

Welcome!



to Canal Winchester Local Schools

The Canal Winchester School District looks forward to partnering with you in the development and success of your student. Working together we can support academic achievement for all of our students. Please feel free to contact any of our school buildings and our friendly staff will be glad to assist you with any information or questions you may have.

Middle School Calendar 2016-17

Aug. 17	Students Begin
Aug. 25	<i>Student Discovery Meetings (MS)</i>
Aug. 31	<i>Student Discovery Meetings (MS)</i>
Sep. 5	NO SCHOOL Labor Day
Sep. 6	NO SCHOOL Staff Prof. Dev. Day
Oct. 13-14	Fall Break
Nov. 3	<i>Parent/Teacher Conferences</i>
Nov. 8	NO SCHOOL Staff Prof. Dev. Day
Nov. 23-25	Thanksgiving Vacation
Dec. 21	2 HR Early Release
Dec. 22-Jan. 3	NO SCHOOL Winter Break
Jan. 4	NO SCHOOL Records Day
Jan. 16	NO SCHOOL Martin Luther King Day
Feb. 9	<i>Parent/Teacher Conferences</i>
Feb. 10	NO SCHOOL Staff Prof. Dev. Day
Feb. 20	NO SCHOOL Presidents Day
Mar. 27-31	NO SCHOOL Spring Break
Apr. 14-17	NO SCHOOL Easter Break
May 29	NO SCHOOL Memorial Day
May 31	2 HR Early Release-Last Day for Students

Canal Winchester Middle School

7155 Parkview Dr.
Canal Winchester, OH 43110

Contact Information

Middle School Phone	833-2151
Middle School Fax	833-2173
Attendance Phone	828-4900
Attendance Fax	828-4905
District Office	837-4533

Office Email

CWMS@cwls.us

School Staff

Principal	Kelly Zywczyk
Assistant Principal	Daniel Senu-Oke
Dean/Athletic Coord.	Brent Palsgrove
Secretary	Debbie Dove
Secretary	Paula Rainwater
Guidance Counselor	Becky Old
Guidance Counselor	Kristy Crooks

School Hours

Grades 6-8 Hours 7:45AM—2:30PM

Breakfast & Lunch

Breakfast	\$1.35
Lunch	\$2.85
Milk	\$0.50

Safety

In constant effort to keep our students safe, the main office doors to ALL school buildings will be locked after the morning bell. To enter:

- parents/visitors will use a call box located by the main office door
- call box contains a camera that visitors will be required to show ID and state the reason for their visit
- if visitor does not have proper ID, they will NOT be permitted to enter

Additional information about our school district as well as a copy of the student handbook can be found on our district website at www.cwschools.org

Families are students' first and most important teacher. Our schools value families and their ability to help and encourage all students on the path to academic success. It is the district's vision to be a place of pride and excellence with learning opportunities for students, staff and the community. Together we can empower all students for success.

Welcome Students and Parents,

*On behalf of the staff, we would like to welcome you to an exciting year at Canal Winchester Middle School. Your effort and preparation will be a direct reflection of your school success. "Excellence in Education" is our top priority. **Please review the Student Code of Conduct section of this handbook.** If you are having difficulty in any way, please seek assistance from a teacher, a counselor, the assistant principal, or the principal. We are here to help assure you have a successful year.*

CWMS Principal

HANDBOOK ADOPTION

This handbook has been approved and adopted by the Canal Winchester Board of Education for the 2015-2016 school year.

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FOREWORD

This student handbook was developed to answer many of the commonly asked questions that students and parents may have during the school year. Because the handbook contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with the following information and keep the handbook available for your own use and your parents' use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstandings when questions arise. Should you have any questions that are not addressed in this handbook, contact the

principal. This handbook supersedes all prior handbooks and other written material on the same subjects.

SECTION 1 – HEALTH AND WELFARE ITEMS

STUDENT HEALTH AND MEDICAL INFORMATION

Immunizations

Students in grades K-12 are required to have proof of immunization against diphtheria, pertussis, tetanus, poliomyelitis, measles, mumps, rubella, hepatitis B, chicken pox, meningitis, tuberculosis testing if enrolling from a foreign country, and any other immunizations required by Ohio law and board policy. Those students not providing proof of required immunizations within fourteen (14) calendar days of school attendance will be subject to exclusion. Any questions about exemptions or immunizations should be directed to the school health staff. In addition to the immunizations listed above, preschool students are required to have proof of immunization against influenza, haemophilus influenza type b, pneumococcal disease, hepatitis A, and rotavirus.

Physical Examinations

Students entering preschool and kindergarten must have a physical exam within twelve (12) months prior to attending school. The healthcare provider is to complete the Child Medical Statement (preschool) or Physical Exam Report (kindergarten) and this form is stored in the student's medical file in the school health office. Students who have not submitted these forms may be excluded from school if not submitted within the first thirty (30) days of school. Preschool students must have a physical exam and submit a new Child Medical Statement every thirteen (13) months thereafter, as long as enrolled in preschool.

Wellness Policy

As required by law, the Canal Winchester Board of Education has established a Wellness Policy for the Canal Winchester Local School District. The board of education recognizes that good nutrition and regular physical activity affect the health and well-being of the district's students and staff. Therefore, each building has developed goals to establish good health and nutrition habits through nutrition education, physical activity and other school-based activities. Further information may be obtained from your building principal.

Injuries and Illness

Injuries – Injuries must be reported to a teacher or the office staff. If minor, the student will be treated and may return to class. If medical attention beyond the school health staff is required, the school emergency procedures will be followed.

Illness – A student who becomes ill during the school day must request permission from the teacher to go to the clinic. The school health staff will determine whether or not the student should remain in school.

Emergency Medical Authorization Forms

All students are required to have a Student Health History and a Student information Form, which includes Emergency Medical Authorization, completed and updated annually. These forms are accessed online via the Parent OneView link on the cwschools.org website and are to be completed by the third day of school. Parents/guardians are requested to update Parent OneView forms when health information, medications, allergies, telephone numbers, addresses or contacts have been added or changed during the school year. No student will be released from school without parental permission unless a serious or life-threatening condition warrants transportation to an emergency room. A reasonable attempt to contact the parent/guardian prior to transport will be made.

Conditions that May Require Exclusion from School

The Ohio Department of Health has provided specific guidelines for preventing the spread of highly contagious infections in the school environment. These guidelines are meant to protect your child and others from unnecessary exposure to infectious or communicable organisms. If these conditions are found or suspected by the school health staff or office staff, a parent/guardian will be contacted to take the student home. A student should not be in school if any of the following conditions are present:

- Any contagious bacterial or fungal infection until treated with antibiotics for at least 24 hours including, but not limited to; strep throat, conjunctivitis, ringworm, skin infections and scarlet fever.
- Fever of 100 degrees F. or higher within 24 hours
- Vomiting or diarrhea within 24 hours
- Undiagnosed redness and secretions from the eye/s
- Head lice: per discretion of the health team
- Scabies, until initial treatment of an appropriate scabicide
- Impetigo, until there is no discharge and has been treated for 24 hours
- Chicken pox, until the 6th day after onset and until all sores (lesions) are dry, (students with shingles do not need to be excluded as long as sores are covered with clothing or bandages until sores have crusted)
- Undiagnosed rash – as per the guidelines submitted by the Ohio Department of Health, Division of Infectious Diseases, "all children sent to school with suspicious rashes must be excluded from school until the rash has been diagnosed by a physician"
-

Control of Casual-Contact Communicable Diseases

Because schools have a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to isolate a student

who exhibits symptoms of a casual-contact communicable disease and contact the parents/guardians. Specific diseases include, but not limited to: small pox, diphtheria, scarlet fever, strep infections, pertussis (whooping cough), mumps, measles, rubella, and other conditions indicated by local and state health departments. Any removal will be for the contagious period as specified in the school's administrative guidelines and per State statutes and Board of Health regulations which pertain to casual-contact communicable disease.

Control of Direct Contact Communicable Diseases

In the case of direct contact communicable diseases, the school district is committed to providing a safe educational environment for students and staff. This is accomplished by assuring that the school community understands that these diseases are not contracted through air-borne pathogens, but rather, through direct contact with body fluids, such as blood, feces, urine, or vomit. Direct contact communicable diseases include AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex, Human-Immunodeficiency Virus (HIV), Hepatitis A, B, C, and other diseases that may be specified by the State Board of Health. The Board further directs the Superintendent to assure that students or staff members who reveal the fact they have contracted one of these diseases will have their status safeguarded in accordance with Federal and State statutes dealing with confidentiality and that their civil rights will be respected. Should a student be unable to attend school as a result of illness, an alternative education program shall be provided in accordance with the Board's policy and administrative guidelines dealing with Homebound Instruction.

Use of Medications

The Canal Winchester Board of Education shall not be responsible for the diagnosis and treatment of student illnesses. The administration of prescribed medication and/or medically prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication or treatment were not made available during school hours or if the child has a disability requiring medication or treatment to benefit from his/her educational program. **For the safety of our students, the transportation of all medication and medical supplies to and from school is the responsibility of the parent/guardian. Any medication or medical equipment remaining at the end of the school year will be discarded one week after the last day of school.**

For the purposes of this policy, "prescribed medication" shall include all medicines prescribed by a physician or licensed prescriber. Non-prescription medications shall include all age and/or weight appropriate over-the-counter drugs, preparations, and/or remedies. "Treatment" refers both to the manner in which a medication is administered and to health-care

procedures that require special training, such as tube feedings or catheterizations.

