Norwayne Middle School

Student – Parent Handbook
2026-2027

350 South Main Street
Creston, Ohio 44217
(330) 435-1195
www.norwaynelocal.k12.oh.us

Dear Parents,

Welcome! We are excited to start another school year. The following pages of this student/parent handbook include information regarding school policies, rules, and regulations that concern your children. Please read the handbook carefully and familiarize yourself and your children with the content. I believe that students thrive when educators and parents work together. Familiarizing yourself and your children with the rules, policies, and expectations is a great way to start.

We look forward to working with your children and you during the course of the school year. If you have questions or concerns, please contact the office and know that my door is always open.

Please be sure to sign and return the forms in the back of the packet.

Sincerely,

Nic Fioritto
Principal
Norwayne Middle School

Table of Contents

DISTRICT PHILOSOPHY	**1**
DISTRICT OBJECTIVES	**1**
DISTRICT VISION & MISSON STATEMENT	**1**
NORWAYNE MIDDLE SCHOOL MISSION STATEMENT	**1**
DAILY SCHEDULE	**2**
ARRIVAL	**2**
DISMISSAL	**2**
ATTENDANCE	**2-4**
ACADEMIC INFORMATION	**4-5**
STUDENT CONDUCT	**5-8**
OTHER SPECIFIC CONDUCT ITEMS	**8-9**
DRESS CODE	**9-10**
DANGEROUS WEAPONS POLICY	**11**
SEXUAL HARRASSMENT POLICY	**11**
HAZING AND BULLYING POLICY	**12-15**
GENERAL INFORMATION	**15-16**
SCHOOL BUS DISCIPLINE NOTIFICATION FORM	**17**
ACKNOWLEDGEMENT SIGNATURE PAGE	**18**
DENIAL OF PERMISSION FOR DIRECTORY INFORMATION	**19**

NORWAYNE LOCAL DISTRICT PHILOSOPHY

We believe the foundation of our democratic government is based on education, religion, and the freedom of the individual to learn according to his various interests and abilities. We believe that the perpetuation and inculcation of these concepts is essential to democratic living.

The school should strive to provide an educative environment for which growth and creativity are sought and effectively planned.

We believe in equal opportunities for the student regardless of his race, color, or creed and that an understanding attitude is paramount in the development of these opportunities. We want to offer the pupil guidance in mental, moral, social, physical, and vocational realms of life, so that he may become an enlightened community citizen, that he understands the values of group cooperation and participation, that he be able to demonstrate wise skills which will offer him economic opportunities toward the fulfillment of a better way of life.

The school should encourage the interest of the home and the community in the progress of the student and in the welfare of the school system. It should welcome their inquiries, note their opinions, strive to correct inadequacies, and in turn seek a full measure of support from the community in all efforts to improve the schools.

To achieve these ends, a conscientious effort on the part of the faculty will be necessary. It shall be their goal to increase student motivation and desire to learn through a program of interesting classroom demonstrations student-centered projects, and enrichment activities. The really dedicated teacher will apply these ideas rigorously keeping in mind always the welfare of the student and the benefit he can derive from these activities.

NORWAYNE LOCAL DISTRICT OBJECTIVES

To implement its statement of philosophy, the school should endeavor:

1. To provide a scope of educational opportunities, both curricular and extra-curricular, for students of various interests, abilities and intellectual capacities.
2. To provide an atmosphere that develops respect for other people, differing philosophies, and life-styles, as well as to provide avenues for pursuing intellectual inquisitiveness, self-discipline, and self-expression.
3. To provide a program that stretches the student mentally, that imparts the need for functioning socially by humanistic moral values and that develops the basic skills to function in the vocational-economic realm.
4. To provide interaction between the school and community and to foster a continuing dialogue between the two.

NORWAYNE LOCAL DISTRICT VISION & MISSION STATEMENT

Vision: Norwayne students will become self-confident, responsible members of the community. Our instructional program will provide the opportunity for each student to reach his or her potential and become a life-long learner.

Mission: Norwayne Local Schools emphasizes life-long learning by committing to high performance standards and focusing on the unique qualities of each child.

NORWAYNE MIDDLE SCHOOL MISSION STATEMENT

To create an environment where experiences for students in transition from elementary school to high school are varied and appropriate, focusing on academic achievement as well as the social emotional and physical development of the middle school child.

DAILY SCHEDULE

BUILDING OPENS 7:10
LOCKER TIME 7:18-7:25
TARDY BELL RINGS 7:25
STUDENT DISMISSAL 2:45

ARRIVAL

*Students must remain on school grounds once they have arrived.
*Students being brought to school should be dropped off at the parent drop off loop located in front of Norwayne High School **NOT** in the bus drop off zone in front of the Norwayne Middle School.
*Students should not be dropped off earlier than 7:00am

DISMISSAL

*Students assigned to a bus must ride the bus unless an approved note is on file or a parent or guardian signs the student out in the office.
*Students riding home with parents should be picked up in the parent drop off loop in front of Norwayne High School.
*The building closes at 3:00 and no students should remain in the building unless involved in a supervised activity.
*Students may not remain in the building to wait for the start of an after school activity that starts later than 3:00.

ATTENDANCE

*Prompt and regular attendance is expected to fulfill educational requirements.

TARDINESS
*Students who arrive to school between 7:25 – 7:45 will be considered ***TARDY***.
*Students who are tardy need to report directly to the office upon entering the school.

*The following policies apply per ***SEMESTER***

1st Tardy- Verbal Warning, **2nd Tardy-** Verbal Warning, **3rd Tardy-**Written Warning, **4th Tardy**-Lunch Detention, **5th Tardy-** Lunch Detention, **6th Tardy-** After School Detention, **7th Tardy-**After School Detention, **8th Tardy-**After School Detention, **9th or More-** Friday/Saturday school or ½ Day ISS (*Parent Signature*)

LATE ARRIVAL
*Students arriving between 7:45 – 9:30 will be counted as absent ¼ day (1½ hrs); between 9:30 - 11:30 will be counted as absent for ½ a day (3 hrs); after 11:30 will be counted as absent for a full day (6 hrs).

