

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 2011-12

Aug. 25	Students Begin
Aug. 29	<i>Student Discovery Meetings</i>
Aug. 31	<i>Student Discovery Meetings</i>
Sep. 5	NO SCHOOL -Labor Day
Sep. 20th	<i>Fall Pictures</i>
Oct. 14	NO SCHOOL - Teacher In-service
Oct. 28	End of 1st Grading Period
Nov. 10	<i>Parent/Teacher Conferences</i>
Nov. 16	2-Hour EARLY RELEASE
Nov. 23-25	Thanksgiving Vacation
Dec. 22 –Jan 2	Winter Break
Jan. 3	School Resumes
Jan. 13	End of 2nd Grading Period
Jan. 16	NO SCHOOL Martin Luther King Day
Feb. 1	2-Hour EARLY RELEASE
Feb. 6	NO SCHOOL – Teacher In-service
Feb. 9	<i>Parent/Teacher Conferences</i>
Feb. 20	NO SCHOOL - Presidents Day
Mar. 23	End of 3rd Grading Period
Mar. 26-Mar. 30	Spring Break
Apr. 6-9	NO SCHOOL- Easter Break
Apr. 18	2-Hour EARLY RELEASE
May 7	NO SCHOOL – Teacher In-service
May 27	High School Graduation
May 28	NO SCHOOL - Memorial Day
May 31	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@canalwin.k12.oh.us

School Staff

Principal	Cassy Miller
Assistant Principal	Daniel Senu-Oke
Secretary	Debbie Dove
Secretary	Paula Rainwater
Guidance Counselor	Kristy Crooks
Guidance Counselor	Vicki Teter

School Hours

Grades 6-8 Hours 7:45AM—2:40PM

Breakfast & Lunch

Breakfast	\$1.30
Lunch	\$2.50
Milk	\$0.50

Safety

Join us in protecting your student; district procedure requires showing photo identification when picking up your student during the school day from any building. Thank you for your cooperation in this safety measure. **This includes ALL Canal Winchester Schools Staff.

For additional information please check 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 teach all students to become effective and responsible citizens.

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.*

Mrs. Cassy Miller, Principal

HANDBOOK ADOPTION

This handbook has been approved and adopted by the Canal Winchester Board of Education for the 2011-2012 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 attending school are required to have proof of immunizations against diphtheria, pertussis, tetanus, poliomyelitis, measles, mumps, rubella, hepatitis, chicken pox, tuberculosis testing if enrolling from a foreign country and any other immunization 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.

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 or go home.

Emergency Medical Authorization Forms

State law requires that all students must have an Emergency Medical Authorization Form completed, signed by a parent/guardian, and filed in the school office. A student may be excluded from school until this requirement has been fulfilled. Emergency Medical Authorization Forms, provided upon school admission, are to be returned by the third day of school. Notify the school if any telephone numbers, address 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 Requiring Exclusion from School

The Ohio Department of Health has provided strict 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 eyes
- Head lice until school health staff examines for satisfactory treatment/removal of lice and nits
- 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 remove or isolate a student who has been ill or has been exposed to a communicable disease. Specific diseases include, but not limited to; diphtheria, scarlet fever, strep infections, pertussis (whooping cough), mumps, measles, rubella, head lice and other conditions indicated by the local and state health departments. Any removal will be for the contagious period as specified in the school's administrative guidelines and per the department of health requirements.

Control of Non-Casual Contact Communicable Diseases

In the case of non-casual contact communicable diseases, the school has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to ensure that the rights of the person infected and those in contact with that person are respected. The school will seek to keep students and staff in school unless there is definitive evidence to warrant exclusion. Non-casual contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex, Human-Immunodeficiency (HIV), Hepatitis B (HBV) and other diseases that may be specified by the State Board of Health. As requested by federal law, parents will be requested to have their child's blood checked for HIV and HBV when the child has bled at school and students and/or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

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 is disabled and requires medication to benefit from his/her educational program. **For the safety of our students, the transportation of all medications to and from school is the responsibility of the parent/guardian.** 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 catheterization.

