowns; name-calling; threatening looks; gestures, or actions; rumors; false accusations; hazing, social isolation, and cyber-bullying.

1st offense: 3-5 days OSS/ISS, possible recommendation for expulsion
2nd offense: 5-10 days OSS, possible recommendation for expulsion
Additional offenses: 10 days OSS, recommendation for expulsion

3.7 Discrimination, Harassment, Misconduct – Sexual

No student shall engage in any sexual harassment or sexual misconduct.

1st offense: 3-10 days OSS, possible recommendation for expulsion
2nd offense: 5-10 days OSS, possible recommendation for expulsion
Additional offenses: 10 days OSS, recommendation for expulsion

3.8 Excessive non-attendance of school

Students who refuse to attend school will be subject to disciplinary action. These actions range from filing truancy with the Wayne County Juvenile Court to a 10 day suspension with a recommendation for expulsion.

3.9 Hazing

Students shall not plan, encourage, or participate in any form of hazing. Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation into any organization that creates a risk of mental or physical harm of any kind is prohibited. This includes verbal or physical harassment or with any racial, cultural or religious basis.

1st offense: 3-10 days OSS, possible recommendation for expulsion
2nd offense: 5-10 days OSS, possible recommendation for expulsion
Additional offenses: 10 days OSS, recommendation for expulsion

3.10 Inducing Panic or Public Endangering

Students shall not plan, encourage, or participate in any activity that may or does lead to inducing panic or endangering others. Violations of this nature include, but are not limited to, setting off fire alarms, making bomb threats, creating a hit list or tampering with safety equipment.

3.11 Theft, Damage or Vandalism (more than \$50)

A student shall neither take, attempt to take nor receive into his/her possession property of the school district, another student, visitor, or school employee without the owner's explicit knowledge and consent. Not knowing the ownership of any particular item is not an excuse to keep the item. Nor should students assume that they will find the owner. Instead, any item "found" in classrooms, hallways, bathrooms, athletic areas or commons or anywhere else on any school property should be turned into a staff member or the school office immediately. A student shall not knowingly, or with reckless disregard, cause or attempt to cause damage to or deface school property, grounds, equipment, materials, or computers or other technology. In addition, a student shall not knowingly or with reckless disregard cause

or attempt to cause damage to any private property. In accordance with state law, parents or guardians may be liable for payment for the cost

to repair or replace any such property damage caused by acts of their student.

1st offense: 3-5 days OSS repair/replacement/reimbursement; police notification; possible recommendation for expulsion.

2nd offense: 5-10 days OSS; repair/replacement/reimbursement; police notification; possible recommendation for expulsion.

3rd+ offenses: 10 days OSS; repair/replacement/reimbursement; police notification; recommendation for expulsion

3.12 Trespassing

A student shall not enter the school grounds or a school building, to which the student is not assigned, during or after hours except with the permission of the principal or to attend or participate in a school-sponsored event. Criminal Trespass is when a student already under suspension or expulsion enters upon the school grounds or premises of the student's regularly assigned school building without the express permission of the principal or his designee.

1st offense: 3-5 days OSS, possible recommendation for expulsion

2nd offense: 5-10 days OSS, possible recommendation for expulsion

3rd+ offenses: 10 days OSS, recommendation for expulsion

3.13. Use or Possession of Tobacco or smoking paraphernalia

A student shall not use or possess tobacco products or smoking paraphernalia (cigarettes, e-cigarettes, cigar, pipe, lighters, snuff, chew, etc.) in any form in school, including while in cars on school grounds and bordering roads, during school-sponsored or school-related events or anywhere and anytime on school property. Complicity will be treated with the same disciplinary action.

1st offense: 3 days OSS; parent notification and immediate removal of student from school grounds
- OR -

1 day OSS and 2 days ISS with balance of OSS held in abeyance pending completion of the following:

Attend and successfully complete an Alcohol/Drug/Tobacco Intervention/Education Program selected by the Principal/designee

Failure to begin this process and follow the recommendations of the professional will result in serving the remaining days of OSS regardless of ISS time served.

2nd offense: 5 days OSS; parent notification and immediate removal of student from school grounds;

3rd+ offense: Parent notification and immediate removal of student from school grounds; 10 days OSS possible recommendation for expulsion

3.14 Violation of any law or ordinance is not permitted.

1st offense: 3-5 days OSS, police notification; possible recommendation for expulsion

2nd offense: 5-10 days OSS, police notification; possible recommendation for expulsion

3rd offense: 10 days OSS, police notification; recommendation for expulsion.