EARLY DEPARTURE
*Students leaving before 11:30 will be counted as absent a full day (6 hrs); between 11:30 - 1:00 will be counted absent ½ day; between 1:00 - 2:45 will be counted ¼ day (1½ hrs).

*Students leaving for an appointment longer than three hours will no longer be counted absent if you provide documentation.

ATHLETICS AND AFTER SCHOOL ACTIVITES
*Students participating in school sports and activities at the 7th and 8th grade levels must be present at school for at least ½ the school day (arriving by 11:00 am) in order to participate. Also, students who are absent from school are not permitted to participate in that day's sporting event practice. If your child is absent from school, they may not attend any school sponsored functions that evening.

***Eighteen** (18) days of absence may result in **retention**.

ABSENCE

*If an absence from school is required you must do the following:

1. Call the school office at 330-435-1195 or email school secretary at nmsattendance@norwayne.net before 8:00 a.m.

(If no call is received the school office will call your parent's home or work to confirm the absence.)

2. **Students are expected to obtain assignments from their teachers.** You may arrange to get your child's assignments by calling the school before 8:30 a.m. if it will be ***MORE*** than one day's absence. Please do not call for assignments if your child will only be out of school for one day.

***Absences will be classified in the following categories:**

Excused-A legal absence from school with school and parental permission. Full credit will be given for make- up work completed and handed in one day after the student's return to school. Other arrangements may be made with individual teachers at their discretion.

Acceptable Excuses

1. Personal illness
2. Illness in family
3. Death of a relative
4. Work at home due to a family emergency
5. Observance of a religious holiday
6. An emergency or a set of circumstances judged by the principal to constitute a good and sufficient cause for absence from school
7. Quarantine of the family home
8. Family vacation – Vacations need to be approved prior to the vacation dates. **We discourage vacations taken during the school year, but understand that it is sometimes unavoidable.** Please keep in mind that teachers may not give their approval if a student is in poor academic standing or has a history of excessive absence. Vacations are limited to one per school year with a 5-day limit. A ***Two***-week notice must be given to the school for these vacations. We also ask that parents avoid planning vacations during ***Ohio Mandated Testing*** weeks.

Unexcused- An absence from school for a reason acceptable to the parent but unacceptable to the school. An unexcused absence can be marked as no credit for assignments given or completed for that day at the teachers' discretion.

Under Ohio law, **Excessive Absences** are defined as the following:

- 38 hrs. or more of excused or unexcused absences in one school month
- 65 hrs. or more of excused or unexcused absences in a school year

A letter will be sent to your parents, which will require a doctor's note for further absences. The truancy process may also begin. Any student absence from school without parents' permission, or absent from any area within the school without administrative permission, will be considered truant. Disciplinary action is taken for any truancy, be it a class period(s) or a full day.

Truancy- An absence from school without parental or legal guardian permission or without the schools' permission. Truancy may result in action from school.

Under Ohio law, a student is considered a **Habitual Truant** if he/she has any of the following:

- 30 hrs. or more consecutive unexcused absences
- 42 hrs. or more unexcused absences in a school month
- 72 hrs. or more unexcused absences in a school year

Habitual Truancy may result in the child being adjudicated as an unruly child by the Wayne County Juvenile Court.

Potential Court Sanctions for Parents: Fine up to $500, community service up to 70 hours, bond up to $500, attendance monitoring, and a warning continuing truancy adjudication may result in more substantial criminal charges against parent/guardian.

Children to work days can be recognized as a parental excused absence. It will not be sanctioned by the school. There will be no excused absences (parental or otherwise) for "Take Your Child to Work Day" during the weeks of any state mandated testing.

If you know in advance that you are going to be absent you will need to let the principal know five days prior to the scheduled absence or the absence may be considered unexcused.

***Remote Learning Attendance- In the event that we should have to conduct school remotely, students who do not submit academic assignments may be counted as absent from school.**

ACADEMIC INFORMATION

Grading Scale

100-99 A+ 92-91 B+ 83-82 C+ 73-72 D+ 64-0 F 98-95 A 90-86 B 81-76 C 71-67 D
94-93 A- 85-84 B- 75-74 C- 66-65 D

Grading- Along with the normal grading system of A, B, C, D, and F a "P" for passing may be given on the grade card. A "P" indicates that the student has passed the course by putting forth a conscientious effort, but the students work has been below acceptable course standards. An "I" for incomplete may also be given if the student has not yet completed the assigned course work. The "I" will be converted into a letter grade if the work is completed within five weeks of the end of the grading period.

Interim Reports- Interim reports will be issued at the midpoint of each nine weeks. The reports are normally sent home with the student. However, students who are performing below acceptable academic standards (D's or F's) the report will be mailed home. If you would like to pick up your students report please notify the office. Parents can access Progress Book at any time during the grading period.

Grade Cards- Grade cards will be issued each nine weeks. Grade cards will be viewable through Progress Book this year. Parents can access Progress Book at any time during the grading period to view their child's grades. The report card will be posted at the end of each nine weeks.

Honor Roll- Students who attain an all "A" average will be placed on the Scholar Roll. Students attaining all "A's & B's" will be placed on the Honor Roll. These lists of students may be posted on the school bulletin board, school website, or in a local newspaper/publication as they permit.

Promotion and Retention- The issues of promotion and retention involve teacher input, test scores, attendance parent input, and student records. The question of promotion and retention also needs to address the long-term benefits to the child. The requirement of passing three out of the four core subject areas (Math, Language Arts, Science, and Social Studies). If a student is being considered for retention, the student's parents will be notified by the end of the third quarter about the lack of academic progress and possibility of retention. In late May or mid-June, after considering all of the available input, the building principal will make final decisions concerning retention.

Textbooks- All textbooks are the property of the Norwayne Local Schools Board of Education. Students are responsible for the book issued to them and will be required to pay for a replacement book if the book is lost, destroyed, stolen or damaged. All books are to be covered.