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 or Treatment Authorization Form. **The authorization form is required 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.**

Non-Prescriptions/Over-the-Counter Medications

Students in **grades Preschool-5** may have over-the-counter medication if the required Non-Prescription Medication Authorization Form is completed, signed by the parent/guardian and on file in the school health clinic. All medications must be provided by the parent/guardian and will be stored in the school health clinic and *administered by authorized school personnel or the child's parent only.* Students in **grades 6-12** may **self administer** over-the-counter medications only when the Non-Prescription Medication Authorization Form is

completed, signed by the parent/guardian and on file in the school health clinic.

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 www.canalwin.k12.oh.us.

STUDENT WELL-BEING

Student safety is a responsibility of the students and staff. All staff members are familiar with emergency procedures such as fire and tornado 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:

<p>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</p> <p>TV- WBNS Channel 10 WSYX Channel 6</p>
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<p>WCMH Channel 4</p>

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.

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 telephone 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 \$2.50. 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 \$1.30. Milk is purchased at an additional cost of \$0.50. Further information is available from Chartwell's Dining Services at 920-2649.

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 Internet is available to all students. Students are required to obtain a network user account and password from the technology instructor in order to gain access to the network. Rules and guidelines for proper use of the network are set forth in the district's Acceptable Use Policy. Violation of this policy will result in disciplinary action as deemed appropriate in the Student Code of Conduct.

PERSONAL ITEMS

Students are **discouraged** from bringing personal items (cell phones, MP3 Players, CD players, digital cameras, electronic games, ipods, etc.) to school. Such items can become lost or damaged. 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.***

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. 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.

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.**

WAIVER OF FEES

Parents of students who qualify for free lunches may complete an application to have the cost of fees waived.

Pay-to-participate fees for the 2011-2012 school year are \$300.00. 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.

School fees must be paid before the pay-to-participate fee. Prior to September 7, 2011, you must either have your school fees paid or set up a payment plan with the school secretary. The payment plan for the school fees must stay current throughout the school year. Opportunities to play in a contest will be revoked until school fee obligations are met.

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.

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

Progress reports will be sent out to all students during each grading period. Students are required to bring progress reports back with a parent signature within a 5 day period of time.

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 Ohio Achievement Assessment. Additional group tests are given to students to monitor progress and 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 Mrs. Beverly Hockman, 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 who wish to ride a bus other than their assigned bus 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

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 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 in one grading period will result in an after school detention

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).

When a student reaches nine (9) days of parental excused absences, s/he will be mailed an Absence Notification Letter.

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

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”, 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. 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, headbands and other head attire are not to be worn in the building.
- Backpacks are not to be worn from class to class and are to remain in lockers throughout the school day. Shoebags are permitted.
- No food or drink is permitted outside the cafeteria.
- 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, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. 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.***
2. No frays, rips, patches or holes are allowed in pants or tops worn by students schoolwide.
3. Swim wear, spandex shorts, pajama-pants/flannel-pants (of any material) are not permitted unless approved by the building principal.
4. Hair shall be neat, well-groomed. No hair color of unnatural hair color is permitted. Examples: bright red, pink, green, blue, purple and orange unless approved by building administration.
5. Hats, scarves, hoods, bandanas, and other head attire shall not be worn by

- boys or girls in the building. Bandanas of any color are not permitted.
6. 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.
 7. 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.
 8. No article of clothing shall be worn which defames any person, the school, the community, or the nation.
 9. No articles of clothing associated with alcoholic beverages, tobacco, drugs or encouraging violence are permitted.
 10. No article of clothing shall be worn that contains obscene, profane, or sex related words or pictures.
 11. No artwork/writing/logos should be present on pants of both males and females.
 12. Chains are not to be worn.
 13. Coats are not permitted to be worn during the course of the school day.

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 will result in suspension from school.

EXPLANATION OF TERMS APPLYING TO THE STUDENT DISCIPLINE CODE

1. **USE OF DRUGS** - The school has a "Drug Free" zone that extends 1000 feet beyond the school boundaries as well as to any school activity and

transportation. This means that any activity - sale, distribution, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. If caught, the student could be suspended and recommended for expulsion and law enforcement officials may be contacted. The sale, distribution, possession, or use of drugs, alcohol, fake drugs, steroids, inhalants, designer drugs, look-alike drugs or drug paraphernalia is prohibited. This includes non-alcoholic beers and wines, steroids, 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.). All medicine will be kept in the nurse's office. Many drug abuse offenses are also felonies.

