

## ***GENERAL INFORMATION***

### **WELCOME**

The administration and faculty of Norwayne High School take great pleasure in welcoming you to “Bobcat Country.” We have a personal interest in you and hope your experiences here will be meaningful and memorable. We want you to become involved in the life of Norwayne High School and help us to carry forward our proud tradition of excellence. Understanding the rules, regulations and policies that are in effect at Norwayne High School is the responsibility of every student.

Norwayne High School is the gateway to a richer, more meaningful life. Students are invited to enter that gateway through participation in all the school has to offer. Norwayne High School is your school—be proud of it and take responsibility for yourself as a young adult.

Have a great year!

### **NORWAYNE PHILOSOPHY OF EDUCATION**

**VISION:** Norwayne Local Schools is a place where all children become self-confident, responsible members of the community. Each student is provided the opportunity to reach his or her potential and become a life-long learner.

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

### **PUBLIC NOTICE**

Norwayne Local School District dedicates itself to providing equal admission opportunities, equal educational opportunities, and equal employment opportunities to all people regardless of race, color, national origin, sex or handicap.

## ***ACADEMIC INFORMATION***

### **ACADEMIC AWARDS**

Academic awards are presented to the top students as selected by their teacher in each of the subjects offered in the high school. These students are honored at a grade level assembly each spring.

Graduating seniors are honored with medallions if they are ranked in the top ten of their class based on grade point averages. For students to be considered for top ten ranking, National Honor Society criteria apply and students must have completed or be enrolled in the following courses:

1. Four years of English
2. Three years of Science, specified as Physical Science, Biology, and Chemistry
3. Three years of mathematics, specified as Algebra I, Geometry, and Algebra II
4. Three years of Social Studies
5. Two years of the same foreign language

### **EXAMS**

Exams are given at the end of each semester in all classes.

## GRADING POLICY AND PROCEDURES

The school year at Norwayne High School is divided into two semesters. Each semester consists of two 9-week periods. Students are graded each 9 weeks and the following grading scale will be used for the regular (unweighted) classes in grades 9-12.

A	95-100	B-	84-85	D+	72-74
A-	92-94	C+	82-83	D	67-71
B+	90-91	C	77-81	D-	65-66
B	86-89	C-	75-76	F	0-64
P-Pass		I-Incomplete		ME-Medically excused	

A "P" grade indicates that the student has passed the course by putting forth a conscientious effort.

No student is to be given an (I)- incomplete grade unless there is an extenuating circumstance such as an extended illness. Any student who does receive an incomplete grade (I) on his grade card is responsible to see that his work is completed. If the incomplete is not made up in the time allotted (according to the circumstances) the grade automatically becomes an "F."

Semester averages are obtained by combining 9-week grades and the semester exam. Each nine-week grade counts as 45%, and the semester exams are 10% of the semester average. Final grades are determined by combining the two semester averages.

### Interim Reports

Interim reports will be issued no later than the fifth week of each quarter for all students.

### Quality Points

The following quality point values will be used for the purpose of determining class rank.

A	4.0	B+	3.3	C+	2.3	D+	1.3
A-	3.6	B	3.0	C	2.0	D	1.0
		B-	2.6	C-	1.6	D-	.6

All student's (home school, post secondary and career center) grade point averages will be calculated using these quality point values.

### Weighted Classes

The following classes have been designated as weighted classes (academically more challenging) and may be graded according to the weighted scale:

#### English

Enriched Language Arts

#### Foreign Language

Spanish III & IV

#### Math

Enriched Geometry  
Enriched Algebra II

#### Science

Enriched Chemistry  
Physics

### Weighted Scale

A 94-100	B+	87-89	C+	77-79	D+67-69	F	0-59
A- 93- 90	B	84-86	C	74-76	D 63-66		
	B-	80-83	C-	70-73	D-60-62		

## GRADUATION REQUIREMENTS

Norwayne High School is chartered as a four-year comprehensive high school by the Ohio Department of Education and accredited by the Norwayne Association of Colleges and Secondary Schools. To be eligible for graduation, a student must meet a minimum number of days in attendance and must have fully completed the subject and unit requirements as established by the State Department of Education, The Wayne County Board of Education and the Norwayne Local Board of Education.