Cheating- Cheating is defined as giving, copying, or receiving answers from another student or source on quizzes, tests, or assignments. Any student guilty of cheating shall receive a zero for the assignment/test and may receive a disciplinary action from the classroom teacher. Parents will be notified of this infraction. Additional disciplinary action my take place at the discretion of the building principal especially if the infraction is a second or more offense.

Athletic Eligibility- A student enrolling in the seventh grade for the first time will be eligible for the first grading period regardless of previous academic achievement. Thereafter, in order to be eligible, a student in grade 7 or 8 must be currently enrolled and must have been enrolled in school the immediately preceding grading period and must pass (either with a letter grade or an 'S' or 'P') a minimum of **five** of all subjects taken in the preceding.

Athletic Eligibility cont.- grading period. A student enrolled in the first grading period after advancement from the eighth grade to the ninth grade must have also passed a minimum of **five** of all subjects taken in the preceding grading period. Summer school and other educational options may not be used to substitute for failure to meet the academic standards during the last grading period of the school year. These guidelines are in accordance with OHSAA rules. Parents will be notified if a student becomes ineligible. The coaches and athletic director will assist the student in developing appropriate strategies to improve their grades.

STUDENT CONDUCT

PHILOSOPHY OF DISCIPLINE

We are very proud of Norwayne Local School students. The vast majority of them exhibit self-direction and respect for others and property in our schools. By the middle school years, most students through their parents, teachers and school programs have begun to develop a sense of self-worth, self-confidence and the basic skills, which are fundamental for active participation in American society. We believe that our schools need to provide an environment that is orderly, supportive and safe.

The Norwayne Board of Education requires that all students shall:

1. Be diligent in attempting to master such studies that are a part of the program in which the student is enrolled
2. Exercise self-discipline
3. Accept such discipline as would be exercised by a kind, firm, and judicious parent
4. Attend classes punctually and regularly
5. Be courteous to fellow pupils and obedient and courteous to teachers
6. Be clean in person and habits
7. Take such tests and examinations as are required
8. Show respect for yourself, one another and school property

Students are responsible to the principal or teacher in charge for their conduct on school premises or while traveling in a school bus or on school-related activities. The Board recognizes there are socially acceptable standards of behavior and accepts its responsibility to promote and maintain these standards in each school. The Board expects that students will take full advantage of the learning opportunities in the schools and that, by their behavior, will permit others to do the same. By law, history, and natural function, it is parents who have the duty to ensure that their children receive an education. Schools are places where people go to pursue their formal education. The Board believes that schools, for the sake of students, should promote safety, cleanliness, respect, and order. The Board believes that students, parents and teachers share the responsibility for creating a positive school climate and an environment conducive to learning. The Code reflects a positive school climate, the needs of the community, and the rights and responsibilities of people. The Code emphasizes the self-worth and self-discipline of students, clearly outlines the expectations for people in the school, clearly outlines realistic and effective consequences for failure to meet the standards of the Code, and stresses prevention, understanding, and correction -- with specific emphasis on positive reinforcement, limit setting, and logical consequences.

After-School Detention Program

When a student is issued a detention, the following process will be followed:

a. The student will be given a form to take home or a phone call home will be made to schedule detention.
b. The form needs to be signed by the parent/guardian and returned the next day to the teacher or principal who assigned the detention
c. The detention will be served on the date listed on the form (normally two days after it was issued) on a **Monday, Tuesday, Wednesday or Thursday afternoon from 2:45-3:30 p.m.** at Norwayne Middle School.

Parents/Guardians are required to make alternative transportation arrangements when their son/daughter is placed in the after school detention.
Reasons for this detention procedure:

1. A 15-minute lunchtime detention does not allow an adequate amount of time for assisting students with work not turned in and needing fully completed. Lunch detentions are issued for more minor 1st time offenses such as: partial completion of an assignment, running in the halls, gum chewing etc.

2. After school detentions should eliminate some of the more egregious or repeated misbehaviors. Once the students realize that the misbehaviors will be punished with an after-school detention, it should deter them from misbehaving. (Some of the behaviors that are defined as challenging and disruptive are as follows: disrespect to other students and staff, inappropriate language, repeated lateness, lack of preparation and readiness for class, and repeated failure to turn in assignments. *Teachers will determine the specified amount of missing assignments for their class that will result in a detention.)

3. To improve classroom assignment completion by giving students extra time and assistance in completing the assignments after school. (Students will be expected to bring a book to read or homework to after-school detention)

4. To make parents more aware when their child has misbehaved or failed to complete required assignments.

Any student failing to complete his/her detention will have school student privileges (dances, sports, school outings, field trips, etc.) revoked until the detention is completed to administration satisfaction. If the principal deems necessary, a Friday/Saturday School detention or In-School Suspension may be issued.

Please note: athletes will be scholars first and will serve the after-school detention in place of athletic practices or games.

Eighth-grade students are ineligible for the D.C. Trip if they earn 9 or more detentions.

Terminology of Consequences

The following range of consequences is designed to protect the rights of students. It is essential that all understand the consequences of unacceptable behavior:

1. INFORMAL CONFERENCE - A teacher, administrator, counselor, or staff person talks with the student to reach an agreement regarding the student's behavior. The parent may be contacted in some circumstances.

2. FORMAL CONFERENCE - A conference is held with the student, the teacher or an administrator or Guidance counselor to develop a plan for changing the student's behavior. The parent may be contacted in some circumstances.

3. PARENTAL INVOLVEMENT - The parent is contacted to discuss the specific behavior of the student and steps which must be, undertaken to change the behavior. The nature of contact could vary from a telephone conversation to a formal conference at the school with parent, student and school personnel.

4. DETENTION OF STUDENT - The student is detained at the school for specific unacceptable behavior. This could include a lunch or after school detention.

5. SATURDAY DETENTION - It is to be served at Norwayne Middle School. Sessions are held from 8:00 a.m. to 11:00 am on assigned Saturdays of the month. Students assigned to the Saturday Detention must bring books, paper, and pencil to work on various subjects and will not be allowed to enter late or without materials.