2. **USE OF TOBACCO** - Smoking and other tobacco uses are a danger to a student's health and to the health of others. The school prohibits the sale, distribution, use, or possession of any form of tobacco during school time or at any school activity. This prohibition also applies when going to and from school and at school bus stops.
3. **STUDENT DISORDER/DEMONSTRATION** - Students will not be denied their rights to freedom of expression. However, the disruption of any school activity will not be allowed, and the expression may not infringe on the rights of others. If a student or students feel there is need to organize some form of demonstration, they are encouraged to contact the principal to discuss the proper way to plan such an activity. Membership or participation in the organization or operation of any fraternity, sorority, or other secret group as described by law is

- prohibited throughout the School District. In particular, the Board shall not tolerate any type of gang or gang-related activity to occur on District property or while students are under the auspices of the Board.
4. **POSSESSION OF A WEAPON** - A weapon includes conventional objects like guns, pellet guns, knives, metal knuckles, straight razors, explosives, noxious irritation gases, poisons, drugs, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon or an object converted from its original use to an object used to threaten or injure another. This includes, but is not limited to padlocks, pens, pencils, chairs, jewelry, and so on. Criminal charges may be filed for this violation. Possession of a weapon will subject a student to expulsion and possible permanent exclusion.
 5. **USE OF AN OBJECT AS A WEAPON** - An object that is used to threaten or harm another may be considered a weapon. Intentional injury to another can be a felony and/or a course for Civil action. This violation may subject a student to expulsion and possible permanent exclusion.
 6. **PURPOSELY SETTING A FIRE** - Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony and will subject the student to expulsion.
 7. **PHYSICALLY ASSAULTING A STAFF MEMBER, STUDENT, PERSON ASSOCIATED WITH THE DISTRICT** - Physical assault on a staff member, student, or other person associated with the District which may or may not cause injury. Injury to staff member may result in charges being filed and subject the student to expulsion.
 8. **VERBAL THREATS TO STAFF MEMBERS, STUDENTS, PERSON ASSOCIATED WITH THE DISTRICT** - Any statement or non-contact action that a staff member, student, or other person associated with the District feels to be a threat will be considered a verbal assault as well as profanity directed toward a staff member in a threatening tone.
 9. **EXTORTION** - Extortion is the use of threat, intimidation, force or deception to take, or receive something from someone else. Extortion is against the law.
 10. **GAMBLING** - Gambling includes casual betting, betting pools, organized sports betting and other forms of wagering; students who bet on an activity in which they are involved may also be banned from that activity.
 11. **FALSIFICATION OF SCHOOL WORK, FORGERY OF IDENTITY** - Forgery of hall/bus passes and excuses as well as false ID's are forms of lying and are not acceptable. Plagiarism and cheating are also forms of falsification and subject the student to academic penalties as well as disciplinary action.
 12. **FALSE ALARMS AND FALSE REPORTS** - A false emergency alarm or report endangers the safety forces that are responding, the citizens of the community and the persons in the building. What may seem like a prank, is a dangerous stunt that is against the law.
 13. **EXPLOSIVES** - Explosives, fireworks and chemical-reaction objects such as smoke bombs, small firecrackers, and poppers are forbidden and dangerous.
 14. **TRESPASSING** - Although schools are public facilities, the law allows a school to restrict access on school property. When a student has been removed, suspended, expelled, or permanently excluded, the student is