Prescription Medications

Before any prescription medication or treatment may be administered to any student during school hours, the Canal Winchester Board of Education requires the student's physician/licensed prescriber and parent/guardian to complete a Medication and Treatment Authorization Form. **This form is to be renewed each school year.** This document shall be kept on file in the school health clinic. Prescription medication must be in the original container, labeled with the date, student's name, prescriber's name and exact dosage. Staff designated by the superintendent may administer prescription medication or treatment as authorized in writing on the authorization form by a physician/licensed prescriber and parent/guardian. **All prescription medications must be stored and locked in the school health clinic.** However, students shall be permitted to carry and use an asthma inhaler or Epi-Pen with prior written permission from parent/guardian and licensed prescriber as indicated on the Medication and Treatment Authorization form.

Non-Prescriptions/Over-the-Counter Medications

Students in grades K-12 may have over-the-counter medication if the required Non-Prescription Medication Authorization section of the Student Health History has been completed via Parent OneView. **All medications must be provided by the parent/guardian** to be stored only in the school health clinic and *administered by authorized school personnel, the child's parent/guardian, or authorized caregiver only.* Students in **grades 6-12** may carry and self-administer over-the-counter medications only when indicated by the parent/guardian on the Non-Prescription Medication Authorization section of the Health History. **Canal Winchester School District does not supply medications.** Non-prescription medications must be in **the original container** with the student's name, expiration date, dosing guidelines to validate appropriate dose for age and/or weight. Examples of non-prescription medications are: Tylenol, Motrin, Advil, Benadryl, Tums, Maalox, cough drops, cold and cough medicines, and lactase products. Parents/guardians can revise the authorized medication list at any time via Parent OneView.

Students in preschool who need over-the-counter medication during school hours are required to have a Medication and Treatment Authorization form completed by the licensed prescriber. See the Preschool Parent Handbook for more information. **Any medication or medication equipment remaining at the end of the school year will be discarded one week after the last day of school.**

All medications are to be provided by the parent/guardian. Canal Winchester Local School District does not supply medications.

Non-prescription medications must be in the original container with the student's name, current expiration date, dosing guidelines to validate appropriate dose for age and/or weight. Examples of non-prescription medications that may be stored and administered at school are: Tylenol, Motrin, Advil, Benadryl, Tums, Maalox, cough drops, cold and cough medicines, and lactase products.

Any medication or medical equipment remaining at the end of the school year will be discarded one week after the last day of school.

Health Screening Programs

The Canal Winchester Local School District is continually concerned about the welfare and progress of children in the school. In an effort to consider your child's educational needs, the school conducts a variety of health screenings under the supervision of the school health staff and the speech/language pathologist to provide important information about each student. You will be notified if any of the screenings indicate problems or if there is a need for further medical advice. If you do not wish your child to participate in any of these screening programs, please contact the school immediately.

The evaluations that may pertain to your child (age and/or need appropriate) are listed below:

- speech/language screening
- hearing screening
- vision screening

In addition to these screenings, the nurse, school health staff and speech/language pathologist cooperate with students, teachers, parents, administrators, guidance counselors, community agencies, physicians and other pertinent professionals as deemed necessary.

STUDENT RIGHTS AND RESPONSIBILITIES

The rules and procedures of the school are designed to allow each student to obtain a safe, orderly, and appropriate education. **Students can expect their rights to freedom of expression and association and to fair treatment.** Students will be expected to follow teacher directions and obey all school rules. Disciplinary procedures are designed to insure due process (a fair hearing) before a student is removed because of his or her behavior.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed. **Many times it will be the responsibility of the student to deliver that information.** If necessary, the mail or hand delivery may be used to insure contact. Parents are encouraged to build a two-way link with their child's teachers and staff by informing the staff of suggestions or concerns that may help their child better accomplish his or her educational goals.

The staff expects students to arrive at school prepared to learn. It is the student's responsibility to arrive on time and be prepared to participate in the educational program. If, for some reason, this is not possible, the

student should seek help from the principal or guidance counselor.

NOTICE OF NONDISCRIMINATION POLICY - EQUAL EDUCATIONAL OPPORTUNITY

It is the policy of this district to provide an equal opportunity for all students. Any person who believes that the school or any staff person has discriminated against a student on the basis of race, color, creed, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the District, or social or economic background, has the right to file a complaint with the principal.

Complaints will be investigated and a response provided to the person filing the complaint. Under no circumstances will the District threaten or retaliate against anyone who raises a complaint. For more information, reference Board policies 2260, 5517, 5517.01 available on the web at <http://www.cwschools.org>

STUDENT WELL BEING

Student safety is a responsibility of the students and staff. All staff members are familiar with emergency procedures such as fire, tornado, safety drills, and accident reporting procedures. Should a student be aware of a dangerous situation or accident, s/he must immediately notify a staff member.

SECTION 2 - GENERAL INFORMATION

EMERGENCY CLOSINGS AND DELAYS

If the school must be closed or the opening delayed because of inclement weather or other conditions, the school will notify the following radio and television stations:

RADIO

WLOH/WHOK Lancaster
WSNY 94.8 Columbus
WBNS 1460 Columbus
WCOL 92.3 Columbus
WTVN 610 Columbus
QFM 96 Columbus
WCOL 1230 Columbus
WNCI 97.6 Columbus
WSWZ 103.5 Columbus

TV-

WBNS Channel 10
WSYX Channel 6
WCMH Channel 4
FOX Channel 28
ONN

In the event school is placed on a morning delay, early dismissal or closed, follow one of these four patterns.

- ◆ **1 Hour Delay**
- ◆ **2 Hour Delay**
- ◆ **Early Dismissal** - Early dismissal for inclement weather will automatically cancel all after-school activities.

- ◆ **Cancellation of School Day** - All activities are automatically canceled when school is canceled.

Automated Notification System Statement

- ◆ This program allows the immediate notification to all households and parents, by telephone, of any critical or unplanned event that will cause school cancellation, delay or an early dismissal. The school will continue to use radio and television to broadcast school closings and delays due to weather. The system will also be used for general announcement calls, for example a reminder of parent/teacher conferences or other important school information.

NOTE: Students will report to homeroom upon arrival. Parents, please review alternate plans with your child.

ENROLLING IN SCHOOL

Students are expected to enroll in the attendance district in which they live. Students who are new to the Canal Winchester School District are required to enroll with their parents or legal guardian. When enrolling, the parents must bring:

- ◆ a birth certificate (certified copy with raised seal)
- ◆ social security number (child's card or number)
- ◆ court papers allocating parental rights and responsibilities or custody (if applicable)
- ◆ proof of residency
- ◆ proof of immunizations (school or doctor's records)
- ◆ If the student enrolling is a foster child then BOTH of the following forms are required prior to attending school:
 - Magistrate's Order
 - Enrollment Transfer Letter from Placement Agency (Children's Services)

In some cases, a temporary enrollment may be permitted. If that is done, the parents will be informed what records are needed to make the enrollment complete.

Students enrolling from another accredited school must have an official transcript from the sending school in order to receive credit from that school. The guidance counselor will assist in obtaining the transcript if not presented at the time of enrollment.

EMERGENCY MEDICAL AUTHORIZATION FORMS

All students enrolled in the Canal Winchester School District must have EMA Forms turned in the building office. Failure to turn in forms may result in the student being excluded from school within 14 days.

FIRE, TORNADO, AND LOCK DOWN DRILLS

The school complies with all fire safety laws and will conduct fire drills in accordance with State law. Students will practice the fire, tornado, and lock-down drills throughout the year. Students are expected to become familiar with each drill and observe the procedures developed. Evacuation procedures are posted in each classroom.

INDIVIDUALS WITH DISABILITIES

The Americans' with Disabilities Act (A.D.A.A.) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but all individuals who have access to the District's programs and facilities.

The Canal Winchester School District provides a variety of Special Education programs and services for students identified as having a disability defined by the Individuals with Disabilities Education Improvement Act (IDEAA).

A student can access Special Education services through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the school wants the parent to be an active participant. To inquire about the procedure or programs, a parent should contact the Director of Special Education or the Building 504 Representative.

DIRECTORY INFORMATION NOTICE

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Canal Winchester Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local education agencies (LEAs) receiving assistance under the Elementary and Secondary Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses, and telephones listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. If you do not want Canal Winchester Schools to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing.

Canal Winchester Schools has designated the following information as directory information:

- Student's Name
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- Date of graduation
- Major field of study
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended

The primary purpose of directory information is to allow the District to include this type of information in certain

publications such as: a playbill, showing your students role in drama or musical productions, yearbook, honor roll or other recognition list, and graduation programs.

LUNCH PROCEDURES

Students are to report directly to the cafeteria for lunch and remain in the cafeteria during their lunch/eating time. Students are to enter the cafeteria and be seated. Students will be dismissed from their seats to get into the lunch line. Students are not permitted to cut in front of anyone or make purchases for other students. Students are to remain seated until dismissed. Please talk only to those at your table and at a reasonable volume. **Food from non-school sources, other than a regular packed lunch is discouraged. This includes pizza & other fast food items. **Canal Winchester Middle School has a closed lunch policy and students are to remain in school during lunch time.**

MEAL SERVICE

The school makes lunches available to students for a fee of \$2.85. If a student does not receive a form, please contact the district office. Students may also bring their own lunch to school. Applications for the school's Free and Reduced-Priced Meal program are distributed to all students. If a student does not receive a form, please contact the building secretary. There are no lunch charges made available to Middle School students.

Canal Winchester Schools provides an optional breakfast program. Students may purchase a grab-n-go breakfast at a cost of \$1.35. Milk is purchased at an additional cost of \$0.50. Further information is available on the District website or District Office at 614-837-4533.