SEPARATE POLICIES

5.1 Bus/Van Conduct Violations

A student shall not violate Board policy on conduct of students on school buses or vans. Any acts that threaten the safety and welfare of those riding or driving the bus/van or that result in destruction of said vehicle shall result in disciplinary actions, including the loss of riding privileges. Fighting on bus/van shall result in suspension or expulsion and/or referral to law enforcement. Violations with substitute bus drivers will automatically constitute 2 offenses.

1st offense: Warning -conduct card home for parent/guardian signature - return to driver

2nd offense: 3-5 day denial of riding privileges with possible additional discipline

3rd offense: 10-day denial of riding privileges with possible additional formal discipline

Conference with student/parent/principal/transportation director/principal before return to bus

4th offense: Extended to permanent denial of bus riding. Hearing w/principal/superintendent

5.2 Cheating and/or Plagiarizing

A student shall not obtain by fraudulent, dishonest or deceptive means and use as his/her own (or provide to another student) any schoolwork, work product, questions on or answers to examinations or any like matters or violate the reasonable requirements of a teacher with respect to the conduct and taking of examinations or the completion of other course work. A student who violates this policy or allows another to do so will receive no credit for the work, product or

any like matters. Cheating and/or plagiarizing violations are cumulative over a student's middle school tenure. **Academic Probation** involves a denial of privilege to receive honors or recognition.

- 1st offense: Referral to principal; parent-teacher conference; academic probation for 1 year; two Wednesday Detentions; no credit on work in question
- 2nd offense: Referral to principal; parent-teacher conference, academic probation for 1.5 years; two days ISS; no credit on work in question; ineligibility for school sponsored scholarships.
- 3rd offense: Referral to principal; parent-teacher conference; academic probation for 2 years; 3 days OSS and two days ISS, no credit on work in question; ineligibility for school sponsored scholarships, and no participation in field trips.

S.3 Computer Hardware, Software or other School Technology Violations

No student shall violate the posted computer usage guidelines (also included in this handbook).

- 1st offense: 3 days ISS /OSS, removal from computer use up to 9 weeks
- 2nd offense: 5 days ISS/OSS, removal from computer use up to one semester (18 weeks)
- 3rd offense: 5-10 days ISS/OSS, permanent removal from computer use up to two semesters (36 weeks), to be carried over into the next school year until time is served.

S.4 Electronic Device Usage

While students may bring in electronic devices (laptops, chromebooks or tablets) for educational use only, we do not encourage them to do so. We do not assume any responsibility if they are lost/stolen. Personal electronic devices (*other than cell phones*) must be registered using the Waiver for Personal Electronic Property form. **Cell Phones are not to be used, heard or even be visible at any time during the school day (between 7:25 a.m. and 2:30 p.m.).** Instead **they should be turned off and put away and/or kept in locked lockers during this time.** Violations of these policies will result in the confiscation of said items and possible disciplinary consequences. Confiscated electronic devices are subject to search by the administration and students will be held accountable for the contents in the device. It is the student's responsibility to notify their parents that an item was confiscated and must be picked up by a parent at the main office within two weeks of confiscation.

- 1st offense: confiscation and turned in to the office to be picked up by the student at the end of the school day; conference, detention or Wednesday Detention.
- 2nd offense: confiscation and turned in to the office to be picked up by the parent or guardian; Wednesday Detention or 1 day ISS.
- 3rd+ offenses: confiscation and turned in to the office to be returned to the parent/guardian at a date to be determined by the principal/designee; 3-5 days ISS.

S.5 Violation Considered as Other

In recognition that any list of prohibited conduct cannot encompass every conceivable action that may properly be subject to discipline, the principal has the authority to suspend and/or recommend the expulsion of a student for conduct not specifically mentioned in this handbook.

PART III. DRESS CODE POLICY

Students are to appear in school and at school-sponsored activities in clothing that is clean, in good repair and in good taste. Student dress may be regulated if the administration deems said attire to be bizarre, offensive, disruptive or distracting to the educational process. Students who choose not to abide by the dress code will be subject to disciplinary action. In addition, students will be required to call home to ask for a replacement and be placed in the Alternative Learning Center for the remainder of the day or until a replacement is brought from home. Assignments from teachers will be requested and students will receive full credit for all completed work done in the ALC.

It is important to remember that a dress code exists to insure that the educational environment will not be disrupted and so that the majority of the students will not be diversely affected by the actions of a few. In addition, it is the position of the Northwestern Local School District that **OUR MANNER OF DRESS, AMONG OTHER THINGS, WILL DETERMINE THE REPUTATION OF OUR PARTICULAR SCHOOL, OUR SCHOOL DISTRICT AND OUR COMMUNITY.**

The following guidelines shall constitute the Northwestern Local School District Student Dress Code:

SHOES All students must wear shoes at all times. Shoes with cleats, wheels, slippers and/or shoes intended as sleepwear or look-alike sleepwear may not be worn.