6. FRIDAY SCHOOL-It is to be served at Norwayne Middle School. Sessions are held from 2:45 p.m. to 5:00 p.m. on assigned Fridays of the month. Students assigned to the Friday School must bring books, paper, pencil to work on various subjects and will not be allowed to enter late or without materials.

7. GUIDANCE INVOLVEMENT– Where there is guidance staff in a school, a conference or series of conferences may be held with the guidance counselor with the specific goal of developing a plan for changing attitudes and improving student behavior. The parent may be contacted if circumstances dictate.

8. WITHDRAWAL FROM CLASSROOM SETTING – (EMERGENCY REMOVAL) Where specific unacceptable behavior is deemed to have negative impact upon the classroom learning environment, the student may be withdrawn to a supervised alternate location to complete his/her assignment. Such withdrawal would normally be temporary; but when a prolonged withdrawal is recommended, the parent would be contacted.

9. REMOVAL OF PRIVILEGES – Privileges in the nature of access to playground, cafeteria, resource center and co-curricular activities are removed under certain circumstances. The school administrator will notify the parent when such removal of privileges is prolonged.

10. SUSPENSION – Suspension from school is a serious consequence, which is imposed subject to board policy. In such cases the necessary documentation is forwarded to specify administrative personnel required by the policy. Due process is significant element of the formal suspension alternative. In all cases of suspension, the parent is notified. Suspension may be "Out-of-School" or "In-School" depending on the severity of the offense.

11. OUTSIDE AGENCY INVOLVEMENT – In some circumstances, student misbehaviors have implications, which extend beyond the jurisdiction of the school. In such cases personnel from outside agencies (i.e. police) are involved. School personnel will inform parents of such referrals.

12. EXPULSION – Expulsion is a serious consequence resulting when it is determined that a student's continued presence in the schools of Norwayne Local is injurious to other pupils, teachers, or staff. Expulsion requires an official action by the superintendent and is completed in accordance with the principles of due process. An expulsion means that the student may not attend school for an extended period of time in accordance with Ohio law.

CODE OF STUDENT CONDUCT

Behavior that tends to disrupt or is a violation of any rule may result in disciplinary action, including punishment, detention, suspension, and/or expulsion.

1. DAMAGE OF PROPERTY – A student shall not cause or attempt damage or destruction to school property. Nor shall a student cause or attempt destruction to private property on school premises or during a school activity or event off school grounds.

2. DISRUPTION OF SCHOOL – A student shall not by use of force, violence, threat or coercion cause material disruption or obstruction of the educational process. A student shall not disturb, interrupt or detract from the educational process in a classroom or study hall by excessive talking, rudeness, insubordination or failure to follow the teacher's directions. Nor shall a student cause the disruption of school or endanger the health, safety or welfare of the school's pupils and/or staff by setting off firecrackers, causing a false fire alarm, or starting a fire.

3. ASSAULT AND ABUSE - A student shall not verbally nor physically assault or abuse, or behave in such a way that could cause physical injury to a teacher, substitute teacher, student teacher, principal or any other authorized personnel during any period of time where a student is properly under the authority of school personnel. Nor shall a student verbally or physically assault or abuse or behave in such a way as could cause physical injury to another student during the school day or while under the school's authority during a school activity, function, or event off school grounds.

4. DANGEROUS INSTRUMENTS AND WEAPONS – A student shall not possess, handle, transmit, or conceal any object which may be considered a dangerous weapon or instrument, or which may cause physical injury during any period of time when a student is properly under the authority of school personnel.

5. INSUBORDINATION – A student shall be considered insubordinate by failing to comply with the reasonable requests, directions or authority of teachers, student teachers, substitute teachers, principals or other unauthorized personnel during any period of time when a student is properly under the authority of school personnel.

6. PROFANITY AND VULGARITY – A student shall not use profanity, vulgarity, or foul language while under the authority of school personnel.

7. ALCOHOLIC BEVERAGES, ILLICIT DRUGS, NARCOTICS AND TOBACCO – A student shall not possess, use, transmit, conceal or be under the influence of alcoholic beverages, illicit drugs, narcotics, tobacco, over the counter medications, or prescription drugs, (unless under doctor's care) while on school premises or during any period of time when a student is properly under the authority of school personnel such as during a school activity, function or event off school grounds.

   Students shall not smoke or possess tobacco in any form while on the school premises or in the school building or during a school activity, function or event off school grounds, or during any period of time when a student is properly under the authority of school personnel.

8. THEFT AND LAW VIOLATIONS – A student shall not attempt, cause or be involved in the theft of school or private property on school premises, during a school activity, function, or event off school grounds. Nor shall a student violate any city, state or federal statute during any period of time when a student is properly under the authority of school personnel.

9. IMMORALITY, INDECENCY AND UNDESIRABLE CONDUCT - A student shall not engage in or be a part of any activity that is immoral, indecent or undesirable nor shall they possess material that is indecent, immoral, or undesirable. Nor shall a student's behavior or style of dress be immoral, indecent, undesirable, or of such a nature to cause disruption of the educational process or be detrimental to the health, safety or welfare of the school and its pupils and staff.

10. TRUANCY AND UNEXCUSED ABSENCE – A student shall not be truant or repeatedly absent from school, classes, study halls, or assigned detentions without an authorized legitimate and acceptable excuse or reason.

11. REPEATED VIOLATIONS – A student shall not repeatedly fail to comply with directions of teachers, student teachers, substitute teachers, principals or other authorized school personnel during any period of time when a student is properly under the authority of school personnel.

    *A student who violates these rules will be given an opportunity to appear at an informal hearing to explain his actions before the intended suspension or expulsion. A student who is suspended has the right of appeal of the decision to the superintendent or his designee and the right to be represented in the appeal by a representative, and to request that the appeal hearing is held in executive session.

Within 24 hours of the suspension, the student's parents, guardian, or custodian will be notified in writing. (Approved 2/18/92)

Other Specific Items

Chemical abuse- Any student who intentionally possesses, uses, distributes, or attempts to distribute drugs or chemical substances shall result in suspension and result in a recommendation for expulsion. (white out is included)

Detentions- Detentions will be served during the students' lunch time or after school. Students are expected to bring schoolwork to detention. After school detentions require that the teacher assigning the detention give 24-hour notification.