MEDIA CENTER GUIDELINES

The Media Center is staffed by a certified library media specialist and offers a variety of resources and equipment to meet the educational and informational needs of students and staff.

The Mission of the Library Media Center is to ensure that our students and staff are effective users of ideas and information. To achieve this mission, the library media specialist:

1. Provides physical and intellectual access to all types of information
2. Promotes ethical behavior concerning the use of information.
3. Demonstrates that reading serves many purposes.
4. Provides students with the necessary skills for research.

In exchange for the use of the Media Center resources, students must understand the following:

- A. The use of the Media Center is a privilege that may be revoked by the District at any time and for any reason. Any misuse of the Media

Center resources or behavior not in accordance with Media Center guidelines will result in suspension of the privileges and/or other disciplinary action determined by the District. Misuse shall include, but not be limited to:

1. vandalism or theft of any Media Center property
 2. disrupting the operation of the Media Center
 3. interfering the others' use of the Media Center
 4. illegal use of copyrighted material or resources
 5. utilizing the Media Center resources to do other students' work
- B. The use of the Media Center resources is for the purpose of (in order of priority):
1. Support of the Academic Program
 2. Research
 3. General Information
 4. Recreation

Notice: Students with overdue library materials (books, magazines, books on tape etc) will lose library checkout privileges until items are returned or replacement costs have been paid.

NETWORK AND INTERNET GUIDELINES

The use of the District's network and technology resources by students is a privilege, not a right. Students and their parents agree to the adopted Acceptable Use Policy and Rules set forth in the Student/Parent Handbook unless a completed "opt out" form is submitted. Students are required to obtain a network user account and password from the technology instructor in order to gain access to the network. Violation of this policy will result in disciplinary action as deemed appropriate in the Student Code of Conduct.

PERSONAL ITEMS

CWMS students will be permitted to bring their own authorized technology devices (currently includes laptops, netbooks, cell phones, eReaders, iPads, and android tablets) for use in the classroom **when specifically permitted by the classroom teacher.** Utilization of personal technology devices to enhance learning in the classroom will be encouraged when deemed appropriate for all students in a given classroom, and at the discretion of the teacher. Unless the classroom teacher specifically authorizes utilization of personal devices, such devices must remain off and put away. Students are required to access our wireless network when using the approved devices during the school day with the consent and supervision of the classroom teacher and the authority of the building principal. **The school cannot and will not assume responsibility for losses or damages.**

This list is not fully inclusive and the administration reserves the right to deny any other materials deemed inappropriate for school.

LOST AND FOUND

The lost and found is located in the cafeteria. If you have lost an article, please come to the main office and describe the item for identification. Please bring items found to the office so that others may have an opportunity to reclaim them. Unclaimed items will be donated to charity at the end of the grading period.

SCHEDULING AND ASSIGNMENTS

Schedules are provided to each student at the beginning of the school year or upon enrolling. The schedule is based upon the student's academic needs and available class space.

SCHOOL VISITATION

All adult members of our community are welcome to visit the school. If a disabled person visits the school and requests accommodation s/he may submit in advance of the visit, **Request for Accommodation Form (9160A)**.

To avoid interruption of the educational process, students are **not** permitted to bring visitors to school. State law requires any person visiting the school to report directly to the office and secure a visitor's pass. Teachers have an assigned period of time when conferences can take place. Any conference with teachers should be scheduled in advance. Parents must report directly to the office upon entering the building. 24-hour notices of classroom visits are preferred.

Parents/Guardians are welcome to serve as classroom volunteers at C.W.M.S. In order to do so, one must complete the classroom volunteer form.

STUDENT FEES, FINES AND CHARGES

Canal Winchester Middle School charges specific fees for activities and courses. Such fees and charges are determined by the cost of materials, freight/handling fees, and add-on fees for loss or damage to school property. The school and staff do not make a profit.

Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. The fine is used to pay for the damage, not to make a profit. Late fines can be avoided when students return borrowed materials promptly. Others may need their use. **Failure to pay fines, fees or charges may result in withholding of the report card. Unpaid fees will be accumulated from year to year and carried forward from building to building.**

If your student qualifies for free lunch, you may be eligible to have your school fees waived. Forms are available at the District Office.

Pay to Participate

Pay-to-Participate fees for the 2016-2017 school year are \$200. There is NO family maximum cap. There is NO payment plan for pay-to-participate activities. **Pay-**

to-participate fees must be paid in full before a student will be considered eligible for participation in a contest.

Eligibility requirements for extracurricular sports are established by the Ohio High School Athletic Association (OHSAA). The following are the eligibility requirements for 7th and 8th grade students as required by OHSAA. Students must be enrolled in at least five classes and must have received passing grades in at least five classes the previous grading period. Additional criteria exist, and can be located from the District Athletics website.

STUDENT RECORDS

The teachers, counselors and administrative staff keep many student records. There are two basic kinds of records—directory information and confidential records. A confidential records request can be made available upon request from a parent, guardian or a Records Control Officer in writing within five (5) business days from the date of this notification. Confidential records contain educational and behavioral information that has restricted access based on the Family Education Rights and Privacy Act (FERPA) and Ohio law. This information can only be released with the written consent of the parents, the adult student, or a surrogate. Included in the confidential records may be test scores, psychological reports, behavioral data, disciplinary actions and communications with the family and outside service providers. The school must have the parents' written consent to obtain records from an outside professional or agency. Confidential information that is in a student's record that originates from an outside professional or agency may be released to the parent through the originator and parents should keep copies of such records for their home file. Parents may also provide the school with copies of records made by non-school professional agencies or individuals.

Students and parents have the right to review educational records generated by the school district, request amendment to these records, insert addendum to records, and obtain copies of such records. Copying costs may be charged to the requestor. If a review of records is wanted, please contact the counselor, in writing, stating the records desired. The records will be collected and an appointment will be made with the appropriate persons present to answer any questions there may be.

STUDENT SALES

Students may participate in only school approved fund-raisers when soliciting within the school. Items are not to be brought into the school to be sold. **Money and/or merchandise should not be exchanged between students for any reason.**

TELEPHONE USE

The office telephone may be used for illness or emergencies with permission from the principal, secretary, or a teacher. **At no time are personal cell**

phones to be utilized to contact a parent etc., unless special permission has been granted by a teacher, principal, secretary or nurse.

TRANSFER OUT OF THE DISTRICT

If a student plans to transfer from Canal Winchester, the parent must notify the guidance counselor or the secretary. School records shall be transferred within fourteen (14) days to the new school district.

WITHDRAWAL FROM SCHOOL

No student under the age of eighteen will be allowed to withdraw from school without written consent of his/her parents. A student who withdraws from school shall be reported to the Bureau of Motor Vehicles for suspension of their driver's license, if s/he is under the age of eighteen.

SECTION 3- ACADEMICS

FIELD TRIPS

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the co-curricular program. No student may participate in any school-approved trip without parental consent. Student Code of Conduct rules apply to all field trips. A C.W.M.S. student may not attend any field trip without parental consent and completion of Parent One View online forms.

GRADES AND GRADING

Canal Winchester Middle School has a standard grading procedure, as well as additional notations that represent work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will so inform the students at the beginning of the course work. If a student is not sure how his/her grade will be determined, s/he should ask the teacher.

The school uses the following grading system:			
A	93-100	C	73-76
A-	90-92	C-	70-72
B+	87-89	D+	67-69
B	83-86	D	63-66
B-	80-82	D-	60-62
C+	77-79	F	59 below

All grades are used in calculating the final grade. These include four nine-week grades and semester/final examinations if given. In calculation of a final average, a final exam will count ten percent of the final grade.

Grades will be recorded in the grade book as letter grades. Pluses and minuses will be used. All grades

will be averaged from the student's recorded letter grades.

GUIDANCE SERVICES

School counselors are available to talk with individuals or small groups about their academic, personal or social concerns. As the counselor assists students in discussing feelings, sorting out difficulties, problems, and exploring options, it may help the student to understand the steps to decision-making or the problem-solving model. Referring the student for additional help will be made as necessary. Other opportunities for the learning of important information to assist students may include classroom visits, where such topics may be covered:

- ◆ Study and Organizational Skills
- ◆ Communication Skills
- ◆ Problem-Solving, Decision-Making
- ◆ Stress Management/Test Anxiety
- ◆ Career and Educational Planning
- ◆ Conflict Resolution

Guidance services also include assistance to teachers and parents and coordination of school programs and events, all contributing to the learning environment.

HOMEWORK

Homework will be assigned to reinforce skills learned in school and to develop responsibility in completing tasks. Homework can be defined as unfinished classwork, long term projects, weekly review sheets, studying for tests, quizzes, math facts, etc. **Each teacher will send a copy of Homework Expectations Policy home to be returned, read and signed by the student and parent.** Parents should check the child's assigned work in the Agenda Book each day. The Agenda Book will provide day-to-day communication with the home regarding homework as well as work done in school.

The office will collect homework for absent students only **after the third day** of non-attendance. Homework, tests, reports, or projects that were assigned in advance of the absence are due upon returning, if no additional information/material was provided during the absence. A student is allowed an amount of time equivalent to the time of absence to make-up assignments.

PARENT/TEACHER CONFERENCES

Canal Winchester Middle School will hold Parent/Teacher Conferences on specific dates throughout the year. These occasions are meant to help open the lines of communication between parents and teachers. If additional time or conferences are needed, arrangements may be made through the teacher or by contacting the office. Information sheets will be sent home with students prior to these scheduled dates.