Twenty-one (21) units of credit are required for graduation. Classification of these students shall be based on the academic credits earned as follows:

Freshmen	a promotion from the eighth grade
Sophomore	a minimum of four and a half (4.5) credits earned
Junior	a minimum of nine (9) credits earned
Senior	a minimum of fourteen (14) credits earned

Units of credit must be successfully completed in the following areas:

<u>Subject</u>	<u>Credit</u>	<u>Subject</u>	<u>Credit</u>
Language Arts	4 credits	History	2 credits
Health	½ credit	American Government	1 credit
Mathematics	4 credits*	Phys Ed	½ credit
Science	3 credits*	Electives	7 credits

**Payment of all class obligations, book fines, library fines, laboratory fees, school property damages, and any other financial obligations to the school must be paid to walk in the graduation ceremony and receive a diploma.**

**\*Class of 2014 needs to complete 4 credits of Math to meet Ohio Department of Education CORE requirements\***

## HONOR ROLL

Perpetuating academic achievement is a focus for NHS. Special recognition is given to those students who have accomplished the following GPA requirements for honor roll.

1. Scholar's Roll 3.67 - 4.00
2. Honor Roll 3.33 - 3.66
3. Merit Roll 3.00 - 3.32

Grades earned in all subjects will be counted in computing the honor roll. A student earning a grade of D, F, P or I in any subject automatically become ineligible for the honor roll. The school honor roll is computed and published at the end of each grading period (four times each year). The student's class rank (accumulative average) is computed by adding credits from semester to semester. To be eligible for honor roll, a student must take a minimum of four (4) academic credits at Norwayne High School.

### National Honor Society

The purpose of the National Honor Society is to recognize and encourage excellence in the areas of scholarship, leadership, service, and character. In order to accomplish this purpose, the Norwayne chapter of the National Honor Society has established requirements that must be met by the student to be eligible for membership. In addition, the faculty committee had adopted a set of procedures for selecting new members from the group of eligible students. The requirements and procedures are explained below.

### Eligibility Requirements

To be eligible for membership in the Norwayne chapter of the National Honor Society, a student must be in the 10<sup>th</sup>, 11<sup>th</sup>, or 12<sup>th</sup> grade. The student must also have a cumulative grade point average of 3.5 or greater and be enrolled in a college preparatory course of study. In addition, the student's record must not contain any serious disciplinary action, such as suspension from school, or any incident, such as cheating that would indicate a character problem.

### Selection Procedures

All students that are eligible for membership will be given a *Leadership and Activity Form*, *Leadership Recommendation Form*, and two *Faculty Recommendation Forms* to be filled out and returned to the faculty committee. If a student wants the faculty committee to consider non-school affiliated service a letter of recommendation from the organization's leader/advisor must also be submitted.

Faculty members that have known the students will be asked to fill out a form rating the students, on a scale of one to five, in the areas of scholarship, leadership, service, and character. The faculty ratings in each area will be averaged. (However, the committee will have final approval of all new members.)

A student may obtain up to 50 points in the following way:

**Scholarship:** a commitment to learning, willingness to spend time and effort reading and studying, devoted to learning, a "serious" student

<b>Grade Point Average</b>	<b>(10 points)</b>
3.50-3.62	7 points
3.63-3.74	8 points
3.75-3.87	9 points
3.88-4.0	10 points

**Leadership:** willing to guide and take initiative to better oneself and devote additional time to aid others in achieving their goals, one willing to accept a position of guidance, one who exerts a positive influence on the school or community

A prospective member **must have at least one approved leadership recommendation** in either a school or non-school situation. If a prospective member would like the committee to consider his/her involvement in an Office/Position for a Non-school Affiliated Activity or Norwayne Position of Leadership not listed, the student must submit a *Leadership Recommendation Form*. The committee has the right to verify the completion of the prospective member's leadership duties, responsibilities, and hours involved in any School or Non-school Affiliated Activity.

<b>Leadership Activity</b>	<b>(10 points)</b>
1 Activity	7 points
2 Activities	8 points
3 Activities	9 points
4 Activities	10 points

**Service:** willing to spend time and effort to benefit others without looking for compensation or recognition, selfless and willing to give of themselves for the school and community. A prospective member **must have at least three activities that are school affiliated with Norwayne High School**, but involvement in a non-school affiliated community service activity will be considered.

1. Students involved in a non-school affiliated community service activity must submit the following for consideration:

A letter of recommendation from the leader/advisor that includes a summary of the community service and the number of hours involved as indicated per week/month or overall hours for this service.

2. Under activities for service at Norwayne High School, a student will be awarded one point for the first year of involvement for that activity and .5 for each additional year of involvement with that activity.

<b>Service Activity</b>	(10 points)
4 Activities	7 points
5 Activities	8 points
6 Activities	9 points
7 or more Activities	10 points

**Faculty Rating/Recommendations:** Faculty members that have known the students will be asked to fill out a form rating the students in the areas noted above including scholarship, leadership, service, and the additional area of character—reliability, self-control, honesty, self-respect, integrity.

Students must obtain written recommendations from two faculty members, using the Faculty Recommendation Form for this purpose.

<b>Faculty Rating Form</b>	(20 points)
Scholarship	5 points
Leadership	5 points
Service	5 points
Character	5 points

Any student that receives 38 points out of the total of 50 possible points will be selected for possible admission into the Norwayne chapter of the National Honor Society.