*Students who receive three or more detentions, two Friday Schools, Saturday schools, In-school suspension, or Out of school suspension within a nine week grading period **may** be ineligible to participate in extra school activities for that grading period. This includes but is not limited to assemblies, dances, pep rallies, field trips, or other reward activities.

Electronic devices – The middle school will allow students to bring their own technology devices (such as laptops, eReaders, iPads, etc.) to use at specified times during the school day. Cell phones and "smart" phones are a separate category addressed in the student handbook (see below). I watch with internet capacity are not permitted in the classroom and need to remain in the lockers.

Use of devices to enhance learning in the classroom will be pursued when deemed appropriate at individual teacher's discretion. Students should be aware that these devices should be used for educational purposes only. Students should not possess these devices at any other time. Teachers may take the devices away and return it at the end of the school day or may ask them to place it the students' locker. Repeat offenders may be issued disciplinary action. Each teacher will have the discretion to forbid or limit the use of students' personal electronic devices in their classroom.

Bringing these devices to school is at the discretion of the student and the school will not be liable for the loss or theft of these electronic devices.

Electronic cigarettes- E-Cigarettes and devices like them are strictly forbidden on school property and are subject to disciplinary action.

Cell Phones – Cell phones are not permitted for student use during the school day (7:25-2:45), which includes the following making phone calls, taking pictures, calling parents when sick prior to coming to the office, or videoing an event. Cell phones may be brought to school, but must remain locked in the students' lockers during the school day. Students are not permitted to carry their cell phones on their person or in book bags, purses, etc. Cell phones will be taken from students if used during the school day and a parent will be contacted and asked to pick up the cell phone from the school. Cell phones will not be returned directly to the student.

Gum- Due to lack of respect for school property, gum chewing will NOT be permitted on school grounds. It will be left to the discretion of the teacher for consequences. The consequences will increase if violations of this rule continue.

Drinks-Energy drinks and other highly caffeinated beverages are not permitted during school hours. Any such beverages brought to school may be confiscated by school personnel. The consequences will increase if violations of this rule continue.

Hazing- Hazing, the harassment and or threatening of another student is a violation of state law. Any student involved in hazing another student in school or extracurricular activities will be subject to disciplinary action and may be prosecuted.

Laser pointers- Laser pointers are not to be brought to school under any circumstance. Laser pointers will be confiscated upon discovery and the student in possession and the student who brought the laser pointer to school will be subject to disciplinary action.

Lighters and matches- Any student who possesses or distributes matches or lighters on school property will be subject to suspension.

Excessive Horseplay – Any excessive horseplay which results in the injury of another student will be given an out of-school suspension.

STUDENT DRESS CODE

Students should be clean and neat in appearance and wear appropriate clothing at all school- related functions.

Shoes
Shoes must be worn at all times. Shoes intended as sleepwear/slippers are not permitted. Cleats of any kind are not permitted to be worn in the building. Shoes with skates or rollers are not permitted.

Shorts
Shorts must be hemmed with no holes or frays, fingertip length and loose fitting. Shorts must be secured at the waist level so that no undergarments can be seen.

Skirts
Skirts should be longer than fingertip length. They should be hemmed with no holes or frays and must be worn at waist level so that no undergarments can be seen.

Pants
Pants must be hemmed and should not have holes or slits above the knee. Pants must be worn on or above the waist with no undergarments showing. Excessively baggy, drooping or sagging pants are not permitted. Pants must not be touching/dragging the floor. Tear away style pants that Velcro, snap, or zip up the side of the legs are not permitted. No flannel pajama/sleepwear type pants will be permitted. Yoga pants, stretch pants, leggings, jeggings or tights are not permitted to be worn without an outer garment covering from the waist to the mid-thigh.

Shirts
Shirt length must extend below the belt line of pants and must be no longer than fingertip length unless the shirt is tucked in.

Boys may not wear tank tops and must wear shirts that have sleeves.

Girls wearing sleeveless shirts must cover the entire top of the shoulder and not allow undergarments to be showing. Shirts worn over a sleeveless shirt must be buttoned. Tank tops, Bare midriffs and Spaghetti strapped shirts are not permitted. Shirts made of mesh, sheer material, or are low cut and too revealing are not to be worn without an appropriate shirt worn under the garment.

Dresses
Dresses must follow guidelines for skirts and shirts

Coats
Coats and nylon pullovers are not to be worn in the building during the school day. Hooded sweatshirts with pockets may be worn. However, students found to have illegal, unsafe, or unnecessary items will not be allowed to wear them during school hours.

Other

No hats, bandanas or sunglasses of any kind may be worn in the building.

Choke chains, belt chains, chains on wallets or keys, spiked, sharp or excessively large jewelry/accessories that could be used to inflict harm may not be worn.

Tattoos, designs, clothing or other apparel/accessories that advertise or can imply illegal and or inappropriate activities, use of drugs, tobacco, alcohol, promiscuity/sex, obscene, or references to cults/gangs is not permitted.

Special programs may establish dress and grooming requirements that may be stricter than the school dress code. Such requirements are in the interest of a uniform appearance before the public. Failure to comply with such requirements may result in non-participation of the special program.

Norwayne Middle School expects students to voluntarily comply with the dress code. Failure to comply with the dress code is considered insubordination and will be treated as such. The school and administration reserve the right to make final decisions regarding dress code.

**Dress Code Violations will result in the following discipline*

1st offense-The student will be required to change into appropriate clothes either brought from home or provided by the office. Students will not be allowed to return to class until appropriate clothing is being worn.
2nd offense-The student will be issued a detention and will be required to change into clothing provided by the office.
3rd offense-The student will be placed in in-school suspension for the day and will be required to change into clothing provided by the office.

Repeated Violations of the Dress Code may result in further disciplinary actions as deemed appropriate by the principal.