PROMOTION, RETENTION, PLACEMENT

In making decisions concerning proper grade level assignment, **retention and promotion**, the following areas will be taken into consideration in grades 6-8:

1. teacher assignment of student's progress
2. developmental age of the student
3. social and emotional well being of the student
4. attendance of the previous year
5. test results

In cases of retention, the parent will be contacted in advance, although the final decision will rest with the principal, with an appeal to the superintendent. Retention is viewed as another opportunity for growth at a particular level.

Placement in the next grade may be noted on record rather than promotion if a student's work continues to be unsatisfactory after retention.

REPORT CARDS/PROGRESS REPORTS

Grades will be updated to show progress at the half way point of each grading period on Progress Book.

Report cards will be issued after each nine weeks of instruction. All incomplete work should be made up within two weeks after the end of the grading period. Incomplete work not made up within this time may result in a failing mark being recorded.

STUDENT ASSESSMENT

To measure student progress, students will be tested in accordance with Ohio State Standards and District policy. Unless exempted, each student will be expected to pass the appropriate State Assessment. Additional group tests are given to students to monitor progress and to determine educational mastery levels. These tests are used to help the staff determine instructional needs.

SECTION 4 - NON SCHOOL-SPONSORED CLUBS/ACTIVITIES COMMUNITY GROUPS

Non school-sponsored student groups organized for religious, political, or philosophical reasons may meet during non-instructional hours. The application for permission can be obtained from the principal. The application must verify that students are initiating the activity, attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities and that non-school persons do not play a regular role in the event. School rules will still apply regarding behavior and equal opportunity to participate.

Membership in any fraternity, sorority, or any secret society as proscribed by law is not permitted. All groups must comply with school rules and must provide equal opportunity to participate.

Non-district sponsored organizations may not use the name of the school or school mascot.

SECTION 5 - TRANSPORTATION

BUS TRANSPORTATION TO SCHOOL

Middle School transportation will NOT be provided to students living beyond the limited boundaries. The bus schedule and routes are available by contacting the Transportation Supervisor at 833-2164.

Transportation, beyond the limited boundaries, will be to and from the student's home or pick-up point and school ONLY. Upon dismissal, all students are expected to board their buses.

Students may be permitted to ride a bus other than their assigned bus **ONLY IN THE EVENT OF AN EMERGENCY** and must submit a written request from their parents to the office before home base. Two notes are required: one from the host student's parent and one from the guest student's parent. These notes should be dropped off at the office at the beginning of the school day when buses can be checked for space availability. No phone calls or emails will be accepted. Please keep in mind that bus passes can be denied for any reason. Bus passes should be picked up during the students lunch period.

BUS CONDUCT

Students are required to adhere to the following basic safety rules:

1. Students shall arrive at the bus stop before the bus is scheduled to arrive.
2. Students must wait in a location clear of traffic and away from the bus stop.
3. Behavior at the school bus stop must not threaten life, limb or property of any individual.
4. Students must go directly to their assigned seat and remain seated while the bus is in motion.
5. All aisles and exits must remain free and clear.
6. Students must observe classroom conduct and obey the driver promptly and respectfully.
7. The following are prohibited on the bus: eating, drinking, tobacco, alcohol or drugs, animals, insects, glass and large objects that cannot be held on your lap.
8. Students must leave or board the bus at the location to which they have been assigned unless they have parental and administrative authorization to do otherwise.
9. Students crossing in front of the bus must wait for the hand signal from the driver.
10. Students must not throw or pass objects on, from or into the bus.
11. Students must not put their head or arms out of the bus windows.
12. Students are to be courteous and not destroy property.
13. Students are to follow the "feet on floor, seat on seat, back on back" rule.

PENALTIES FOR INFRACTIONS

A student who becomes a behavior problem on the bus shall be disciplined in accordance with the Student Discipline Code and may be deprived of the privilege of riding on the bus. The Board of Education has authorized the installation of video cameras on school buses for purposes of monitoring student behavior. If a student is reported to have misbehaved on a bus and his/her actions were recorded on videotape, the tape will be submitted to the principal and may be used as evidence of the misbehavior. Since these tapes are considered part of a student's record, they can be viewed only in accordance with Federal law. The driver will report misconduct in writing to the principal. Violation of the rules will generally result in the following consequences:

- **Minimum: Warning**
- **Maximum: Removal from the bus for the grading period, semester or remainder of the year**

Extreme offenses may result in removal from the bus, school suspension or expulsion even if on the 1st offense.

PARENTAL TRANSPORTATION TO SCHOOL

Parents transporting their child to school are asked to drop them off and pick them up in the car loop in front of the building. Please follow the signs to ensure the safety of all students and other drivers. Buses will be loading and unloading at the back of the building (event entrance).

SECTION 6 - STUDENT CONDUCT

ATTENDANCE

Students who are absent from school may not participate in after school activities unless approval is granted by an administrator.

As of 5/1/12, the State of Ohio Revised Code, 3321.04, Compulsory Attendance states: "Every parent of any child of compulsory age who is not employed under the Age and School Certificate must send such child to a school or special education program that conforms to the minimum standards as prescribed by the State Board of Education. The child must attend full time the school or program is in session."

The primary responsibility for school attendance is placed with the student and then with the parents/guardians. The parent/guardian is responsible for permitting only those absences that can be excused under the recommendations of the State Department of Education and the Canal Winchester School District.

Students who do not maintain good attendance may fail, lose certain privileges, and/or have their parents taken to court. Canal Winchester has an attendance policy to avoid these negative consequences.

LOCATION/PARKING FOR ATTENDANCE AND DROP OFF

When dropping off your student during the day from an appointment, or signing out your student for an early dismissal, please park in the front of the building. The Middle School Attendance Office is located right inside the main entrance.

TARDINESS

Each student is expected to be in his/her assigned location throughout the school day **on time**. If a student is late in arriving at school, s/he is to report to the office before going to his/her first assigned location. Tardies to class are handled by individual classroom teachers.

Students who arrive at school less than 75 minutes late shall be considered tardy. Students who leave school less than 75 minutes early shall be considered dismissing early. Student who arrive more than 75 minutes late or who leave more than 75 minutes early, but less than three (3) hours will be considered a half day absent. Students who miss more than 3 hours and 15 minutes of school in a day will be counted as a full day absent.

EXCESSIVE TARDIES TO SCHOOL

Chronic and habitual tardiness is unacceptable. A tardy is considered a non-absence only with a doctor's note. Severe weather will be excused only with a principal's approval.

- 2 unauthorized tardies will result in student notification
- 4 tardies will result in a letter home to the parent
- 6 unauthorized tardies will result in an after school detention
- 10 unauthorized tardies will result in an after school detention
- 20 unauthorized tardies will result in additional discipline as determined by school administration

NOTE: Individual incidents of tardies during the school day will be handled by the teacher.

The following are legitimate reasons for not being in school:

1. Personal illness
2. Medical Appointments with Doctor's Note
3. Illness in the family/Family Emergency
4. Quarantine of the home
5. Death of a relative, funerals or weddings
6. Absence of parents or guardian/s
7. Observance of a religious holiday
8. Exceptional cases as in the judgment of the Superintendent of Schools constitutes a good and sufficient cause for absence from school
9. *Approved* family vacations

Parents are encouraged to schedule their child's appointments with doctors and dentists during non-school hours to the extent possible.

A student's absences from school are excused by parent notification for a maximum of nine (9) days. All other absences from school require additional

verification or notification in order to be considered excused (i.e., doctor's note).

All notification of absences from school may be provided to the school attendance office within two (2) days of the student's return to school. If notification is not provided within this time period, the absence is considered unexcused.

When a student exceeds twenty (20) days of absence (excused or unexcused), the following actions may take place: summer school (*if offered that calendar school year*), retention, or expulsion.

A student will not receive credit for their work for unexcused absences.

EXCUSABLE, NON-APPROVED ABSENCE

If a student is absent from school because of suspension, the absence will not be considered a truancy, and s/he may be given the opportunity to make up the school work that is missed. (*1st Suspension Only*)

MAKE-UP OF TESTS AND OTHER WORK DURING ABSENCE

Students who are excusably absent from school or who have been suspended (*1st suspension only*) shall be given the opportunity to make up work that has been missed. The student should contact course instructors as soon as possible to obtain assignments. ***A period of one day per day of absence will be given to make up the work (not to exceed two weeks).***

NEEDS MEDICAL EXCUSE

School attendance and academic success are closely linked. If a student accumulates ***twenty days or more of absence from a class or school, excused or unauthorized***, the administration will evaluate the attendance record to determine if the student should be retained in the current grade level, be required to attend summer school (*if offered that calendar school year*), or face expulsion. If so determined, the student may be required to produce a ***doctor's note*** in order to be excused for make-up work for each occurrence. Parents/guardians are still required to notify the school office when a student is absent.

NOTIFICATION OF ABSENCE

State law requires parents to call and notify the school office each day of their child's absence. If prior contact is not possible, the parents should provide a written excuse as soon as possible. When no excuse is provided, the absence will be unexcused and the student will be considered truant. If the absence of a student appears to be questionable or excessive, the school staff will try to help parents improve their child's attendance.

An excused absence allows the student to make up all possible work. It is the responsibility of the student to obtain missed assignments. It is possible that certain kinds of school work such as labs or skill-practice sessions cannot be made up and, as a result, may negatively impact a student's grade.

The skipping of classes or any part of the school day is considered an unauthorized absence and no make-up work will be permitted. Disciplinary action will follow.