- not allowed on school property without authorization of the principal.
15. **THEFT** - When a student is caught stealing school or someone's property, s/he will be disciplined and may be reported to law enforcement officials. Students are discouraged from bringing to school anything of value that is not needed for learning. The school is not responsible for personal property.
 16. **DISOBEDIENCE** - School staff is acting "in loco parentis" which means they are allowed, by law, to direct a student as a parent would. This applies to **all** staff, not just teachers assigned to a student. If given a reasonable direction by a staff member, the student is expected to comply. Chronic disobedience can result in expulsion.
 17. **DAMAGING PROPERTY** - Vandalism and disregard for school property will not be tolerated.
 18. **PERSISTENT ABSENCE OR TARDINESS**- Attendance laws require students to be in school all day or have a legitimate excuse. It is also important to establish consistent attendance habits in order to succeed in school and in the world of work. Penalties can range from detention to a referral to court and/or revocation of the student's driver's license.
 19. **UNAUTHORIZED USE OF SCHOOL OR PRIVATE PROPERTY** - Students are expected to obtain permission to use any school property or any private property located on school premises. Any unauthorized use shall be subject to disciplinary action.
 20. **REFUSING TO ACCEPT DISCIPLINE** - The school may use informal discipline to prevent the student from being removed from school. When a student refuses to accept the usual discipline for an infraction, the refusal can result in a sterner action.
 21. **AIDING OR ABETTING VIOLATION OF SCHOOL RULES** - If a student assists another student in violating any school rule, they will be disciplined. Students are expected to resist peer pressure and exercise sound decision making regarding their behavior.
 22. **DISPLAYS OF AFFECTION** - Students demonstrating affection between each other is personal. This includes holding hands, or any other contact that may be considered affectionate or sexual in nature. School is not an appropriate place for this behavior.
 23. **POSSESSION OF ELECTRONIC EQUIPMENT/CELLULAR PHONES** - Most electronic equipment necessary in school is supplied by the school. Students are discouraged from bringing personal items to school. Such items can become lost or damaged. The school cannot and will not assume responsibility for losses or damages. Students are prohibited from playing with *or using* items such as, radios, CD players, walkmans, tape recorders, electronic games, pagers, and cellular telephones at school. This list is not fully inclusive and the administration reserves the right to deny any other materials deemed inappropriate for school. If misuse occurs the property will be confiscated and disciplinary action will be taken.
 24. **VIOLATION OF INDIVIDUAL CLASSROOM AND SCHOOL RULES** - Each learning environment has different rules for students. Individual rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules, all of which will be consistent with the policy of the school.
 25. **DISRUPTION OF THE EDUCATIONAL PROCESS** - Any actions or manner of dress that interfere with school activities and

disrupt the educational process are unacceptable. Such disruptions also include delay or prevention of lessons, assemblies, field trips, athletic and performing arts events.

26. **HARASSMENT/BULLYING** - 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 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: sexual, gender, ethnic, religious, cyberbullying, and disability harassment.

Reference Board of Education Policy 5517

27. **CRIMINAL ACTS** - Any criminal acts taken at or related to the school will be reported to law enforcement officials as well as disciplined by the school. It is not considered double jeopardy (being tried twice for the same crime), when school rules and the law are violated. Certain criminal acts may result in permanent exclusion.

28. **DISCIPLINE - STUDENTS WITH DISABILITIES** Students with disabilities will be entitled to the right and procedures afforded by the Individuals with Disabilities Education Improvement Act (IDEIA) and the American with Disabilities Act (ADA), or Section 504 of the Rehabilitation Act of 1973.

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 these 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 3 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 will 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

1. 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.
2. 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.
3. A hearing must be held within seventy-two (72) hours of the removal if the removal could extend more than twenty-four (24) hours.
4. 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 the superintendent's designee. The appeal must be 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.
7. During the appeal process, the student shall not be allowed to remain in school.
8. In-school suspension may be an option to out-of-school suspension at the discretion of the principal or assistant principal.
9. During the suspension students are not permitted to attend extracurricular activities either home or away including practices.
10. **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.

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.**

AUTHORIZATION

The administration shall have the power and the responsibility to regulate student behavior and to discipline students whose behavior is judged unacceptable. Disciplinary action may be adjusted at the discretion of the administrator. Minimum discipline is the least possible action taken by the school administration. Maximum discipline is the highest level of action that will be taken by the school administration.

Major and Minor Offenses

1. **DISRUPTION OF THE EDUCATIONAL PROCESS** – No student shall by the use of violence, force, noise, coercion, threat, intimidation, fear, active or passive resistance, **pulling the fire alarm**, or any other conduct, cause the disruption or obstruction of any lawful mission, process or function 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
- g. Pulling a fire alarm without proper provocation
- h. Placing a false 911 call

- **All Offenses - 10 days out of school suspension with a recommendation to the superintendent for an expulsion.**

NOTE: Charges with the law enforcement may be filed by the school employee or students involved

2. **DAMAGE OR THEFT TO/OF SCHOOL OR PRIVATE PROPERTY**

No student shall knowingly cause or attempt to cause damage to school property, including that of another student or staff member 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 student or staff member or any other school employee. This shall include any items from the teachers' classroom.

Repair/replacement cost will be the responsibility of the parent/guardian or custodian of the student in question.