Students are reminded to dress appropriately for the weather and the classroom.

Dangerous Weapons Policy

For purposes of this policy, a firearm is defined as any instrument capable of expelling or propelling one or more projectiles by the action of an explosive or combustible propellant, compressed air, or spring. A firearm also includes any unloaded or inoperative firearm, or any simulated or "look alike" firearms. A knife is defined as any device consisting of a sharp blade whether or not fastened to a handle, designed or intended for use as a cutting instrument, regardless of the length of the blade. A dangerous weapon is any device that is or may be used to cause harm to another person, including but not limited to a club, razor, metal knuckles, noxious irritants, chemicals, or explosive device.

*No student shall, on school property, in any school vehicle, or at any school sponsored event regardless of location, bring, transport, possess, handle, carry, use, conceal or attempt any of the aforementioned with any firearm, knife, or dangerous weapon. Students violating this policy shall be subject to discipline, including suspension or expulsion from school.

Any such expulsion shall extend, as necessary, into the school year following the school year in which the expulsion takes place. The superintendent may reduce this requirement on a case-by-case basis in accordance with state law.

Sexual Harassment Policy

The Norwayne Local School district is committed to eliminating and preventing sexual harassment from all schools and facilities. Sexual harassment is improper, immoral, illegal, and will not be tolerated within the district. This policy is implemented to inform both students and personnel as to what sexual harassment is and what procedures are to be followed in dealing with sexual harassment within the district.

Definition of Sexual Harassment-Ohio and Federal laws define sexual harassment as unwanted sexual advances, or unwanted visual, verbal, or physical conduct of a sexual nature. Such offensive behavior includes, but is not limited to the following:

1. Unwanted sexual advances, including propositioning, repeatedly asking someone out for a date after it is clear that the person is not interested.
2. Explicitly or implicitly offering employment benefits in exchange for sexual favors.
3. Making or threatening reprisals after a negative response to sexual advances.
4. Non-verbal conduct; leering, making sexual gestures, displaying sexually suggestive objects, pictures, cartoons, or posters.
5. Verbal conduct; making or using derogatory comments, epithets, slurs, or jokes, making sexually based remarks about another person's or one's own body.
6. Verbal abuse of a 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.
7. Physical conduct, touching, assault, impeding or blocking movement.

The 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 popular as well as legal usage.

HAZING AND BULLYING

The prohibition against hazing, harassment, intimidation or bullying is publicized in student handbooks and in the publications that set the standard of conduct for schools and students in the District. In addition, information regarding the policy is incorporated into employee handbooks and training materials.

School Personnel Responsibilities and Intervention Strategies

Harassing, hazing, intimidating and/or bullying behavior by any student/school personnel in the District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. Harassment, hazing, intimidation and/or bullying means any intentional written, verbal, graphic or physical acts, including electronically transmitted acts, either overt or covert, by a student or group of students toward other students'/school personnel with the intent to haze, harass, intimidate, injure, threaten, ridicule or humiliate.

Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity; in any District publication; through the use of any District-owned or operated communication tools, including but not limited to District e-mail accounts and/or computers; on school-provided transportation or at any official school bus stop.

Hazing, harassment, intimidation or bullying can include many different behaviors. Examples of conduct that could constitute prohibited behaviors include, but are not limited to:

1. Physical violence and/or attacks;

2. Threats, taunts and intimidation through words and/or gestures;

3. Extortion, damage or stealing of money and/or possessions;

4. Exclusion from the peer group or spreading rumors;

5. Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other web-based/online sites (also known as "cyber bullying"), such as the following:

    A. Posting slurs on web sites, social networking sites, blogs or personal online journals;

    B. Sending abusive or threatening e-mails, web site postings or comments and instant messages;

    C. Using camera phones to take embarrassing photographs or videos of students and/or distributing or posting the photos or videos online and;

    D. Using web sites, social networking sites, blogs or personal online journals, e-mails or instant messages to circulate gossip and rumors to other students.

6. Excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers.

In evaluating whether conduct constitutes hazing or bullying, special attention is paid to the words chosen or the actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim and the motivation, either admitted or appropriately inferred.

Teachers and Other School Staff

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

Teachers and other school staff who receive student or parent reports of suspected hazing, harassment, intimidation and/or bullying promptly notify the building principal/designee of such report(s). If the report is a formal, written complaint, the complaint is forwarded to the building principal/designee no later than the next school day. If the report is an informal complaint by the student that is received by a teacher or other professional employee, he/she prepares a written report of the informal complaint which is forwarded to the building principal/designee no later than the next school day.

Complaints

1. Formal Complaints

   Students and/or their parents or guardians may file reports regarding suspected hazing, harassment, intimidation or bullying. The reports should be written. Such written reports must be reasonably specific including person(s) involved; number of times and places of the alleged conduct; the target of suspected harassment, intimidation and/or bullying and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator. They are promptly forwarded to the building principal/designee for review and action.

2. Informal Complaints

   Students, parents or guardians and school personnel may make informal complaints of conduct that they consider to be harassment, intimidation and/or bullying by verbal report to a teacher, school administrator or other school personnel. Such informal complaints must be reasonably specific as to the actions giving rise to the suspicion of hazing, harassment, intimidation and/or bullying, including person(s) involved, number of times and places of the alleged conduct, the target of the prohibited behavior(s) and the names of any potential student or staff witness. The school staff member or administrator who receives the informal complaint promptly documents the complaint in writing, including the above information. This written report by the school staff member and/or administrator is promptly forwarded to the building principal/designee for review and action.

3. Anonymous Complaints

   Students who make informal complaints as set forth above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. The anonymous complaint is reviewed and reasonable action is taken to address the situation, to the extent such action (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of harassment, hazing, intimidation and/or bullying.