VACATIONS DURING THE SCHOOL YEAR

A planned absence in excess of three (3) days must be approved one (1) week in advance by the principal. If your child needs to miss school for this purpose, please complete a Vacation Request Form which can be obtained from the Attendance Secretary. The building principal/teacher will determine the make-up procedure on a case by case basis. The conditions, per board policy are as follows:

- Planned absences will not be approved during weeks of testing, semester or final exam week.
- Teachers should be contacted sufficiently in advance of the absence to allow them time to assign make-up activities. However, preparation of such assignments in advance is not always possible.
- Pre-assigned make-up activities may not be adequate to keep the absent student current. In that case, different (or additional) work may be necessary when the student returns.
- Teacher comments concerning the possible effects of a planned absence for the student may be written on the request form. It should be noted that comments concerning possible negative effects of absence should be considered carefully by the student and parent/guardian requesting a planned absence.

UNAUTHORIZED ABSENCES

Any student who is absent from school for all or any part of the day without a legitimate excuse shall be considered truant and the student and his/her parents shall be subject to the truancy laws of the State. The following excuses are some but not limited to the reasons for **unauthorized absences**:

1. truancy
2. tardy
3. oversleeping
4. missing the school bus or ride to school
5. shopping
6. haircut/hair appointment
7. appointments other than doctor, dentist or family vacation

No credit shall be given for any schoolwork not completed as a result of truancy. If a student has ***5 days of unauthorized absences***, the student shall be referred to the county attendance officer. ***NOTE: A student may not attend after school or evening school functions if he/she has been absent that day.***

The following are definitions for attendance purposes according to the Ohio Revised Code:

"Habitual truant" means any child of compulsory school age who is absent without legitimate excuse for absence from the public school the child is supposed to attend for five or more consecutive school days, seven or more school days in one school month, or twelve or

more school days in a school year. Ohio Revised Code 2151.011

“Chronic truant” means any child of compulsory school age who is absent without legitimate excuse for absence from the public school the child is supposed to attend for seven or more consecutive school days, ten or more school days in one school month, or fifteen or more school days in a school year.

Ohio Revised Code 2152.02

CLARIFICATION ON HABITUAL / CHRONIC TRUANCIES

- **5 Unexcused Absences:** Franklin County Court Truancy Officer will have a conference with student at Middle School.
- **7 Unexcused Absences:** Franklin County Court Truancy Officer will notify and schedule meeting with parent/guardian and student either at Middle School or at Franklin County Courthouse.

If the parent/guardian misses the meeting and the student has 7 or more unexcused school days missed, truancy charges will be filed with Franklin County Court Truancy Officer. Charges will also be filed on the parent/guardian for failure to send student.

- **10 Unexcused Absences:** Franklin County Court Truancy Officer will assign the student to Community Service.

If the student does not complete the Community Service hours given by Franklin County Court Truancy Officer in the time allowed and the student has 10 days or more unexcused school days missed, truancy charges will be filed with Franklin County Court Truancy Officer. Charges will also be filed on the parent/guardian for failure to complete discipline.

- **15 Absences:** The Middle School will request chronic truancy charges be filed with Franklin County Courts. Charges will also be filed on the parent/guardian for failure to send student.

The school year shall begin on the first day of July of each calendar year and close on the thirtieth day of June of the succeeding calendar year. A school week shall consist of five days, and a school month of four school weeks. Ohio Revised Code 3313.63

BOARD OF EDUCATION POSITION ON STUDENT CONDUCT

Respect for law and for those persons in authority shall be **expected** of all students. This includes conformity to school rules as well as general provisions of law affecting students. Respect for the rights of others, consideration of their privileges, and cooperative

citizenship shall also be expected of all members of the school community.

Respect for real and personal property; pride in one’s work; achievement within the range of one’s ability and display of personal standards of courtesy, decency, and honesty shall be maintained in the schools of the District.

The Board of Education acknowledges that conduct is closely related to learning. An effective instructional program requires an orderly school environment and the effectiveness of the educational program is, in part, reflected in the behavior of students.

The Board believes that the best discipline is self-imposed and that students learn to assume responsibility for their own behavior and the consequences of their actions. Student conduct shall be governed by the rules and provisions of the Student Code of Conduct. Electronic monitoring devices may be located in various parts of the building that may record and be used in disciplinary action. The Board shall require each student of this District to adhere to the Code of Conduct developed by the administration and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules. Such rules shall require that students:

1. conform to reasonable standards of socially acceptable behavior;
2. respect the person and property;
3. preserve the degree of order necessary to the educational program in which they are engaged;
4. respect the rights of others; and
5. obey constituted authority and respond to those who hold that authority.

Harassment, intimidation, or bullying behavior by any student/school personnel in the Canal Winchester Local School District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. “Harassment, intimidation, or bullying and cyber-bullying”, in accordance with House Bill 276, means any intentional written, verbal, graphic or physical act including electronically transmitted acts i.e., internet, cell phone, personal digital assistant (PDA), or wireless hand-held device, either overt or covert, by a student or group of students toward other students/school personnel with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate (cyber-bullying). Such behaviors are prohibited on or immediately adjacent to school grounds, at any school sponsored activity, or on school provided transportation that a reasonable person under the circumstances should know will have the effect of:

- A. Causing mental or physical harm to the other student/school personnel including placing an individual in reasonable fear of physical harm and/or damaging of student’ personal property; and

B. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student/school personnel.

BUILDING-WIDE RULES

- Hats, scarves, hoods, bandanas, wigs that cause a distraction, and other head attire should not be worn in the building.
- Traditional backpacks/large shoulder bags are not to be worn from class to class, and are to remain in lockers throughout the school day. *Small drawstring bags or small purses are permitted.*
- No food or drink is permitted outside the cafeteria without teacher permission. Water in a clear container only can be out in the classrooms with teacher permission.
- Food from non-school sources, other than a regular packed lunch, is discouraged.
- No student shall be allowed to leave school premises during the lunch period.
- **Respect** for self, peers, adults and property is expected at all times.

Video surveillance equipment may be present and located in public areas in and around the school and other District facilities. Please contact building administration for questions regarding district policies on viewing video footage.

CARE OF PROPERTY

Students are responsible for the care of their own personal property. The school will not be responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. The school may confiscate such items and return them to the student's parents.

Damage to or loss of school equipment and facilities wastes taxpayer's money and undermines the school program. Therefore, if a student does damage to or loses school property, the student or his/her parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Student Discipline Code.

DRESS AND GROOMING

While fashion changes, the reason for being in school does not. Students are in school to learn. Any fashion (dress, accessory, hairstyle, or hair color) that disrupts the educational process or presents a safety risk will not be permitted. Students should be covered from mid-quad to traps with no visible flesh or undergarments in between. Clothing should not be tight in the pec, glut, or hip flexor area. Personal expression is permitted within these general guidelines.

The following guidelines are to be followed:

1. Clothing should be so constructed and worn in such a manner that is not unduly revealing. Tank tops, "spaghetti straps", midriff tops, very short mini-skirts, revealing torn clothing (no ripped holes

ABOVE the knee) and other garments of this nature are not acceptable. ***The length of shorts/skirts should be at mid-thigh or longer.***

2. No frays, rips, patches, or holes that show skin from shoulders to knees are allowed.
3. Swimwear or any spandex type/athletic undergarments or clothing, shorts or shirts are not permitted. Leggings, jeggings, and yoga/athletic pants may be worn if covered by a shirt that reaches mid-thigh AND if the shirts are not see-through. Pajama-pants/Flannel-pants (of any material) are not permitted unless approved by the building principal.
4. Hats, scarves, hoods, bandanas, head bands, and other head attire shall not be worn in the building except for religious or medical purposes." Next sentence remains same.
5. Shoes must be worn at all times. Shoes must not present a safety risk for specialized classroom environments (i.e. Industrial Technology, Physical Education, etc). No slippers should be worn to school at any time.
6. No article of clothing shall be worn that distracts from the educational process. ***Shorts and slacks are to be belted at the waist. "Sagging" is not permitted.***
7. No article of clothing shall be worn which defames any person, the school, the community, or the nation.
8. No articles of clothing associated with alcoholic beverages, tobacco, drugs or encouraging violence are permitted.
9. No article of clothing shall be worn that contains obscene, profane, or sex related words or pictures.
10. No artwork/writing/logos should be present on the backside of pants of both males and females.
11. Chains are not to be worn.
12. Coats and outerwear are not permitted to be worn during the course of the school day.

Students are **highly encouraged and recommended** to keep an extra pair of clothing for warmth or emergencies in their locker.

Teachers will assume responsibility for overseeing dress code compliance. Any and all teachers are expected to help monitor dress code compliance and enter students in violation into Student Watch.

NOTE: Disciplinary action as prescribed in the Rules and Consequences section of the handbook may be taken if students do not follow these rules. Chronic non compliance with the school dress code (e.g. sagging, low bottoms, exposed stomachs, exposed backs, exposed underwear, low tops) will be deemed insubordination and may result in suspension from school.

CODE OF CONDUCT

PART I:

Any violation of the following rules may result in the assignment of an immediate **ten (10) day** suspension from school. Violators may be referred to civil authorities and may be subject to expulsion of up to one calendar year.

Any infraction that violates the law or may cause an imminent harm to person or property may result in a police report being filed.

1. Alcohol and/or Drugs

During any hours a student is on school premises, or authorized transportation, or any school sponsored activity held on or off the school premises, students shall not knowingly possess, use, sell, offer to sell, offer to purchase, supply, or transmit; alcohol, non-alcoholic beer, and/or other drugs or drug paraphernalia. Students who possess large sums of money may cause the administration to have reasonable suspicion of drug related activities. The School has a "Drug Free" zone that extends 1000 ft beyond the school boundaries.