SHIRTS/TOPS The length of all shirts/tops must cover the midriff at all times including when a student is sitting, raising his/her hands or arms, bending over or leaning forward, etc. Sleeveless shirts may be worn as long as armholes are hemmed. All shirts/tops must have a center-of-the-shoulder width of no less than three (3) inches. The design of the shirt must be such that neither the breast nor any cleavage is visible. Tops may not go lower than 2-5/8" (the width of a dollar bill) below the collarbone. Man-made/commercial cut-off or tattered shirts/tops, semi-bare or bare shoulders, bare midriffs, tube

tops, low cut, side-vented, transparent or semi-transparent, backless or semi-backless, sleepwear or look-alike sleepwear are not permitted. Mesh tops may be worn over an appropriate shirt. Any garment designed as underwear or look-alike underwear may not be visible at any time.

PANTS Pants are to be worn without any garment designed as underwear or look-alike underwear visible. All pants must have a hem; slits in pants to accommodate shoes must also be hemmed. Pant legs should not drag on the floor. Holes in pants should be limited and any holes within the “shorts” area must be patched or covered. Warm-ups and sweatpants may be worn, but must be neat, clean, and not be made of clinging or skin-fitting material (this includes “yoga” pants). Flannel, pajamas and sleepwear/lounge type pants may not be worn.

SHORTS Shorts, including those used for physical education classes, are to be worn without any garment designed as underwear or look-alike underwear visible. All shorts must be hemmed with front and back length no more than 6 ¼ inches from the middle of the knee (the length of a dollar bill).

SKIRTS Skirts are to be worn without any garment designed as underwear or look-alike underwear visible. Skirts must have a hem and skirt lengths must be the same in front and back as for those of shorts. If leggings or tights are worn under the skirt, the length must be within 6 ¼ inches from the top of the knee cap.

DRESSES Dresses may be worn without any garment designed as underwear or look-alike underwear visible. Dress lengths must be the same as for those of shorts and skirts. Spaghetti straps and/or sundresses are not permitted unless arms and shoulders are covered by an appropriate shirt/top. Directives for shirts/tops apply to dresses as well.

UNDERWEAR Appropriate underclothing must be worn. Garments designed as underwear or look-alike underwear will not be worn as visible outer apparel. It is a dress code violation if underwear is visible at any time. In addition, any writing, symbols, etc. on the buttocks or other inappropriate areas that might bring undue attention are not permitted.

OTHER Hats, bandannas, headbands on foreheads or head coverings of any type are not permitted. Outdoor clothing such as windbreakers, coats, jackets (except for sport coats or suit jackets), gloves or other hand coverings of any type and other similar garments are not appropriate for indoor or school use and are not permitted in classrooms, hallways, and other places in the school during school hours. Students should dress according to the weather and keep a sweater or sweatshirt in their lockers for times when they may feel cold.

Tattoos, designs, clothing or other apparel/accessories that advertise or can imply illegal and/or inappropriate activities, use of drugs, tobacco, alcohol, promiscuity/sex or references to cults and/or gangs is inappropriate. Likewise, any blatant or implied display of obscene and/or offensive language or gestures, racial or cultural slurs and/or put-downs is never permitted at any time.

Clothing that has manufactured, man-made and/or worn-out holes or tears without a cloth backing or clothing that is clinging or tight-fitting are not to be worn. Holes above the knee must have cloth backing that is part of the apparel, at the knee or lower, leggings underneath the apparel, are permissible.

Choke or other animal-like collars, heavy chains, large belt chains, chains on wallets or keys, spiked or excessively large jewelry (e.g. hooped or other large earrings) and any accessories that could be used to inflict serious harm may not be worn. Any body piercings not covered by clothing, other than those in the ear, are not permissible. Body piercing (other than permissible types of ear piercing) and displaying jewelry in areas such as the nose, eyebrows, lips and tongue are not permitted. “Gauging” or stretching of the mouth/lips and/or earlobe as well as the following types of earrings, ear/body jewelry and ear/body piercing are not permitted.

Sunglasses are not to be worn unless prescribed by a physician. A physician’s note must be on file in the school office.

Dress, hair, nail, body piercing, or facial coloring or style that is considered excessive or that draws undue attention or disrupts the educational process as determined by the school administration is unacceptable. What is appropriate for one sex may not be acceptable for the other.