School Personnel Responsibilities and Intervention Strategies

1. Teachers and Other School Staff

Teachers and other school staff, who witness acts of harassment, hazing, intimidation and/or bullying, as defined above, promptly notify the building principal/designee of the event observed and file a written, incident report concerning the events witnessed. Teachers and other school staff who receive student or parent reports of suspected harassment, hazing, intimidation and/or bullying promptly notify the building principal/designee of such report(s). If the report is a formal, written complaint, the complaint is forwarded to the building principal/designee no later than the next school day. If the report is an informal complaint by a student that is received by a teacher or other professional employee, he/she prepares a written report of the informal complaint which is promptly forwarded to the building principal/designee no later than the next school day.

In addition to addressing both informal and formal complaints, school personnel are encouraged to address the issue of harassment, hazing intimidation and/or bullying in other interactions with students.

School personnel may find opportunities to educate students about harassment, hazing, intimidation and bullying and help eliminate such prohibited behaviors through class discussions, counseling and reinforcement of socially appropriate behavior. School personnel should intervene promptly whenever they observe student conduct that has the purpose or effect of ridiculing, humiliating or intimidating another student/school personnel, even if such conduct does not meet the formal definition of harassment, hazing.

2. Administrator Responsibilities

A. Investigation

The principal/designee is notified of any formal or informal complaint of suspected harassment, hazing, intimidation or bullying. Under the direction of the building principal/designee, all such complaints are investigated promptly. A written report of the investigation is prepared when the investigation is complete. The report includes findings of fact, a determination of whether acts of harassment, hazing, intimidation and/or bullying were verified, and, when prohibited acts are verified, a recommendation for intervention, including disciplinary action is included in the report. Where appropriate, written witness statements are attached to the report.

Notwithstanding the foregoing, when a student making an informal complaint has requested anonymity, the investigation of such complaint is limited as is appropriate in view of the anonymity of the complaint. Such limitation of the investigation may include restricting action to a simple review of the complaint (with or without discussing it with the alleged perpetrator), subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

B. Non-disciplinary Interventions

When verified acts of harassment, hazing, intimidation and/or bullying are identified early and/or when such verified acts do not reasonably require a disciplinary response, students may be counseled as to the definition of the behavior, its prohibition and their duty to avoid any conduct that could be considered harassing, hazing, intimidating and/or bullying.

If a complaint arises out of conflict between students or groups of students, peer mediation may be considered. Special care, however, is warranted in referring some cases to peer mediation. A power imbalance may make the process intimidating for the victim and therefore inappropriate. The victim's communication and assertiveness skills may be low and could be further eroded by fear resulting from past intimidation and fear of future intimidation. In such cases, the victim should be given additional support. Alternatively, peer mediation may be deemed inappropriate to address the concern.

C. Disciplinary Interventions

When acts of harassment, intimidation and bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences. Anonymous complaints that are not otherwise verified, however, cannot provide the basis for disciplinary action.

In and Out-of-School suspension may be imposed only after informing the accused perpetrator of the reasons for the proposed suspension and giving him/her an opportunity to explain the situation.

Expulsion may be imposed only after a hearing before the Board of Education, a committee of the Board or an impartial hearing officer designated by the Board of Education in accordance with Board policy. This consequence is reserved for serious incidents of harassment, intimidation or bullying and/or when past interventions have not been successful in eliminating prohibited behaviors.

Allegations of criminal misconduct are reported to law enforcement, and suspected child abuse is reported to Child Protective Services, per required timelines.

Report to the Parent or Guardian of the Perpetrator

If after investigation, acts of harassment, intimidation and bullying by a specific student are verified, the building principal/designee notifies the parent or guardian of the perpetrator, in writing, of that finding. If disciplinary consequences are imposed against such student, a description of such discipline is included in such notification.

Reports to the Victim and His/Her Parent or Guardian

If after investigation, acts of bullying or hazing against a specific student are verified, the building principal/designee notifies the parent/guardian of the victim of the finding. In providing such notification, care must be taken to respect the statutory privacy rights of the perpetrator. Bullying matters, including the identity of both the charging party and the accused, are kept confidential to the extent possible. Although discipline may be imposed against the accused upon a finding of guilt, retaliation is prohibited.

Police and Child Protective Services

In addition to, or instead of, filing a complaint through this policy, a complainant may choose to exercise other options including, but not limited to, filing a complaint with outside agencies or filing a private lawsuit. Nothing prohibits a complainant from seeking redress under any other provision of the Ohio Revised Code or common law that may apply.

The District must also investigate incidents of harassment, hazing, intimidation and/or bullying for the purpose of determining whether there has been a violation of District policy or regulations, even if law enforcement and/or the public children's services are also investigating. All District personnel must cooperate with investigations by outside agencies.

GENERAL INFORMATION

Accidents- All injuries or accidents should be reported to school personnel immediately.

Bicycles- Students riding bicycles to school are to use the sidewalks rather than ride on route 3. Bikes are to be put in the bike rack upon entry. School is not responsible for the bike.

Bus Transportation- Bus transportation is a privilege. Students are expected to follow the directions of the bus driver as they would follow the directions of the classroom teacher. If problems arise a progressive discipline procedure will be utilized.

Cafeteria- Breakfast and lunch are served daily. Each student has an individual electronic account and parents may send in checks made payable to Norwayne Middle School to add money to their child's account. You may also add money to the account by visiting our school website and clicking on 'PayForIt.net'. In the event that a students' account does not have enough money students will be permitted to charge up to $20.00. Prices for grades 6-8 will be $2.60 for breakfast and $3.85 for lunch. Student lunches consist of a milk, sandwich/main dish, and fruit/vegetable.

Dances- Dances will be planned periodically throughout the school year. Dances may be attended by the 7th and 8th grade students. Tickets will be purchased in advance. Students should not arrive for the dance earlier than fifteen minutes before the published start time. The code of student conduct including the dress code is in effect at all school functions. Students will not be permitted to attend the school dances if they have received three or more detentions an in-school or out-of-school suspension for that grading period.

Fees- Every year, fees are approved by the Norwayne Local Schools Board of Education for the purchase of workbooks, classroom newspapers, and other supplies. The fees for the school year are $90.00 per student ($50 School Supply Fee, Stem $10 + $30 for Technology Fee). 6th grade Outdoor Education is $100.00. In the event that a family may be faced with a financial hardship preventing the ability to meet these fee responsibilities please contact the building principal. There are fees for 8th graders that are taking a high school class which includes Ag $20.00 and Robotics $40.00. They can be paid in the middle school office.