Possession—includes, without limitation, retention on the student person, in purses, wallets, lockers, desks, automobiles parked on home school property or at any other school while in attendance of a school function.

Use of—is defined as showing signs of chemical misuse such as staggering, reddened eyes, odor of chemicals or alcohol, nervousness, restlessness, memory loss, abusive language, falling asleep in class, or any other behavior not normal for the particular student. Students may be required to submit to a breathalyzer test when deemed appropriate by the administration. Use also includes consuming any amount of alcohol or drugs prior to attending school or a school related activity through admission or detection.

Drugs/Drug paraphernalia—includes, without limitations, steroids, poisonous intoxicants, anabolic steroids, or any other body building drugs, look-alike substances, narcotics, depressants, stimulants, hallucinogens, counterfeit controlled substances, marijuana, and prescription drugs, (unless prescription was authorized by a licensed physician, and drugs are kept in the original container. The original container must contain the student's name and the directions for the proper use of the medication.), or any drug type paraphernalia. All medicine will be kept in the nurse's office.

2. Distributing, selling, or offering to sell drugs or alcohol

A student shall not have in his/her possession a quantity that can be construed as being possessed for sale or transmittal by that student. ***Any student caught distributing, selling, or offering to sell drugs or alcohol on the school grounds or at a school function away from the school will be recommended for expulsion for the 1st offense.***

3. Counterfeit Controlled Substances

A student shall not possess, make, conceal, supply, transmit, sell or offer to sell, give, or deliver a counterfeit controlled substance. "**Possession**" is defined in Section 1 above. A student shall not directly or indirectly represent or describe a "**counterfeit controlled substance**" as a "**controlled substance.**"

- a. Any drug that is identified by a trade name or trademark without authorization of the owner of the trade name or trademark.
- b. Any unmarked or unlabeled substance that is represented to be a controlled substance with a specific trade name or trademark.
- c. Any substance that is represented to be a controlled substance, but in fact is not a controlled substance, or is different than the substance being represented.
- d. Any substance other than a controlled substance that a reasonable person would believe to be a controlled substance because of its similarity in shape, size, and color or its marking, labeling, packaging, distribution, or the price for which it is sold or offered for sale.

4. Possession or Use of Weapons or Dangerous Instruments

A student shall not possess, transmit or conceal a dangerous weapon, dangerous instrument or "look-alike" counterfeit weapon or instrument. Such items include, but are not limited to, explosives, mace, firearms, knives, razor blades, brass knuckles, or any object that can reasonably be considered a dangerous instrument. Look-alike weapons could include, but are not limited to, starter pistols, stun guns, or any other object indistinguishable from a weapon, may be considered a weapon or dangerous instrument. In addition, any student who creates panic by making statements about the possibility of a weapon in school may be disciplined per this rule.

Additionally, Section 2923.122 of the ORC makes it a felony for any person to knowingly convey, attempt to convey, or possess any deadly weapon or dangerous ordinance onto or on any property owned by, or controlled by, or to any property actively held under the auspices of a school.

It will make no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge. If it can be confirmed that a weapon was brought on District property by a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.

5. Use of an object as a weapon

Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, jewelry, and so on.

6. Threats of violence or actions of violence

Students are expected to refrain from making threats of violence and/or actions of violence towards the school district or school employee. This involves students which are responsible for making threats of violence or actions of violence on or off school property directed towards the school district or a school employee. In addition a police report will be filed and criminal charges may be brought against

the student(s) involved in the incident.

7. Knowledge of dangerous weapons or threats of violence

Because the Board believes that students, staff members, and visitors are entitled to function in a safe environment, students are required to report knowledge of dangerous weapons or threats of violence to the principal. Failure to report such knowledge may subject the student to discipline.

8. Disruption of the Educational Process

No student shall by the use of violence, force, noise, coercion, threat, intimidation, fear, active or passive resistance, , or any other conduct, cause the disruption or obstruction of any lawful mission, process, or function of the school, or urge other students to engage in such conduct.

The following actions are prohibited:

- a. Occupying any school building, school grounds, or part thereof, to deprive others of its use.
- b. Blocking the entrance or exit of any school building or corridor or room therein, to deprive others of lawful access to or from, or use of the building, corridor or room.
- c. Preventing or attempting to prevent the convening or the continued functioning of any school, class, activity, or of any lawful meeting or assembly on the school grounds.
- d. Any communication (oral, written or electronic) of a bomb threat.
- e. Blocking normal pedestrian or vehicular traffic.
- f. Starting or attempting to start any **FIRES** on school grounds.

9. Inducing Panic

No student shall induce panic, i.e. cause evacuation of any school building or otherwise cause serious public inconvenience or alarm by:

- a. initiating or circulating a report or warning of an alleged or impending fire, explosion, crime or other catastrophe, knowing that such a report or warning is false. Examples include, but are not limited to making a bomb threat, or making a hit list.
- b. A student shall not initiate a fire alarm or initiate a report warning of a fire without cause, or give false information or falsely report school incidents.

10. Physical Abuse of a School Employee, School Employee's Family Member, or a Person Working for the School District in an Official Capacity

A student who causes, attempts to cause, threatens physical injury, or behaves in such a way as could reasonably be anticipated to cause physical injury to a school employee, employee's family member, or person working for the school district in an official capacity, (during any part of the calendar year while student in question is attending Canal Winchester Middle School), will be suspended from school.

The school employee may file charges with the police.

11. Sexual Activity

No student shall take part in any sexual activity while on the school grounds, or in any school vehicle, or at any other school facility.

PART II:

Any violation of the following rules may result in the assignment of a **five-day** out of school suspension. Repeated offenses may result in a **10-day out of school suspension**. A recommendation for an expulsion may occur at any time for Major Offense Violations.

12. Harassing or Threatening a Staff Member or Staff Member's Family On or Off the School Grounds

No student shall direct to a school employee or employee's family member(s) words or phrases which are considered to be slanderous, degrading in nature, threatening, obscene or profane as defined by the majority of our society. This may also include communication that implies a threat or harassment of another individual.

This rule will apply throughout the **calendar year** for all students as long as they attend Canal Winchester Middle School. **Also: referral to the police.**

13. Harassing or Threatening a Student

No student shall direct to another student words or phrases that are considered to be slanderous, degrading in nature, obscene or profane as defined by the majority of our society. This may also include communication that implies a threat or harassment of another individual.

14. Damage, Destruction, Theft or Forgery of School or Private Property and Other Students property

No student shall knowingly cause or attempt to cause damage to school property, including that of another student, teacher, administrator, or any other school employee, including the private property of school employees on school grounds.

No student shall steal or attempt to steal (unauthorized use) school property or private property from any teacher, administrator or school employee, or fellow student. This shall include school keys, tests, test keys, or any other items from the teacher's classroom. No student shall have any of the above items in his/her possession without the proper permission from the school employee. Theft shall also include: copyright infringement and unauthorized duplication of material. ***Repair cost will be the responsibility of the parent/guardian or custodian of the student in question.***

15. Indecent Exposure and Gross Sexual Misconduct

No student shall expose him/herself indecently while on the school grounds, participating or attending an

extra-curricular activity home or away, or while riding in a school vehicle to or from school grounds.

No student shall expose another student indecently by pulling down his/her pants or pulling up a shirt or garment of a female student.

16. **Assaulting Another Student**

Students who physically attack (assault) another student without provocation may be suspended for five school days.

17. **Extortion**

No student shall commit an act of extortion, threatened extortion or threaten reprisals in order to secure an object, benefit, or service from another person. Extortion is the use of threat, intimidation, force or deception to take or receive something from someone else. Extortion is against the law.

PART III:

Any violation of the following rules may result in the assignment of a **three-day** out of school suspension. Repeated offenses may result in a **10-day out of school suspension**. A recommendation for an expulsion may occur at any time for Major Offense Violations.

18. **Acts of Disrespect/Insubordination to a Staff Member or School Employee**

No student shall be disrespectful or insubordinate to any teacher, student teacher, substitute teacher, principal, or authorized personnel. School staff is acting "in loco parentis", which means that the school staff is allowed, by law, to direct a student as a parent would. This applies to all staff, not just teachers assigned to a student.

Disrespect/Insubordination shall be defined as being abusive, obscene, profane, or using offensive language, gestures, or signs toward a staff member or unwilling to comply or cooperate with a reasonable request or directive by a teacher, substitute teacher, or staff member.

19. **Fighting and Physical Abuse of another student while on the school grounds, school property, or at any school function (home or away)**

A student who causes, attempts to cause, threatens physical injury, or behaves in such a way as could reasonably be anticipated to cause physical injury to another student may be suspended from school.

In the event of a student physical confrontation, any student who **does not fight back will not be subject to suspension for physical abuse**. Those students who are physically abused should report the incident to the middle school principal or any other faculty member immediately.

Students are advised to move away from the area of the disturbance, send someone for an adult, do not get in the way of an administrator or faculty member who is trying to break up the confrontation.

Standing around, standing on tables, standing in aisles so as to hinder school officials, refusal to

leave the scene when asked to do so are all considered a violation of the "**no physical abuse**" policy. These conditions constitute the offense "**party to an affray**" and are subject to the same disciplinary action.

Students who are found to have **instigated a fight** but are not actively involved, that is, students who **carry rumors, put others up to fighting, carry information back and forth between other individuals who subsequently fight**, submit themselves to the same penalties as those who are involved in the fight.

In summary, fighting will not be tolerated on school grounds, on any school transportation vehicle, or at any school-sanctioned event. Students who physically attack or assault another student without provocation may be suspended out of school.