- **Minimum: 1 Day OSS**
- **Maximum: 5 Day OSS**
- **All offenses will be handled on a case by case basis**

3. **ASSAULT-** A student shall not physically attack (assault) another student, school official, personnel or visitor without provocation. This includes any act which could create fear, distress or injury in or to that person.

- **Minimum: 3 Day OSS**
 - **Maximum: 10 Day OSS**
- *Extreme cases may be treated as a second offense and may be recommended for expulsion**

4. **FIGHTING** – A student shall not cause or behave in such a way as could be reasonably anticipated to cause physical injury to another student, school official, personnel, visitor or staff.
 - **Minimum: 1 Day OSS**
 - **Maximum: 10 Day OSS – recommendation for expulsion**

5. **DANGEROUS WEAPONS AND INSTRUMENTS** - A student shall not attempt to possess, handle, transmit, or conceal any object which may be judged as a weapon or an instrument of potential danger to the individual or to others. Any object that is used to threaten, harm or harass another may be considered a weapon. **Additionally, Section 2923.122 of the Ohio Revised Code makes it a felony for any person to knowingly convey, attempt to convey, or possess any deadly weapon or dangerous ordinance onto any property owned, controlled or actively held under the auspices of a school.**
 - **All Offenses – 10 days out of school suspension and recommendation to the superintendent for an expulsion. In some cases the recommendation for an expulsion from school would be for one calendar year**

6. **NARCOTICS, ALCOHOLIC BEVERAGES, AND DRUGS** - A student shall not attempt to possess, use, sell, transmit, or conceal narcotics, alcoholic beverages, drugs or drug paraphernalia unless prescribed for a specific medical purpose for that person and administered as per administrative guidelines. These prohibitions also include a substitute or counterfeit for the aforementioned substances.
 - **All Offenses: 10 days out of school suspension and recommendation to the superintendent for an expulsion**

7. **TOBACCO** - A student shall not use or possess tobacco or tobacco products (ex. snuff, chew), or possess/use a cigarette lighter within any school bus, building, or on any school grounds.
 - **Minimum: 3 Day OSS**
 - **Maximum: 10 days out of school suspension and recommendation to the superintendent for an expulsion**

8. **UNAUTHORIZED ENTRY** - A student shall not enter, or attempt to enter any school building or property without permission or enter a restricted area (boiler room, personal offices, elementary, etc.) without permission.
 - **Minimum: 1 Day OSS**
 - **Maximum: 5 Day OSS**

9. **HARASSING and BULLYING** - No student shall harass, direct words or phrases which are degrading, obscene, profane slanderous or taunting toward others including students and staff. This includes any speech or action that creates a hostile, intimidating or offensive learning environment. Harassment can be verbal or physical. Actions such as pushing, shoving, unwanted touching or any kind of physical intimidation shall be construed as harassment. The use of electronic resources to harass or bully other students or staff members is referred to as “cyberbullying.” **If the alleged harasser is a student, staff member, or other person**

associated with the school district, other than the student's principal, the affected student should, as soon as possible after the incident, contact his/her principal.

- **Minimum: 1 Day OSS**
- **Maximum: 10 days out of school suspension and recommendation to the superintendent for an expulsion**

10. **ENDANGERING** - A student shall not engage in acts such as hitting, pushing, kicking, choking, throwing of objects, or other similar acts which in the judgment of the school personnel may result in injury to others. This includes any unauthorized touching of another which could create fear or distress to that person.

- **Minimum: After school detention**
- **Maximum: 5 Day OSS**

**Extreme cases may be treated as a recommendation for expulsion.*

11. **INSUBORDINATION/DISRESPECT**

Insubordination includes any student refusing to respond to or follow any reasonable request of any teacher, student teacher, substitute teacher, administrator, or authorized personnel.

Disrespect is defined as being abusive, obscene, profane, or using offensive language, gestures, or signs toward a staff member or student.

**Gross disrespect or insubordination may be treated as a 2nd or 3rd offense*

- **Minimum: After school detention**
- **Maximum: 3 Day OSS**

**Extreme cases may be treated as a recommendation for expulsion*

12. **REMOVING OR ALTERING SCHOOL RECORDS**

- A student shall not remove or alter any student record, school forms, or

correspondence. 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.