(Revised May 2010)

## **EXTRACURRICULAR ELIGIBILITY**

To participate on a school-sponsored athletic team or any other extracurricular group, a student must receive a passing grade in a minimum of five (5) one-credit courses or the equivalent, which count towards graduation; and those grades must, when combined, be a total grade point average of at least 1.0 on a four-point (4.0) scale.

Eligibility will be determined by the immediately preceding grading period (quarter).

No makeup tests, special tutoring, or summer school extending the nine weeks will be allowed to complete work at the end of a quarter. The work must be completed by the end of the quarter.

A student enrolled in the first grading period after advancement from the eighth grade must have passed 75 percent of those subjects carried the preceding grading period in which the student was enrolled; and those grades must, when combined, be a total grade point average of at least 1.0 on a four-point (4.0) scale.

Students must adhere to the Norwayne Athletic Code.

Students should consult the counselor or athletic director with any question relating to eligibility.

## ***ACTIVITIES/ORGANIZATIONS***

### **STUDENT LEADERS**

Norwayne High school is proud to be able to offer so many varied student activities for educational and social growth, and students are encouraged to participate in extra-curricular activities.

Qualifications for student government include the following: minimum of 2.5 cumulative grade average, good moral character, good conduct and deportment at school, no record of suspension from school. Students cannot be both a class officer and a Student Council representative.

Class officers will be elected during the first month of the school year

### **STUDENT COUNCIL**

Your Student Council provides for student activities, serves as a training experience for both leaders and followers, promotes the common good, gives students a share in the management of the school, develops high ideals of personal conduct, acts as a clearing house for student activities, seeks to interest students in school affairs and helps solve problems that may arise. Members of the Student Council are your representatives and have direct access to the school administration.

### **YEARBOOK**

The yearbook is published through the Yearbook Class. The staff conducts a sales drive each fall, creates the book and the book is delivered during the fall of the following year.

### **CLUB/ORGANIZATIONS**

#### CLUBS

Future Farmers of America  
Teen Institute  
Book Club

#### HONORARY ORGANIZATIONS

National Honor Society

#### ACADEMIC

Peer Tutoring

#### SPEECH/DRAMATICS

Plays and contests

#### BOYS ATHLETICS

Baseball  
Basketball  
Cross Country  
Football  
Golf  
Soccer  
Track  
Tennis  
Wrestling

#### GIRLS ATHLETICS

Basketball  
Cheerleading  
Cross Country  
Golf  
Soccer  
Softball  
Track  
Volleyball

## ***GUIDANCE SERVICES***

## **GUIDANCE OFFICE**

The guidance office is available to all Norwayne students and is able to provide a variety of services. The purpose of this program is to help each individual student achieve his greatest growth mentally, emotionally, and socially. The Dean of Students attempts to foster students in a number of ways:

1. Helping the new student feel at home in our school with new teachers and friends in a different setting
2. Individual conferences whenever a student, a teacher, or the counselor deems them necessary.
3. A testing program designed to help the student learn as much as possible about his capabilities.

Students are urged to make use of the information and services available. This includes college and university catalogs, information concerning scholarships and financial aid, business, vocational and trade school information, materials concerning career and occupational opportunities, and information and applications for the Scholastic Aptitude Test and the American College Test.

## **COLLEGE ASSISTANCE**

Students desiring assistance locating colleges which best meet their needs should consult with the Dean of Students. Copies of current catalogs, general guides to colleges, and computerized files on various colleges are available for student use. College counselors visit Norwayne regularly to talk with students about their schools. A calendar of those meetings is posted in the guidance office. Juniors are permitted to miss up to 3 classes and seniors are permitted to miss up to 5 classes to meet with college admissions visitors. Passes must be obtained from the Guidance Office in advance.

Post-secondary education option information is available from the Dean of Students. **The deadline for enrolling in post-secondary classes is March 30<sup>th</sup> each year.**

## **COUNSELING: INDIVIDUAL OR GROUP**

Students should schedule appointments with the Dean of Students by checking in his/her office before school or during lunch. A pass will be issued which must be presented to a teacher before a student will be excused from study hall to go to the dean's office. Group counseling sessions will be organized, as they are needed.

## **MISSION OF SAFE & DRUG-FREE SCHOOLS**

The mission of Safe & Drug-Free Schools in Norwayne is to provide a safe, disciplined and drug-free school community environment for students, faculty, staff, administrators, parents, surrounding communities, and key stakeholders that contribute to the continuous improvement of research, leadership, teaching and knowledge.

To encourage alcohol, tobacco, and other drug-education awareness and prevention activities and individual interventions in the area of substance abuse Norwayne has an active (T.I.) Teen Institute Program.