20. **Hazing Another Student or Students**

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. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy. **(Board Policy 5516; R.C. 2307.44, 2903.31)**

PART IV:

Any violation of the following rules may result in the assignment of a **three-day out of school suspension**. **The consequence could double for offenses of the same nature, depending on the severity of the offense**. Repeated offenses may result in a **10-day out of school suspension**. A recommendation for an expulsion may occur at any time for Major Offense Violations.

21. **Verbal/Physical Harassment, Threatening Another Student**

The administration of the school believes that every individual deserves to be able to come to school without fear of demeaning remarks or actions. The harassment of other students or members of the school staff, or any other individuals is not permitted. This includes any speech or action that creates a hostile, intimidating, or offensive learning environment. Conduct constituting harassment may take different forms, including but not limited to the following:

a. Verbal

No student shall direct to another student words or phrases, which are considered to be slanderous, degrading in nature, obscene, or profane as defined by the majority of our society. Obscene notes, profanity, and obscene gestures could be considered a violation of this rule.

b. Physical Harassment

No student shall physically harass another student. Actions such as pushing, shoving, unwanted touching or any kind of physical intimidation shall be construed

as physical harassment.

23. Sexual Harassment/Physical Contact/Coerced Sexual Intercourse

No student shall act in such a manner causing another student to feel threatened by him or her sexually. This includes verbal exchanges, unwanted touching, or coerced sexual intercourse.

a. Verbal

The making of written or oral sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to a fellow student, staff member, or other person associated with the district.

b. Nonverbal

Causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to a fellow student, staff member, or other person associated with the district.

c. Physical Contact

Threatening or causing unwanted touching, contact, or attempts at the same, including patting, pinching, or pushing the body upon a fellow student, staff member, or other person associated with the district.

d. Sexual Coercion

Any act of using pressure to obtain a sexual or physical activity.

24. Sexting

The possessing, taking, disseminating, transferring, or sharing of nude, obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfers or otherwise (commonly called texting, emailing, or sexting, etc.) may constitute as a crime under state and/or federal law. Any person possessing, taking, disseminating, or sharing nude, obscene, pornographic, lewd, or otherwise illegal images or photographs may be punished under this Code of Conduct and may be reported to the appropriate law enforcement agencies.

25. Gender/Ethnic/Religious/Disability Harassment

a. Verbal

1. Written or oral innuendoes, comments, jokes, insults, threats or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc. toward a fellow student, staff member, or other person associated with the district.
2. Conducting a "campaign of silence" toward a fellow student, staff member, or other person associated with the district by refusing to have any form of social interaction with the person.

b. Nonverbal

Placing objects, pictures, or graphic commentaries

in the school environment or making insulting or threatening gestures toward a fellow student, staff member, or other persons associated with the district.

Any student who believes that he/she is the victim of any of the above actions or has observed such actions taken by another student, staff member, or other person associated with the district should take immediately the following steps:

If the alleged harasser is a student, staff member, or other person associated with the district, other than the student's principal, the affected student should, as soon as possible after the incident, contact his/her principal.

26. Endangering Another

No student shall **endanger** another student while on school grounds, during any school function home or away, or while riding any school transportation vehicle. **Endangering shall be defined as any act that could or may cause harm to another person.**

Endangering shall be defined as any act that could or may cause harm to another person, including horseplay.

27. Intimidation or Bullying

Intimidation or bullying behavior by any student/school personnel in the Canal Winchester Local School District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Harassment, intimidation, or bullying", in accordance with House Bill 276, means any intentional written, verbal, graphic or physical act including electronically transmitted acts i.e., internet, cell phone, personal digital assistant (PDA), or wireless hand-held device, either overt or covert, by a student or group of students toward other students/school personnel with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate (Cyber-Bullying). Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school provided transportation, that a reasonable person under the circumstances should know will have the effect of:

- a. Causing mental or physical harm to the other student/school personnel including placing an individual in reasonable fear of physical harm and/or damaging of students' personal property; and,
- b. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student/school personnel

28. Violations of the Conditions of Suspension

Students may not violate the conditions of suspension. Conditions of suspension are explained on the suspension form. Violations of suspension rules may result in additional days of suspension or expulsion from school (Section 3313.66 of the Ohio Revised Code, Policy H, Rule 14).

29. Repeated Offenses of the Same Nature.

PART V:

Any violation of the following rules (**except tobacco usage or possession**) may result in the assignment of **ABIP or 1 day ESA** assignment. Repeated offenses may result in up to 3 days of out of school suspension per the discretion of the administration. A recommendation for an expulsion may occur at any time for Major Offense Violations.

30. Truancy

Truancy from School will be defined as: When a student is not present at school and there is no report from the student or the parent of the student's absence. Or when the parent is called about the student's absence and the parent does not have any idea about the student's absence. Students are not permitted on school grounds when they are absent from school.

31. Removing/Altering School Records, Writing Forged Notes, Making Phony Phone Calls to the Middle School Office

No student shall remove any student record from its official place of deposit to alter or in any way change such record.

No student shall knowingly forge any note, paper document or official paper from the school in order to deceive any authorized staff member. No student shall knowingly make a phony phone call pretending to be a parent, guardian, or other person so as to deceive an authorized staff member or office worker.

32. Leaving the School Grounds without permission

No student may leave the school grounds without the proper permission from the middle school principal or designee. Students must sign out before leaving the building and must sign in when they return to the building the same school day. The following conditions will apply:

- a. The school nurse, school secretary, or middle school principal must notify parents before a student will be permitted to leave the school grounds due to illness or for any other reason. The school nurse, middle school principal, or principal's designee must be seen before permission will be granted.
- b. Students requesting to leave the school grounds to return home for something forgotten, change of clothing, etc., must have the permission of a parent/guardian before permission to leave is granted. Permission for leaving for the above reasons is at the discretion of the principal or his/her designee.
- c. To leave the school for a "guided learning activity" or field trip, a student must have authorized papers signed by a parent/guardian and on file in the middle school office or with an employee responsible for the trip.
- d. Being in the parking lot without permission from the principal or his/her designee.

33. Unauthorized Entry to any Part of District Buildings Without Permission

No student shall be in any part of the middle school outside of the regular school hours without the authorization of a staff member or coach.

No student shall be in any area of the middle school, high school, or elementary school that is not designated for student use without the permission of an authorized school employee.

34. Cheating, Copying Tests for Other Students, Plagiarism

Cheating of any kind is not acceptable. Students who are caught cheating by any teacher are subject to a "**0**" **zero** for the assignment, homework, quiz, or test with no make-up possibility.

Plagiarism—is also considered as cheating. Taking another's paper or one downloaded electronically and using it as your own will be considered a "**0**" **zero** for the assignment, homework, quiz, or test with no make-up possibility.

Copying tests for other students will be considered cheating.

Note: Disciplinary action as prescribed in Rules and Consequences section of the handbook may be taken if students do not follow these rules. Chronic non-compliance will be deemed insubordination and may result in lunch detention, detention, or other discipline at the discretion of the teacher or administrator.

35. Failure to Serve an Assigned Detention

Any changes of an assigned detention must be made with the middle school principal or his/her designee.

Failure to serve will result in a more severe disciplinary action from an administrator.

36. Pornography/pornographic paraphernalia of any kind

No student shall have pornography or pornographic paraphernalia of any kind on school grounds at any time.

37. Tobacco

No student shall carry, possess, or use any tobacco product or a cigarette lighter while attending school or any school function either home or away. Tobacco products include, but are not limited to cigarettes, look-a-like cigarettes, e-cigarettes, cigars, pipe tobacco, chew tobacco, snuff or any other matter or substance that contains tobacco.

Reasonable Suspicion of Smoking - any student who has a **very strong** odor of cigarette smoke or strong odor of cigarette smoke as s/he speaks, may be associated with **recent** smoking and may be disciplined with smoking on school grounds.

38. Behavior that warrants more than a detention

Any action judged by the administration of this

middle school to involve misconduct and not specifically mentioned in other sections of this student code of conduct may be dealt with as insubordination.

39. Refusal to accept discipline

When a student refuses to accept the usual discipline for an infraction, the refusal can result in a more serious disciplinary action.

40. Throwing Food in the Cafeteria/Stealing Food/Littering

No student shall throw food in the cafeteria or at another student, teacher, or staff member. All food taken from the serving area must be purchased. There should be no food, paper, or trays/utensils remaining when a student leaves his/her seating area.

41. Bus Conduct

A student who is a behavior problem on the bus shall be disciplined in accordance with the Student Discipline Code and **may be deprived of the privilege of riding the bus.** The Board of Education has authorized the installation of video cameras on school buses for purposes of monitoring student behavior. If a student misbehaves on a bus and his/her actions are recorded on videotape, the tape will be submitted to the principal and may be used as evidence of the misbehavior. Since these tapes are considered part of a student's record, they can be viewed only in accordance with the Federal law.

Misconduct will be reported in writing by the driver to the principal. Violations of the rules will generally result in the following consequences per the discretion of the middle school administration:

1st offense: Warning and notification of parents

2nd offense: 1-3 days removal from the bus

3rd offense: 5-10 days removal from the bus

4th offense: removal from the bus for a grading period, semester, or remainder of school year

PART VI: CLASSROOM/SCHOOL OFFENSES

The following violations may result in a teacher detention, an office detention, ABIP, ESA or OSS depending on the severity of the offense and the number of similar offenses. Other than teacher detentions, the assigned discipline will be at the discretion of the administrator.