No backpacks, bags or purses large enough to hold a standard textbook and/or similar items are to be used during the school day. Personal items of value are the responsibility of the student and should be safely locked while at school.

Only the principal may grant exception as is necessary for special occasions, spirit days, etc.

FINAL DISCRETION CONCERNING INTERPRETATION OF THE DRESS CODE ALWAYS RESTS WITH THE PRINCIPAL

IV. OTHER REGULATIONS & POLICIES

A. Bus/Van Transportation

Students may be dropped off at a location other than their normal drop-off point for emergency and/or school-related reasons only and not for personal or social ones. Such drop-offs should not be frequent. Only the transportation supervisor may approve a permanent change to a new location.

1. Present a note to the main office signed by a parent or guardian requesting and explaining the change.
2. This note must be presented to the office upon arrival and if approved, will be signed by the principal.
3. If the request is granted, the student must present the signed note to the bus driver.

The Board, as part of the District's ongoing program to improve student discipline and ensure the health, welfare and safety of all those riding school transportation vehicles, may utilize video cameras on all school vehicles transporting students to and from curricular and extracurricular activities. The video cameras monitor student behavior and the recordings are admissible evidence in student disciplinary proceedings. The videotapes may be student records subject to confidentiality.

B. Anti Bullying Policy

Northwestern Middle School is committed to providing a safe, caring and respectful learning environment for all students. It is our expectation that students will have respect for others and their individual differences.

Definition of bullying:

- Bullying is defined as intentional, repeated behavior by an individual or group of individuals that causes distress, hurt or undue pressure.
- Bullying involves the abuse of power in relationships. Bullying can involve all forms of harassment, humiliation, domination and intimidation of others.
- Bullying behavior can be verbal, physical, social or emotional, and may include, but are not limited to, intimidation, assault; extortion; oral or written threats; teasing; putdowns; name-calling; threatening looks; gestures, or actions; rumors; false accusations; hazing, social isolation, and cyber-bullying.
- Students who engage in cyber bullying through the use of a cell phone, computer or other electronic communication device may face school disciplinary action. Incidents of this nature, that impact the school environment, will be investigated and handled in the same manner as if the incidents happened on school grounds. (Jessica Logan Act)

Student/Parent Action

The school system encourages students and parents who become aware of an act of bullying to immediately report the incident(s) to the principal/designee for further investigation. Any student who retaliates against another for reporting bullying will also be subject to consequences.

Complaint/Investigative Procedure

All students shall be informed of their right to protection against bullying behaviors and the right to file a complaint if they believe they have been the victim of bullying behavior. School administrators are responsible for investigating each complaint, determining if the complaint is legitimate in accordance with the above definition, and taking appropriate corrective action. Any student (be they the victim or the bystander) may initiate a complaint by submitting the concern in writing to the principal/designee.

Intervention/Consequences:

Reports of bullying are taken seriously and shall be dealt with quickly and effectively. If a student is found guilty of bullying behavior the consequences shall depend on both the results of the investigation and the severity of the incident. Consequences may include but are not limited to mediation, a parent conference, counseling, suspension, expulsion, or referral to local law enforcement agency.

C. Cheating and Plagiarizing

Students are expected to conduct themselves honestly and with integrity in their work. All forms of cheating and plagiarizing, whether direct or complicit, are strictly prohibited. Consequences are severe and clearly outlined in the Discipline Code of Conduct. Forms of cheating and plagiarizing include, but are not limited to misrepresentations of papers, essays, writings from other students, or the Internet.

Examples:

- Copying another student's homework
- Working with others on projects that are meant to be done individually
- Looking or copying another student's test or quiz answers even if the student allows you to do so

- Allowing another student to look at or copy answers from your test or quiz
- Giving questions and/or answers to a test or quiz to another student who has not yet taken it
- Receiving questions and/or answers to a test or quiz from another student who has already taken it
- Taking a test or quiz in part or in whole to use or give to others
- Copying information from a source without giving proper credit to that source
- Presenting other's work/ideas as one's own without giving proper credit to the source

D. Computer/Technology Usage Policy

Computer use is encouraged and made available to students for educational purposes. The school retains the ownership of all hardware and software, as well as the right to inspect, copy, and delete all files and records created or stored on school-owned computers. The use of the school's computers is a privilege. Students choosing to use the school's computers must sign a contract agreeing to follow the Computer Usage Guidelines posted in the computer lab. Failure to sign this contract will result in denial of all computer privileges. Failure to follow these guidelines can result in temporary or permanent expulsion from the computer lab.