## **SCHEDULE CHANGES**

Schedule changes can only be made **during the second week** of school by turning in a completed schedule change request form with a parent/guardian and both teachers signatures.

**Students must continue to attend class until withdrawal forms are signed, books returned, and all other obligations are fulfilled. Students dropping a class should take care of these details before or after school.**

A student who wishes to drop a course after the 2<sup>nd</sup> week of school must file an appeal to drop the class with the principal. The student must be earning a passing grade to withdraw in which case a WP is noted on his record. Otherwise, except for extenuating circumstances, a grade of WF will be on his record and will be computed in his cumulative average. The teacher, guidance counselor, parent, and principal must approve the request for withdrawal.

Students may audit certain classes after meeting with the guidance counselor and completing an audit form.

## TESTING PROGRAM

The guidance office has information on a variety of testing programs. The PLAN, PSAT, SAT and ACT information are available for college bound students. Individual students/parents are responsible for registering on line or by mail for tests.

Ohio continues to require testing for proficient educational progress at various grade levels. All sophomores will be taking the Ohio Graduation Test/OGT and must be proficient in all five subject areas to graduate.

## TRANSFER/WITHDRAWAL

A student who anticipates transferring to another school must obtain a transfer/withdrawal from the main office, which is to be signed by each of his teachers as he returns the textbooks and other class materials, thereby clearing their record at Norwayne. They should also give the office the name and address of the new school that they plan to attend so that a transcript of credit may be forwarded.

## WAYNE COUNTY SCHOOLS CAREER CENTER

Students may elect to attend classes in the WCSCC building during the junior and senior years or, depending on the program, just during the senior year. This facility extends our vocational course offerings considerably. Students interested in utilizing the facilities at the WCSCC should plan their program with the counselor's assistance. Credits earned at the WCSCC are usually at least five and one-half (5 ½) the junior year and at least five and one-half (5 ½) the senior year. There are specific requirements students must meet before being admitted to one of the vocational programs. These requirements are discussed in-group and individual conferences with the WCSCC guidance counselor and the dean of students at Norwayne.

Students attending classes in the WCSCC building are able to participate in various extra-curricular activities at Norwayne whenever it is feasible. Any potential complication in this regard should be discussed with the faculty member in charge of the activity or the dean of students.

Students attending classes exclusively at the WCSCC are permitted only in the lobby of the home school building while the school day is in session.

**Daily announcements from Norwayne are sent to the Career Center and posted in the cafeteria and outside the cafeteria on the bulletin boards.**

**Daily announcements and information are also available at the Norwayne High School website.**

**Each student is responsible to read these announcements to be informed of home school activities and events.**

## *SCHOOL PROCEDURES*

### ACCIDENTS

All injuries or accidents should be reported to the teacher, bus driver, principal, or staff member in charge. Student accident report forms are available in the office.

### ANNOUNCEMENTS

Morning announcements are made over the televisions at the beginning of first period. Afternoon announcements will be made during the last five minutes of the day. All announcements must be written on forms provided in the office and turned in by **7:20 a.m.** The teacher in charge of the group making the announcements must approve by signing the form. Announcements will be posted on the Norwayne web site daily. Only emergency announcements will be given during school hours. Due to the inability to insure everyone will be recognized, no birthday greetings will be given over the p.a.

### ARRIVAL/DEPARTURE

Students should not arrive early to school unless they are under the supervision of a teacher or are to participate in a scheduled school activity. Students shall remain in the lobby or cafeteria area until the first bell rings at

7:20 a.m. Students are not to go to their lockers prior to the 7:20 bell. The warning bell rings at 7:24 and the tardy bell rings at 7:27 a.m.

Students eating the school breakfast in the cafeteria will be issued a written pass stating the time when they leave the cafeteria. Students who ate the school breakfast need to be in their assigned classroom by 7:35 or they will be counted tardy. Students not eating the school breakfast will not be permitted in the cafeteria.

At the end of the day, no students should be in the building after dismissal, except those who are under the supervision of a sponsor in a scheduled activity. **Students in the building for after school activities need to be aware that access to the academic areas of the building may be closed off with the gates daily at approximately 4:00 p.m.**

No student is to leave the school grounds during the school day without receiving permission from the principal. To receive this permission the student should bring a note signed by his/her parent to the office before school (7:20 to 7:27 a.m.) so that early departure can be listed on the daily absence sheet. The note must include the date, name of student, time to be dismissed, and specific reason early departure is being requested (parental or personal is not a specific reason), and time the student would be returning if applicable. Any time the student leaves or returns to the building, he/she must sign the passport sheet on the office counter.