42. Profanity of any kind

No student shall use profanity while in school or class. Profanity is defined as any language that a majority of the society deems inappropriate in a school setting.

43. Public Displays of Affection

Demonstration of affection between students is personal and not meant for public display. This

includes touching, petting, or any other contact that may be considered sexual in nature.

44. Vandalism

Any act of vandalism on a minor scale such as: tampering with another student's locker; writing on a desk top, walls locker, restroom facility, table, or school equipment; and/or any kind of damage done to any books or property of the school.

a. Vandalism of computer Network

A student shall not knowingly attempt to disrupt operations of the computer network by "hacking" into or vandalizing the network resources. This may include but is not limited to *malicious* attempts to:

1. Hack, alter, harm or destroy any software hardware or data
2. Upload, download create or transmit any computer virus, worm, Trojan Horse or other harmful component or corrupted data
3. Gain access to other users files and information
4. Disrupt or degrade the operation of the network through any means intended for that purpose

45. Gangs

Gangs and/or gang related activities will not be tolerated at school. This includes any activity that can be construed or perceived as gang related. These activities can include signs, symbols, clothing etc... Punishment will be at the discretion of the administration based upon the nature of the offense.

46. Class/Hallway/Cafeteria/School Grounds Disruption

No disruption or distraction of any kind will be tolerated; this includes any type of horseplay or action that creates a distraction or disruption to the school culture.

47. Gambling

No student shall participate or initiate any type of gambling for money or valuables while on the school grounds, on an authorized school vehicle, or attending a school related function.

48. Possession of Electronic Equipment/Cell Phones/ Games/Music Listening Devices

Headphones/earbuds, video games, cell phones, electronic devices, music listening devices, etc. are not to be visible during the school day unless permitted by the classroom teacher for educational use. All such items are to be out of sight unless the classroom teacher specifically grants permission.. The school district is not responsible for lost, stolen or damaged electronic equipment.

*** Students are NOT permitted to use electronic devices unless instructed by the teacher.**

Students may NOT use their cell phones or other electronic devices in the hallway, cafeteria or

restroom.

* Students who use electronic devices without teacher permission or whose devices cause a disruption including an audible sound such as ringing or vibrating will receive consequences according to the teacher's classroom rules. Repeated violations may result in an office referral.

49. Leaving class without permission

50. In the hallway without a hall pass

51. Not prepared for class and/or without materials

CONSEQUENCES FOR VARIOUS ACTIONS

This Code of Conduct is the established rules and regulations of the Canal Winchester School District. **A violation of any section or rule of this code may result in disciplinary action such as: parental contact; lunch detention, teacher assigned detention, in-school alternative educational setting , emergency removal, out-of-school suspension and/or expulsion.** In addition, if the nature of the violation warrants, referral to the police, county disciplinary officer and/or legal action will be made. The absence of a behavior or any specific action from the list does not mean that such conduct does not violate the discipline code or cannot be punished. The administration shall have the power and the responsibility to regulate student behavior and to discipline students whose behavior is judged to be unacceptable. Disciplinary action may be adjusted at the discretion of the administration.

When implementing Student Expectations, logical and realistic consequences are an important aspect of the process. Students who experience consequences learn that they have positive control over their lives. They have a choice, can make decisions and solve problems.

DETENTION - LUNCH TIME

Students may have their lunch time privileges removed for a period of time for misconduct. When this occurs, a student must report to the assigned area during his/her lunchtime and remain there the entire period. Students will be permitted to bring lunch to detention. If a student refuses to serve the detention, it is considered insubordination. After 5 lunch detentions in one grading period, a student will be assigned to After School Detention.

DETENTION – OUTSIDE OF SCHOOL HOURS

Detention in the Middle School may be assigned after school for violations of classroom or school rules. Students will report to the teacher who is supervising the detention on time. Students will not talk during this time and are expected to bring paper, pencil and an academic task to complete. No food or beverage is to be consumed. The student may be given at least one (1) day notification and parents will be responsible for transportation. **NOTE: Failure to serve a detention will result in additional discipline as determined by school administration.**

DISCIPLINE OF STUDENTS WITH DISABILITIES

Students with disabilities will be entitled to the rights and procedures afforded by the Individuals with Disabilities Education Improvement Act (IDEAA) and the Americans with Disabilities Act (ADA.), or Section 504 of the Rehabilitation Act of 1973.

EMERGENCY REMOVALS

The superintendent, the principal or their designee may remove a student from the classroom, extracurricular activity or the school premises for a period of no longer than twenty-four (24) hours when the student's presence is considered to be dangerous to the student, other persons or property or disrupts the academic process.

1. A teacher may remove a student from the classroom or extracurricular activity, but not from the premises for the reasons stated above. The teacher must submit the reasons for the removal in writing to the principal as soon as it is practical after the removal of the student.
2. A hearing must be held within seventy-two (72) hours of the removal if the removal could extend more than twenty-four (24) hours.
3. Prior to the hearing, the student must be informed in writing of the hearing by the school officials. The person who ordered the removal must be present at the hearing. The student has the opportunity to appear and challenge the reason for removal. If the superintendent or the principal remove the student or other disciplinary action is taken, written notification must be given to the parent, guardian or custodian of the student within twenty-four (24) hours of the hearing.

EXPULSION

1. The superintendent may expel a student from school.
2. The superintendent or his/her designee shall notify the parents, guardian or custodian of the student of the intended expulsion.
3. The notice shall include the reasons for the intended expulsion and the right of the student, parent, guardian, custodian or representative to appear before the superintendent and challenge the reason/s and explain the actions of the student.
4. The notice shall state the time and place at which the student or his/her representative may appear. The date of the hearing shall not be sooner than three days, not more than five days after the notice is given. The superintendent or his/her designee may grant an extension of time when requested by the student or his/her representative.
5. During the appeal process, the student shall not be allowed to remain in school.
6. If the superintendent expels a student, the parent, guardian or custodian of the student must be notified of the right to appeal. They also must be notified of the right to be represented at the appeal and the right to request the appeal to be heard in executive session.

SUSPENSION

1. The superintendent, principal, or assistant principal may suspend a student from school.
2. The superintendent, principal, or assistant principal will give written notice of intent to suspend to the student, which enumerates the reason/s for the intended suspension. This notice must be given to the student prior to the suspension.
3. The suspension cannot exceed ten (10) days.
4. An informal hearing will be held before the superintendent or the principal or his/her designee. The student may challenge the reason/s for the intended suspension and otherwise state his/her position concerning the matter.
5. The superintendent, the principal or his/her designee shall give written notification of the decision to suspend in writing to the parents, guardian or the custodian of the student and the treasurer of the Board of Education within twenty-four (24) hours of the suspension. The notice must include the reason/s for the suspension and the right of the student or parent to appeal to the superintendent or his/her designee.
6. An appeal to a suspension can be made to the superintendent or superintendent's designee when a student is suspended by the "principal".
7. An appeal to a suspension can be made to the principal when the student is suspended by the "assistant principal".
8. The appeal must be made in writing and submitted within forty-eight (48) hours after notification of suspension. The appeal must contain the challenge to the reason/s for the suspension and an explanation of the student's action.
9. During the appeal process, the student shall not be allowed to remain in school.
10. ABIP may be an option to out-of-school suspension at the discretion of the principal or assistant principal.
11. During the suspension students are not permitted to attend extracurricular activities either home or away including practices. **A student shall not be on school premises or at any school activity, home or away, while under suspension. (HS CC28)**
12. If, during the course of the suspension, school would close for any reason, the student is required to serve the length of the suspension.

APPEALS TO THE BOARD OF EDUCATION

1. A student or his/her parent, guardian or custodian may appeal the expulsion, suspension or removal to the Board of Education or its' designee.
2. The student or his/her representative will be granted a hearing before the Board of Education or its' designee to challenge the expulsion, suspension or removal.
3. The student may be represented at the appeal procedure.

4. A verbatim record of the appeal hearing must be kept by the Board of Education.
5. The Board of Education may confirm, reverse or modify the disciplinary action. This decision must be made in public session only.
6. All appeals shall be made in writing and submitted forty-eight (48) hours after notification of expulsion.
7. The Board's decision may be appealed under Chapter 2506 of the Ohio Revised Code.

ANY OTHER ACTION judged by school officials to involve misconduct and is not specifically mentioned in other sections may be dealt with as insubordination and appropriate but reasonable discipline will follow.

SCOPE OF JURISDICTION AND FIRST WARNING

This Code of Conduct is in effect while students are under the authority of school personnel or involved in any school activity. This includes but is not limited to school buses and property under the control of school authorities, and while at interscholastic competitions, extracurricular events, or other school activities or programs. In addition, this Code of Conduct includes: 1) misconduct by a student that occurs off school district property but is connected to activities or incidents that have occurred on school district property; and 2) misconduct by a student that, regardless of where it occurs, is directed at a district official or employee or the property of an official or employee. **Student possession of these rules constitutes a first warning. No further warnings will be given.**

SEARCH AND SEIZURE

School authorities are charged with the responsibility of safeguarding the students in their care. In the discharge of that responsibility, school authorities may search the person or property (including vehicles, purses, knapsacks, gym bags, etc.) of a student, with or without the student's consent, whenever they reasonably suspect that the search is required to discover evidence of a violation of law or of school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age. General housekeeping inspection of school property may be conducted with reasonable notice

Student lockers are the property of the Canal Winchester Local Schools, and random searches of lockers and their contents may be conducted. Unannounced and random canine searches may also be conducted.

Note. Disciplinary action may be adjusted and the disciplinary cycle may be altered at the discretion of the administrator depending on the severity of the infraction.