I. COMPUTER/ON-LINE SERVICES

Technology can greatly enhance the instructional program, as well as the efficiency of the District. The Board recognizes that careful planning is essential to ensure the successful, equitable and cost-effective implementation of technology-based materials, equipment, systems and networks. Computers and use of the District network or on-line services support learning and enhance instruction, as well as assist in the administration. Computer networks allow people to interact with many computers; the Internet allows people to interact with hundreds of thousands of networks. All computers are to be used in a responsible, efficient, ethical and legal manner. Failure to adhere to this policy and the guidelines below will result in the revocation of the user's access privilege. Unacceptable uses of the computer/network include but are not limited to:

- 1) Violating the conditions of the Ohio Revised Code dealing with students' and employees' rights to privacy.
- 2) Using profanity, obscenity or other language that may be offensive to another user.
- 3) Reposting (forwarding) personal communication without the author's prior consent.
- 4) Copying commercial software in violation of copyright law.
- 5) Using the network for financial gain, for commercial activity or for any illegal activity.
- 6) Accessing and/or viewing inappropriate material downloading of freeware or shareware programs.

The Superintendent/designee develops a plan to address the short- and long-term technology needs and provide for compatibility of resources among school sites, offices and other operations. As a basis for this plan, he/she examines and compares the costs and benefits of various resources and identifies the blend of technologies and levels of service necessary to support the instructional program because access to on-line services provides connections to other computer systems located all over the world, users (and parents of users who are under 18 years old) must understand that neither the school nor the District can control the content of the information available on these systems. Some of the information available is controversial and sometimes offensive.

The Board does not condone the use of such materials. Employees, students and parents of students must be aware that the privileges to access on-line services are withdrawn from users who do not respect the rights of others or who do not follow the rules and regulations established. A user's agreement is signed to indicate the user's acknowledgment of the risks and regulations for computer/on-line services use.

[Adoption date: August 17, 1999]

LEGAL REFS.: U.S. Const. Art. I, § 8

Family Educational Rights and Privacy Act; 20 USC 1232g et seq.

ORC 1329.54-1329.67, 3313.20, 3319.321 20 USC 1232g; 34 CFR, § 99.1 et seq.

CROSS REFS.: IB, Academic Freedom IIBG, Computer-Assisted Instruction JFC, Student Conduct

II. COMPUTER USAGE GUIDELINES

Staff, students or community members who are specifically authorized to use the District's computers or on-line services, shall comply with the following guidelines and procedures.

- 1) Use appropriate language. Do not use profanity, obscenity or other language, which may be offensive to other users. Illegal activities are strictly forbidden.
- 2) Do not reveal your personal home address or phone number or those of other students
- 3) Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all messages relating to or in support of illegal activities and such activities may be reported to the authorities.
- 4) Use of the computer and/or network is not for financial gain or for any commercial or illegal activity.
- 5) The network should not be used in a way that it disrupts the network use of others.
- 6) All communications and information accessible via the network should be assumed to be private property.
- 7) Rules and regulations of on-line etiquette are subject to change by the administration.
- 8) The student in whose name an on-line service account is issued is responsible for its proper use at all times. Users shall

keep personal account numbers, home addresses and telephone numbers private. They shall use this system only under their own account numbers.

- 9) The system shall be used only for purposes related to education or administration. Commercial, political and/or personal use of the system is strictly prohibited. The administration reserves the right to monitor any computer activity and on-line communications for improper use.
- 10) Users shall not use the system to encourage the use of drugs, alcohol or tobacco nor shall they promote unethical practices or any activity prohibited by law or Board policy.
- 11) Users shall not view, download or transmit material that is threatening, obscene, disruptive or sexually explicit or that could be construed as harassment or disparagement of others based on their race, national origin, citizenship status, sex, sexual orientation, age, disability, religion or political beliefs.
- 12) Copyrighted material may not be placed on the system without author's permission.
- 13) Vandalism results in the cancellation of user privileges. Vandalism includes uploading/downloading any inappropriate material, creating computer viruses and/or any malicious attempt to harm/destroy equipment/materials or data of any other user.
- 14) Users shall not read other users' mail or files; they shall not attempt to interfere with other users' ability to send or receive electronic mail, nor shall they attempt to read, delete, copy, modify or forge other users' mail.
- 15) Users are expected to keep messages brief and use appropriate language.
- 16) Users shall report any security problem or misuse of the network to the teacher or the principal or immediate supervisor.