## CLASS FEES

Students are responsible for all textbooks and other school property issued to them during the course of the year. All of these items must be returned to the teacher or the office at the end of the school year. Students who fail to return school property including uniforms will be held responsible for the property. Report cards and schedules may be held until the property is returned or paid for. **Seniors will not be allowed to walk in graduation ceremonies or receive their diplomas and their transcripts will be held until all obligations are met.** Other students who have not met their obligations will not be promoted the following year until the obligations have been cleared.

In many subject areas, fees are levied for materials, services and supplemental supplies necessary to fulfill the requirements of the course. Fees for this school year are listed below. Fees may need to be adjusted to meet the needs of the course.

_____ Advanced PE - \$10.00	_____ Drafting I - \$10.00
_____ Agenda - \$8.25	_____ Drafting II - \$12.00
_____ Algebra I - \$12.50	_____ Drama/Theatre - \$10.00
_____ Art I - \$30.00	_____ English 9 - \$10.00
_____ Art II - \$30.00	_____ English 9 Enriched - \$10.00
_____ Art III/Advanced - \$30.00	_____ English 9 Independent Study - \$10.00
_____ Art IV/IS Art - \$30.00	_____ English 10 - \$22.00
_____ Basic Accounting - \$40.00	_____ English 10 Enriched - \$22.00
_____ Band - \$20.00	_____ English 11 - \$22.00
_____ Biology - \$10.00	_____ English 11 Enriched - \$22.00
_____ Chemistry - \$10.00	_____ English 12 - \$24.00
_____ Child Development - \$10.00	_____ Foods & Your Health I - \$30.00
_____ Choir - \$20.00	_____ Foods & Your Health II - \$30.00
_____ Clothing Construction - \$10.00	_____ Geometry - \$12.50
_____ Computer Business Apps Intro To - \$5.00	_____ Geometry Enriched - \$12.50
_____ Computer Business Apps II - \$5.00	_____ Human Anatomy - \$10.00
_____ Conservation & Ecology - \$5.00	_____ Integrated Science I - \$5.00
_____ Crafts - \$35.00	_____ Integrated Science II - \$5.00
_____ Current Events - \$5.00	_____ Life & Career Skills 1 - \$15.00

_____ Life & Career Skills II - \$15.00	_____ Web Page - \$5.00
_____ Literature Appreciation - \$10.00	_____ Weight Training - \$15.00
_____ Newspaper -Publications - \$10.00	_____ Woodworking - \$10.00
_____ Photography (advanced) - \$35.00	_____ Wood Tech - \$12.00
_____ Photography (basic) - 35.00	_____ Advanced Woods - \$12.00
_____ Photography-Indep. Study - \$35.00	_____ Intermediate Woods -\$12.00
_____ Plastic & Metals - \$10.00	_____ Woods- materials costs
_____ Plastic & Metals- materials costs	
_____ Printmaking - \$20.00	
_____ 3D Design - \$20.00	
_____ Spanish I - \$20.00	
_____ Spanish II - \$20.00	
_____ Spanish III - \$20.00	
_____ Spanish IV - \$20.00	

## **EMERGENCY DRILLS**

All schools are required by law to have periodic fire drills to prepare students and staff in case of a real emergency. Instructions for each classroom are posted. Exit routes have been planned carefully to avoid congestion and to empty the building in the shortest time possible. General rules to be followed are:

- Before leaving the room turn out the lights, close all windows and doors.
- Proceed quietly to the specified exit and out to the designated area.
- Do not block driveways.
- Remain standing quietly until a signal of three rapid rings of the bell signals completion of the fire drill.

Students should be aware of alternative exits in case the normal exit route is blocked. The goal of each fire drill is to empty the building within one minute.

Tornado drills are conducted each spring. Directions for the drill will be given over the public address system. Designated areas in corridors, which will shield students from glass and other hazards, are posted in each classroom.

## **ILLNESS**

Students who become ill during the school day should notify a teacher who will provide a pass to the office. After consultation with the office staff, we will contact the parent to arrange for the student to return home. Staff members may provide no medication to students. (See Medication)

## **INDEPENDENT STUDENTS**

Although the law treats 18-year-olds as adults, Norwayne believes that as long as a student lives with his/her parents, school regulations apply to the student. In the event an 18-year-old is self-sufficient, Norwayne will change all records to show such status. The school will require the student to prove his status by supplying documentation set by the OHSAA.

## **INSURANCE**

An accident insurance program is made available to all pupils in the Norwayne Local Schools. This accident policy affords very broad coverage. Students can be covered by this insurance for accidents incurred while going to and from school and while engaging in activities under the direction of the school, with the exception of varsity football which has separate coverage involving an additional premium. A twenty-four hour coverage plan is available at a slightly higher premium rate. This is in addition to the parent's primary policy.

Students participating in physical education, athletics, and laboratory classes should have some form of insurance coverage. Insurance forms are distributed to each student on the first day of school. Claim forms are available in the high school office.