Fire Drills and Tornado Drills- State law requires periodic safety drills. Instructions are posted in each classroom. Rules to be followed are:

1. Proceed quietly and quickly to specified exits.
2. Do not block driveways.
3. Remain quiet until the completion of the drill.

School Counselor- Students are encouraged to meet with the school counselor if they have problems or concerns of a personal or academic nature. Subjects discussed with the guidance counselor are always considered confidential.

Hall Passes- Students should be in the halls only at the beginning and closing of school and while moving from class to class. Students in the hallways must have a pass from the teacher who is supervising them at that time. Student agendas include a page to record student passes.

Illness During School Day- Students who become ill during the school day should notify a teacher. A pass may be given to the student to go to the office. After consultation with the office staff, parents may be contacted to arrange for the student to return home.

Lockers- Every student is assigned a locker to store books, coats and other items. Student belongings should be stored in their locker only. Sharing of lockers is not permitted. Students who break this rule need to know that consequences will affect both parties. Students will be issued a lock upon their request. If locks are used, they need to remain on the lockers at all times. A fee of $10.00 will be charged for a replacement lock.

LOCKER SEARCH NOTICE: (ORC Section 3313.20 c) All lockers are property of the Norwayne Local Schools Board of Education and are subject to search at any time.

Medication- The policy and the appropriate forms for dispensing medications are sent home with each student at the beginning of the school year.

THE OFFICE WILL NOT ADMINISTER ANY MEDICATION (INCLUDING ASPIRIN) WITHOUT WRITTEN PERMISSION FROM THE PARENT AND PHYSICIAN – (if prescription). The student must bring their medications to the office with the signed medical permission slip.

The office will not provide items such as aspirin, eye drops, creams or lotions for itches and/or bites. All medicine should be in the original container and must be delivered to the school by the parents. ***STUDENTS ARE NOT TO BRING MEDICATION TO SCHOOL.***

School closing or delays- Should inclement weather such as heavy snow, ice, fog, or some other emergency require cancellation or delay of school, this information will be broadcast over local television and radio stations. A text messaging & email alert is available through the superintendent's office through the Norwayne Local Alert System. Sign-up link is located on the school's website.

Telephone- the school telephones are only to be used with the permission of a teacher or office personnel during school hours. Students may be permitted to use the office telephone to contact parents with regard to illness, cancellation of events, or emergency situations. The school phones will not be used by students to make arrangements for attending after school events with friends or going home to friends' houses.

8th Grade Promotion– In order to participate in the promotion ceremony a student must be promoted to the 9th grade. Any student assigned or placed to the 9th grade will not be eligible to participate in the promotion ceremony. Any students who is either in or out of school suspended for the day of promotion will not be allowed to participate. Students must also wear the stated appropriate dress attire.

File: EEACC-E (Also JFCC-E)

NORWAYNE LOCAL SCHOOL DISTRICT
School Bus Discipline Notification

STUDENT'S NAME _____

DATE _____ AM_____PM_____ GRADE_____

SCHOOL ATTENDING_____

BUS DRIVER_____ BUS NUMBER _____

Your son/daughter has violated the school bus conduct rules as checked below:

_____ Tobacco/Drugs* _____ Profanity/Vulgarity _____ Opening Emergency Door *(Immediate Suspension)

_____ Assault/Fighting/Abuse* _____ Insubordination/Disrespect _____ Undesirable Conduct to Driver & Others

_____ Body parts out window _____ Dangerous instrument/objects* _____ Eat/Drinking on bus not approved by driver

_____ Disruptive behavior _____ Damaging school bus* _____ Improper cell phone use

_____ Throwing items In/Out _____ Remain seated/Assign seats _____ Bullying/Intimidation

_____ Not following hand signals or Place of safety _____ Talking/Making noise at RR tracks

_____ Others

Offenses may result in immediate suspension. Administration may issue suspension, detention or in school suspension depending on offense. A removal from school transportation must be given notice as soon as practical.

_____1st Offense

_____2nd Offense

_____3rd + Offense

Transportation Administrator will contact the building administration for all referrals or request of discipline.

Bus Driver Signature_____ Transportation Signature _____

Administrator_____

Comments_____

_____

_____

* Immediate referral to Building Administrator

cc: Administrator
Transportation Office
Bus Driver
Parent

Adopted: October 1985, Revised: May 19, 1987; July 28, 1997; June 28, 2010, 2018, July 22, 2019

Norwayne Middle School

Acknowledgement of Handbook Receipt

Please sign below, remove and return form to the school office.

I acknowledge that I have received the Norwayne Middle School student/parent handbook and realize that it contains information that my child and I may need during the school year. I have carefully read over and reviewed the content as well as the policies contained within student handbook.

I understand my responsibility to follow the handbook rules and policies and that all students are subject to the disciplinary consequences outlined in this handbook.

Printed name of Student _____

Signature of Student _____

Printed name of Parent/Guardian_____

Signature of Parent/Guardian_____

Date_____

This form must be signed by the student and parent and returned to the school office within a week.

Denial of Permission to Release Directory Information without Prior Written Consent

Dear Parent/Guardian:

Certain directory information may be released to media, colleges, civic or school-related organizations and state or governmental agencies as well as published in programs for the athletic, music and theater presentations of this District.

Directory information includes the following kinds of information:

1. Student's name
2. Grade Level
3. Photograph
4. School related publications
5. Sports and Activities
6. Student's achievement awards or honors
7. Student's weight and height, if a member of an athletic team
8. Yearbook

Please **circle** the specific categories of information, if any, listed above that you do **NOT** wish to be released without your specific prior written permission.

If you do **NOT** wish to have any information released, please check the box below.

The release of all directory information is denied.

This form must be completed and returned to the principal on the last day of the second week of school if the release of specific directory information is denied.

Student_____ School _____

Parent Signature_____ Date _____