E. Dance Policy

- 1) The NMS Student Code of Conduct will apply at all school sponsored dances.
- 2) Potentially dangerous or sexually suggestive dancing will not be tolerated.
- 3) Late entrance to the dance is prohibited. Any exception will be by administrative discretion (i.e. returning home from sporting events). Students are not allowed to leave the dance and return. Students who leave early must sign out with the advisor/chaperone.
- 4) If a student is not dressed appropriately he/she will be required to change into appropriate attire. We expect the dress and behavior of our students at the dance to be reasonable, as determined by the dance advisors/chaperones. Students not complying with the code of conduct or dance policy may be asked to leave, as well as have other consequences. Consequences of this action may result in the exclusion from other dances.

F. Disseminated Information

Any non-curricular material, such as invitations to various events, distributed to students, parents, staff or included in PA announcements or postings in the school, must be approved by the Principal.

G. Emergency Medical Authorization Form (EMA Forms)

Each student must turn a fully completed and signed EMA form to the office. This form enables a medical professional to perform emergency treatment immediately. These forms should be turned in at the start of school. Students failing to have these forms current and on file may be denied participation in extracurricular activities. Repeated attempts to secure this form may result in a student not being admitted to school.

H. Fees

Each year the Board of Education adopts a list of activity, handbook and instructional program fees to help offset the cost of the student handbook, consumable course materials, supplies for various course labs, etc. Failure to pay student fees will result in the holding of grade cards, awards and participation in extracurricular activities. Students, whose previous school year's fees are not paid for in full, will not attend dances, field trips, etc. Students who fail to do so will be denied participation in all extracurricular activities.

I. Fire, Intruder, and Tornado Drills

Fire, Intruder, and Tornado safety is always important. To insure this safety, regular fire, intruder, and tornado drills will be conducted throughout the school year. An electronic signal will be broadcast over the public address system to begin a drill. Directions for drills are posted in each individual classroom. Misconduct during these activities is unacceptable and subject to disciplinary action. Any student found guilty of causing a false alarm will be suspended for a period of 10 days and may be recommended for expulsion. Criminal prosecution will also be pursued.

J. Fundraising Projects

The school principal must approve all fundraising activities. Plans for fund-raisers must be submitted to the main office by group advisors at the beginning of the year for approval.

K. Harassment/Intimidation/Extortion (Active or Passive)

Any student who believes that he/she has been subjected to harassment of any form, intimidation, extortion, discriminatory or demoralizing behavior by another student or school personnel is strongly encouraged to report the incident(s) to the principal, school counselor, teacher or other school employee immediately. Those who actively engage in such behaviors and/or those who support or encourage such behaviors on the part of others, even passively (knowing about it but failing to do or say anything to stop it such as notifying school personnel) are subject to serious

disciplinary action.

HARASSMENT (General)

1. Any behavior that is discriminatory, creates discomfort, repeatedly or persistently annoys another student and/or interferes with another student's performance.
2. Harassment may take many different forms, including but not limited to the following: gender, ethnic, religious, disability, weight, academic or athletic performance, clothing, social group, physical appearance or disability, etc.
3. Gossiping, spreading of rumors or stories, repeating such with little regard to the truth, other verbal, teasing, non-verbal and physical actions in themselves, regardless of intent, is part of such misconduct.
4. **Issues of this nature that occur outside of school that impact the school environment may be handled as school issues. This includes cyber bullying or harassment through the use of cell phone, computer or other electronic communication device. (Jessica Logan Act)**

SEXUAL HARASSMENT/MISCONDUCT

Northwestern Middle School is committed to eliminating and preventing sexual harassment/misconduct in our building.

DEFINITION OF SEXUAL HARASSMENT/MISCONDUCT

- 1) Unwanted sexual advances, including propositioning, repeatedly asking someone out for a date, after it is clear that the person is not interested.
- 2) Making or threatening reprisals after a negative response to sexual advances.
- 3) Non-verbal conduct: leering, making sexual gestures, displaying sexually suggestive objects, pictures, cartoons or posters.
- 4) Verbal conduct: making or using derogatory comments, epithets, slurs, jokes, or making sexually based remarks about another person's or one's own body.
- 5) Verbal abuse of sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitations.
- 6) Physical conduct; touching, assault, impeding or blocking movement.
- 7) This sexual harassment policy is intended to protect against sexual harassment before it becomes actionable sexual harassment. The term "sexual harassment" is intended to mean sexual harassment in the broadest meaning of that term in current as well as legal usage.

WHAT TO DO IF YOU ARE SEXUALLY HARASSED

When unwelcome activities previously described occur of a milder nature, the best thing to do is say that you are uncomfortable with the behavior and ask that it cease. If the behavior does not cease, students should notify a teacher, counselor, or principal.

INTIMIDATION

No student shall engage in any threatening behavior of a verbal and/or non-verbal nature that has the potential to influence or frighten another student.

EXTORTION

No student shall attempt to obtain money, property, special favors or articles by threat or force.