### **LIBRARY/MEDIA CENTER**

The library is open from 7:27 a.m. - 2:41 p.m. daily. The library is a place to do reference work, school assignments, recreational reading, and to seek career information. Students who wish to use this facility should do so quietly in order to protect the rights of others who are studying. It should be considered a privilege to use the Norwayne High School library.

Each student will be issued a library card at the beginning of the school year. It is **needed for admittance** to the library and for checking out materials. Students wishing to use the library during a study hall should report directly to the library. It is important that the student be certain that his/her name be on the list sent to the study hall teacher.

In the library, students are to follow the rules and regulations posted by the librarian.

1. Replacing a lost card will cost the student 50 cents.
2. Overdue books are charged at a rate of 5 cents per school day.
3. You must be in the library by the time the tardy bell rings.
4. No gum, food, or beverage is permitted in the library.
5. Sleeping will be grounds for removal.

### **LOST AND FOUND**

The lost and found is located in the main office. A student finding an article should take it to the office. A student wishing to inquire about a lost article should check frequently at the office, where the article may be returned to him upon identification. The school is not responsible for any items collected in the lost and found.

### **LUNCH**

Each student is scheduled for a thirty-minute lunch period. The student lunch price is \$2.50. The high school operates on a **closed** lunch hour and students are expected to remain in the building area during this period. There are to be no parties with catered food unless approved by the principal three days in advance.

Students are not permitted in the academic wing during the lunch periods. Classes are in session and hallway traffic must be limited only to those in route to class, study hall or lunch at the designated times for class changes.

Free and Reduced Priced Lunches are available to children in households receiving Food Stamps or OWF and most foster children can get free meals regardless of your income. Each student will receive a Free & Reduced Lunch Application on the first day of school to be completed by the parent(s) and returned to the high school office for approval. Students receiving free or reduced lunches will not be singled out and will go through the same lunch line with all other students.

### **MEDICATION**

If it becomes necessary for a student to take any form of medication at school, a medical form, available in the office, must be completed by a doctor and put on file in the school office. All medication will be kept in and dispensed through the main office. No medication will be given unless the school district medication policy has been met. Detailed directions are available in the main office. Local doctors' offices have been provided with the forms also.

Under school district policy, any staff member other than the office staff cannot provide medicine to students.

### **SCHOOL CLOSING**

Should inclement weather such as heavy snow, ice, fog, or some other emergency require cancellation or delay of school, this information will be broadcast over radio stations **WQKT 104.5 FM, WQMX 94.9 FM, WGAR 99.5 FM, and WKVX 960 AM.**

## STUDY HALL

When each study hall roll is complete at the beginning of the semester, the teacher in charge will assign seats. The following procedures are followed in all study halls.

1. Each student must be in the study hall when the bell rings. The student will immediately find his/her assigned seat and quietly get busy.
2. Students must bring work to study hall.
3. Students may not study together without permission of teacher.
4. Restroom – Limited to one person at a time
  - a) Obtain permission
  - b) Sign out
  - c) Take a written pass with teacher signature
  - d) No passes – last 10 minutes of study hall**
  - e) Abuse of privilege will result in no privilege
5. Going somewhere other than the restroom:
  - a) Students must have a note from the office, a teacher, guidance counselor, or principal. Students should report to and remain in study hall until the study hall teacher dismisses them
  - b) Teacher will initial & indicate time leaving on pass or note. This becomes the student's hall pass
6. Talking without permission, sign language or non-verbal communication will not be tolerated.
7. Sleeping in study hall is inappropriate and will not be permitted.

## TEXTBOOKS

Classroom teachers issue all textbooks. Each student is responsible for his textbook, which is numbered and recorded. To help maintain the condition of the books, all students should cover their books. If textbooks are damaged or lost, the student will be charged accordingly. The student must return all issued materials in satisfactory condition to the classroom teacher by the last day of class. Grades, transcripts, and schedules may be withheld until lost or damaged textbooks are returned or paid for.

The following replacement and damage costs will be assessed

Lost book -- Current replacement cost

Damaged book-- Current rebinding cost if repairable. Current replacement cost if not repairable

## WORK PERMIT

Guidelines and applications for work permits may be obtained in the office of the superintendent. When applications are completed, they must be returned to the office of the superintendent. The student must also present a copy of his/her birth certificate for verification of age.

# SCHOOL POLICIES

## ABSENCE

Absence is the major cause of failure in school. Punctuality and regular attendance are essential to success in school and later on the job. Be on time and in your classes each day. Unless your health forbids or unless some serious emergency arises at home, you should be in school. **Responsibility for making up work is the responsibility of the student.** You should make appointments with your teachers to ascertain just what you are to make up. You assume the entire burden of getting this work done and handed to your teachers.