- **Minimum: 1 Day OSS**
- **Maximum: 5 Day OSS**

NOTE: This offense may be severe enough to warrant an out of school suspension and recommendation to the superintendent for an expulsion

13. **SOCIAL BEHAVIOR** - A student shall not engage in acts which are contrary to acceptable social behavior for the school environment (departing, indecent exposure, gang related activity, gambling, unacceptable hallway behavior, physical displays of affection, etc.).

- **Minimum: After school detention**
- **Maximum: 3 Day OSS**

14. **PLAGIARISM** - A student shall not plagiarize another person's work. This also includes theft of information including copyright infringement and unauthorized duplication (Internet).

- **Minimum: After school detention**
- **Maximum: 3 Day OSS**

15. **CHEATING** - A student shall not engage in academic misconduct such as cheating. Students in violation of this policy will receive a zero for the work in question in addition to other disciplinary procedures that may be imposed

- **Minimum: After school detention**
- **Maximum: 2 Day OSS**

16. **FAILURE TO SERVE A DETENTION** - No student shall fail to

- serve a detention at the assigned time and date.
- **All offenses: 1 Day OSS**
17. **VIOLATION OF SUSPENSION** - A student shall not be on school premises or at any school activity, home or away, while under suspension.
- **additional suspension days**
18. **REPEATED OFFENSES** - A student shall not repeatedly fail to comply with reasonable rules and regulations of the staff, school and school district.
- **at the discretion of the principal**
19. **LEAVING SCHOOL GROUNDS WITHOUT PERMISSION** – No student may leave the school grounds without the proper permission from the 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.
- **Minimum: 1 Day OSS**
 - **Maximum: 5 Day OSS**
20. **DRESS AND GROOMING** – Students are expected to adhere to the Dress and Grooming Code (see Section 6 – Student Conduct).
- **Minimum: Warning**
 - **Maximum: 2 Day OSS**
 - **Repeated Offenses – may result in out of school suspension**
21. **CELLULAR TELEPHONES AND ELECTRONIC COMMUNICATION DEVICES** – Students are discouraged from bringing personal items to school. Such items can become lost or damaged. The school cannot and will not assume responsibility for losses or damages. Students are prohibited from playing with or **using** items such as, radios, CD players, walkmans, tape recorders, ipods, ipads, electronic games, pagers, and cellular telephones at school. Should students choose to bring these items to school they should not be visible to staff members and if so they will be confiscated. This list is not fully inclusive and the administration reserves the right to deny any other materials deemed inappropriate for school.
- **Minimum: Warning**
 - **Maximum: 1 Day OSS**
22. **TRUANCY** – A student shall not be absent from school or a class without permission or proper authorization.
- **Minimum: After school detention**
 - **Maximum: At the discretion of school administration and referral to the county truancy officer.**
23. **USE OF PROFANITY** – A student shall not use profanity or obscene language, either written or verbal, in communication with faculty, students, or any other person while under the jurisdiction of the school. This prohibition includes the use of obscene gestures, signs, pictures, or publications.
- **Minimum: After school detention**
 - **Maximum: 1 Day OSS**
24. **DISRUPTION/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 attempt to: hack, alter, or destroy any software or data; upload, download, create or transmit any computer virus, worm, Trojan horse or other harmful component of corrupted data; gain access to other users files and information; disrupt or degrade the operation of the network

through any means intended for that purpose.

- **Minimum: After school detention**
- **Maximum: 3 Day OSS**

25. **UNAUTHORIZED ACCESS/INAPPROPRIATE USE OF THE COMPUTER NETWORK (OR TECHNOLOGY RESOURCES –**

A student shall only attempt to gain access to the computer network using his/her assigned user account and password. Students shall also abide by the rules of netiquette and proper use as set forth in the school district's Acceptable Use Policy. Unauthorized use may result in loss of privileges.

- **Minimum: After school detention**
- **Maximum: 3 Day OSS**

- 26. **COERCION/THREATS –** A student shall not by threat of violence, force, intimidation, or fear attempt to influence the behavior or attitude of a fellow student,

school employee, or any other student.

- **Minimum: 1 Day OSS**
- **Maximum: 10 Day OSS**

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.

SEARCH AND SEIZURE

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. (Policy 5771) A search may also be conducted to protect the safety of others. All searches may be

conducted with or without a student's consent.

Students are provided lockers, desks and other equipment including computer/network in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches.

Anything that is found in the course of the search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated.

Note: The principal or assistant principal may deem an offense to be major rather than minor based upon the circumstances of the case. Additionally, 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.