L. Hallways

Students are expected to use common courtesies at all times when traveling through the hallways. Students are not to: use vulgar or profane language; yell, scream, hit lockers, make excessive noise; congregate in halls, stand around and talk during change of classes and/or block movement of other students and staff in any way. **During change of classes, students should either be getting materials out of their lockers or moving to their assigned area, always staying to the right side of the hall until they get to their destination.** No student is to be in the hallways without their signed Hall Passport or go anywhere except to where the pass is specifically intended. Students found in violation of the above are subject to disciplinary procedures including loss of pass privileges.

M. Hazing Policy

It is the policy of the Northwestern Board of Education and school district that hazing activities of any type are inconsistent with the educational process and shall be prohibited at all times.

1. Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person.
2. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy.
3. No student, including leaders of student organizations, shall plan, encourage, or engage in any hazing.
4. No administrator, faculty member, or other employee of the school district shall encourage, permit, condone, or tolerate any hazing activities.

N. Hearing and Vision Screening

The school nurse will conduct the mandated hearing and vision screening of all students.

O. Injuries to Students / Insurance

The Board of Education is not liable for medical costs. Parents or guardians will be notified of serious injury. If they cannot be reached, the pupil's family physician and the local emergency ambulance will be notified.

An accident insurance program is made available to all pupils of the Northwestern schools. All athletes must enroll in the school insurance program to be eligible or verify that their parent/guardian has insurance coverage.

P. Interrogation of Students

1. A student in school may not be interrogated by police or by any person not affiliated with the school without the knowledge of school officials.
2. Any interrogation must be done in private with a school representative present.
3. A student may not be released to the custody of persons other than his/her parents or guardians unless placed under arrest by legal authority.
4. If a student is removed from the school by legal authority, school personnel will notify parents or guardians as soon as possible.

Q. Lockers and Locks

Each student is assigned a specific locker at the beginning of the school year. The school is not responsible nor is it obligated to investigate any damage and/or theft of personal items and/or school textbooks left anywhere but in locked lockers. Students should not share lock combinations/keys with other students. Students are not to tamper with the locks or lockers in any way.

R. Medications – Prescription and Over the Counter Drugs

Administration of Prescribed Drugs and Over-the-Counter Medicines

All medications, prescribed and non-prescribed, are to be delivered and kept in the main office. They will be administered with adult supervision. Any non-food substance that is over-the-counter and is promoted for having chemically altering effects on the body is considered under this policy including laxatives, sleep aids, weight aids, etc. Drugs/medicine may only be administered to students if they are received in their ORIGINAL CONTAINER and:

1. The main office receives a written request signed by a parent or guardian that a prescription or an over-the-counter drug can be administered
2. The main office receives a written request from a physician stating that a prescription drug can be administered. The note must include the following: name and address of the student; school and class of the student; the name, dosage, and time to be administered; dates the administration should begin and end; and the physician's phone number.

S. Personal Belongings

NMS discourages students from bringing any type of electronic devices not being used for educational purposes, other valuable equipment, or large sums of money to school and does not assume any responsibility for lost/stolen personal belongings. If it is necessary to bring such items to school, students should secure them in a locked locker for safekeeping. NMS is not responsible nor is it obligated to investigate any damage and/or theft of personal items and/or school textbooks left anywhere but in locked lockers. Students should not share lock combinations/keys with other students

T. Posting of Signs or Posters

In order to exhibit posters or signs in or about the school building, you must first receive the approval of the principal.

U. School Property- Building, Grounds, School and Personal

Students who disfigure or damage school or personal property or equipment will be required to pay for the damage or replace the item. Such students may also be subject to criminal prosecution.

V. Student Council

Any student seeking selection as a student council representative must not have any grades lower than a C- during the current school year. Their absences must be less than the days allowed by the 10/20 attendance rule. They must not have been suspended or expelled during the current year or previous school year. Should any of these criteria not be fulfilled while they are in office, they will be required to relinquish their office. The student council's purpose is to aid in internal administration of the school, to teach/demonstrate the values of working in a democracy, and to unify student activities at our school.

W. Student Records

The teachers, counselors and administrative staff keep many records. Students and parents have the right to review educational records generated by the school district, request amendment to these records, insert addenda to records, and obtain copies of such records – copying costs may be charged. There are two basic kinds of records: - directory information and confidential records.