When you are absent, your parent is asked to call the school (435-6384) before 7:45 a.m. We have an answering machine so the call can be placed at any hour. If no call is received, school officials must attempt to contact your parent to verify knowledge of your absence. If our office cannot make contact, a card must be sent to your home indicating you were absent and there was no parental contact with the school. This card is to comply with state law.

All students who miss more than 10 days in a semester and 21 days in a school year or have more than 6 tardies in a semester will be required to make up the days/time by coming to school when school is not in session.

*Make up days will be assigned and will need to be completed before the end of each semester to receive credit. Seniors will not be permitted to participate in the graduation ceremony if all hours are not made up before the end of the semester.*

The following times govern absence from school:

Arrive between	7:27 and 7:37 a.m.	a.m. tardy
Arrive between	7:37 and 9:22 a.m.	¼ day absence from school
Arrive between	9:22 and 11:07 a.m.	½ day absence from school
Arrive between	11:07 and 12:52 p.m.	¾ day absence from school
Leave between	7:27 and 9:22 a.m.	Full day absence from school
Leave between	9:22 and 11:07 a.m.	¾ day absence from school
Leave between	11:07 and 12:52 p.m.	½ day absence from school
Leave between	12:52 and 2:27 p.m.	¼ day absence from school
Leave between	2:27 and 2:41 p.m.	p.m. tardy

Students will not be excused to leave early to go to work unless enrolled in a school approved work experience class.

Students leaving for an appointment longer than two hours will be counted as being absent for half a day.

**Students are permitted ten (10) days of absence for personal reasons with a note from their parents. On the eleventh (11<sup>th</sup>) day of absence, a student will be excused according to the following criteria. Each of the following criteria requires proper written documentation from the physician or etc. (other than parent). Without proper documentation, an absence is considered unexcused.**

#### *EXCUSED ABSENCE*

An excused absence indicates a legal absence from school with school and parental permission. Full credit is given for make up work if it is made up in the number of days the student was absent. (Example: the student was absent for 2 consecutive days, they will be given two days to make up work.)

1. Personal illness, illness in the family or death of a relative
2. Medical appointments: Students are strongly encouraged to make medical appointments outside of school hours. We understand that this is not always possible and students are permitted to keep dental or doctor appointments during the school day. A note from the parent stating the time of departure and reason is needed in the office before school. Written verification from the doctor/dentist office following the appointment is needed for the absence to be excused.
3. Court appearances with proof of the appearance
4. Quarantine of the home
5. Work at home, approved in advance by the principal, as a result of a family emergency
6. Visits to colleges or technical school: The student who makes arrangements with the guidance counselor **3 days in advance** and brings verification of the visit from the college/technical school will not be counted as absent. The absence will be unexcused until the verification from the college is received. Seniors allowed three days; juniors allowed two days and sophomores allowed one day. College visit days should be scheduled before May 1<sup>st</sup>. Special permission from the guidance office must be given for college visit days after May 1<sup>st</sup>.
7. Family vacation—permission must be obtained **3 days in advance** using the planned absence form available in the office. This will be limited to once per year, 5 school days maximum.
8. Extreme emergencies approved by the administration.
9. Observance of religious holidays

10. Driver education training and testing with documentation from the driving instructor. Three days maximum.

### ***UNEXCUSED ABSENCE***

An unexcused absence indicates that the student is absent from school without parental consent or with the parents' consent, but for a reason unacceptable to the school. An unexcused absence may be marked as "no credit" for that day in the grade book. After 5 unexcused days, the principal may file truancy charges in court.

Students **will not be excused** from school for the following reasons:

1. Missed bus, car would not start, overslept
2. To go shopping, have hair cut, appointment with stylist, tanning salon, etc.
3. Working for someone other than own parent
4. Other reasons for absence judged to be unexcused by principal

### **BACK PACKS/BRIEFCASES/LARGE PURSES**

Students are not permitted to carry backpacks, briefcases, or large purses from class to class. Backpacks, briefcases, and large purses must remain in the student's locker during the school day. Purses shall be no larger than 4" x 8".

### **BUS**

A school bus driver represents the school authority and is responsible for the passengers in the bus. The driver has supervision and authority over the passengers and must require passengers to follow certain rules of behavior. Misbehavior on the bus may result in detention, suspension from school, and/or loss of the privilege of riding the bus.

Parents will be notified of their child's misconduct on each infraction. Students will be suspended from the bus for unsatisfactory behavior.

When buses are late to school, students must check into the main office when they arrive. These students will be counted as present and on time.

### **CHEATING**

Students who are found to be cheating will be dealt with according to individual classroom management plan.