- 1. Directory Information** can be given to any person or organization for non-profit making purposes when requested, unless the parents of the student restrict the information, in writing, to the principal. Directory information includes: name, address, telephone number, date & place of birth, photos of student, participation in activities/sports, awards received, major field of study, dates of attendance. Weight, height and other statistics related to a sport may be included for sports purposes.
- 2. Confidential Records** contain educational and behavioral information that has restricted access. This information will only be released with written consent of the parents, the adult student, or a surrogate. The only exception to this is to comply with state and federal laws that may require release without consent. Confidential records may include test scores, psychological reports, behavioral data, disciplinary actions, and communications with the family and outside service providers. Parents may also provide the school with copies of records made by non-school professional agencies or individuals. Non-custodial parents have a right to academic information regarding their child if this request is made in writing and proof of identity is established.

X. SEARCH, SEIZURE AND SURVEILLANCE

The Northwestern Board of Education retains ownership of all lockers. Students should not expect locker or locker content privacy. School personnel and/or school-authorized law enforcement or agency personnel may conduct locker searches including the content thereof at any time for any reason. Random search and seizure efforts using trained animal and/or detection devices may be utilized. Students are responsible for any and all contents found in their lockers and will be held responsible for any violations of school rules that occur in their assigned locker. No student is permitted to share a locker without the written permission of the administration, and sharing of a locker does not excuse either student from being responsible for the contents of the locker at all times.

In addition, NMS uses video surveillance equipment, both inside and outside the building, for security and administrative purposes. The equipment may or may not be monitored at any time. These records are viewable only by authorized personnel. Unauthorized people (parents, community members) will not be able to view the recordings unless the administration gives approval. Due to student privacy issues, parents will not be shown the recordings if there are other students on the recording. In the event of a criminal prosecution, tapes may become evidence at a criminal trial. Under such circumstances, the tape is under the control of the courts not the school. Vehicles and electronic devices on school property are also subject to search.

Y. STUDENT SPEECH

The first amendment to the Constitution guarantees the right of freedom of speech to all citizens, including students. However, the constitutional guarantee does not include license to interfere with the orderly conduct of classes, to coerce others to participate in a particular mode of expression, or to violate the rights of those who disagree with a given point of view. Student speech in any form may be subject to disciplinary action if such speech is slanderous (spoken maliciously or without regard to the truth of the assertion); clearly encourages or incites others to engage in activities that violate school rules, damages property, has the potential for causing physical or emotional harm to others; break the law, and materially and substantially interferes with the normal operation of the school. Official student publications are a part of the school curriculum and may be edited.

Z. TELEPHONE USAGE

Students are not permitted to use a classroom phone without permission. Permission may be granted, by office personnel, to use the office phones. This is intended to help with occasional issues that arise. Students who make frequent requests will find the privilege revoked. Office phones are for school business use. Students are also not permitted to use their cell phones in any part of the school building or on school property during the school day. Office phones may only be used for emergencies as determined by the Principal. Students should not expect to be able to use the phone at will regardless of the reason. Failure to plan ahead or to remember to bring needed assignments, clothing, etc. does not constitute a reason for students to call home.

Though every effort will be made to deliver messages left by parents for students, it is important to remember that circumstances and demands on school personnel varies day to day and moment to moment and must be prioritized. Except for emergency reasons, students will not be pulled from their daily schedule to speak to parents.

AA. VISITORS

All visitors must report to the main office upon entrance into the building. Non-students or students from other schools are not permitted in the building during school hours unless they are part of an approved activity. Parents and graduates are always welcome to make an appointment to see a member of the faculty or staff.


BB. WORK PERMITS

The State of Ohio requires all students who are under 18 and employed to hold a valid work permit. Work permit forms can be obtained in the main office. A parent or guardian must bring a copy of the student's birth certificate to the office and sign an Age & Schooling Certificate before the work permit can be issued.

CC. ZERO TOLERANCE - Board of Education Policy JFC

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

The student Code of Conduct is made available to students and parents and is posted in a central location within the building and posted on the school's web page.



Husky Pride

"Preparing our students today for tomorrow's opportunities."

<i>P</i>	<i>R</i>	<i>I</i>	<i>D</i>	<i>E</i>
<ul style="list-style-type: none">🐾 Strong work ethic🐾 Good attendance🐾 Prepared for class🐾 On time🐾 Best effort	<ul style="list-style-type: none">🐾 Treat others the way you want to be treated🐾 Positive actions🐾 Positive words	<ul style="list-style-type: none">🐾 Do the right thing🐾 Appropriate language & behaviors all the time🐾 Report issues	<ul style="list-style-type: none">🐾 Have a plan🐾 Be organized🐾 Learn from mistakes🐾 Utilize resources🐾 Don't give up	<ul style="list-style-type: none">🐾 Support others🐾 Be yourself🐾 Celebrate success🐾 Have a positive attitude