### **CHEMICAL ABUSE**

Drugs and alcohol cause students problems emotionally, physically, and academically. Any student who intentionally possesses, uses, gives, or is under the influence of illicit drugs, narcotics, anabolic steroids, or alcohol on school property, including buses or at a school function, shall be suspended from school and reported to the legal agencies for possible action. Recurrence will result in a recommendation for expulsion.

Chemical abuse help is available for any student through the dean of students. If you, or a friend of yours, have a problem with drugs or alcohol, contact a teacher or the dean of students. Staying away from chemicals will allow you to do your best at Norwayne and in life.

## ***STUDENT CONDUCT***

## **PHILOSOPHY OF DISCIPLINE**

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

The Norwayne Board of Education requires that all students shall:

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

Students are responsible to the principal or teacher in charge for their conduct on school premises or while traveling in a school bus or on school-related activities. The Board recognizes there are socially acceptable standards of behavior and accepts its responsibility to promote and maintain these standards in each school. The Board expects that students will take full advantage of the learning opportunities in the schools and that, by their behavior, will permit others to do the same.

By law, history, and natural function, it is parents who have the duty to ensure that their children receive an education. Schools are places where people go to pursue their formal education. The Board believes that schools, for the sake of students, should promote safety, cleanliness, respect, and order.

The Board believes that students, parents and teachers share the responsibility for creating a positive school climate and an environment conducive to learning.

The Code of Student Conduct reflects a positive school climate, the needs of the community, and the rights and responsibilities of people.

The Code of Student Conduct emphasizes the self-worth and self-discipline of students, clearly outlines the expectations for people in the school, clearly outlines realistic and effective consequences for failure to meet the standards, and stresses prevention, understanding, and correction -- with specific emphasis on positive reinforcement, limit setting, and logical consequences.

### **Terminology of Consequences**

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

1. **INFORMAL CONFERENCE** - A teacher, administrator, counselor, or staff person talks with the student to reach an agreement regarding the student's behavior. The parent may be contacted in some circumstances.
2. **FORMAL CONFERENCE** - A conference is held with the student, the teacher or an administrator or guidance counselor to develop a plan for changing the student's behavior. The parent may be contacted in some circumstances.

3. **PARENTAL INVOLVEMENT** - The parent is contacted to discuss the specific behavior of the student and steps, which must be, undertaken to change the behavior. The nature of contact could vary from a telephone conversation to a formal conference at the school with parent, student and school personnel.
4. **DETENTION OF STUDENT** - The student is detained at the school for specific unacceptable behavior.
5. **SATURDAY DETENTION** - It is to be served at the Norwayne cafeteria. Sessions are held from 8:00 a.m. to 11:00 a.m. one Saturday per month. Students assigned to the Saturday Detention must bring books, paper, and pencil to work on various subjects and will not be allowed to enter late or without materials.
6. **GUIDANCE INVOLVEMENT**– Where there is guidance staff in a school, a conference or series of conferences may be held with the guidance counselor with the specific goal of developing a plan for changing attitudes and improving student behavior. The parent may be contacted if circumstances dictate.
7. **WITHDRAWAL FROM CLASSROOM SETTING – (EMERGENCY REMOVAL)** Where specific unacceptable behavior is deemed to have negative impact upon the classroom-learning environment, the student may be withdrawn to a supervised alternate location to complete his/her assignment. Such withdrawal would normally be temporary; but when a prolonged withdrawal is recommended, the parent would be contacted.
8. **REMOVAL OF PRIVILEGES** – Privileges in the nature of access to playground, cafeteria, resource center and co-curricular activities are removed under certain circumstances. The school administrator will notify the parent when such removal of privileges is prolonged.
9. **CORPORAL PUNISHMENT** – Corporal punishment may be used by staff only in accordance with Board of Education policy. Parents may in writing exempt their students from corporal punishment.
10. **SUSPENSION** – Suspension from school is a serious consequence, which is imposed subject to board policy. In such cases the necessary documentation is forwarded to specify administrative personnel required by the policy. Due process is significant element of the formal suspension alternative. In all cases of suspension, the parent is notified. Suspension may be “Out-of-School” or “In-School” depending on the severity of the offense.
11. **OUTSIDE AGENCY INVOLVEMENT** – In some circumstances, student misbehaviors have implications, which extend beyond the jurisdiction of the school. In such cases personnel from outside agencies (i.e. police) are involved. School personnel will inform parents of such referrals.
12. **EXPULSION** – Expulsion is a serious consequence resulting when it is determined that a student’s continued presence in the schools of Norwayne is injurious to other pupils. Expulsion requires an official action by the superintendent and is completed in accordance with the principles of due process. An expulsion means that the student may not attend school for an extended period of time in accordance with Ohio law.

## **CODE OF STUDENT CONDUCT**

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

1. DAMAGE OF PROPERTY – A student shall not cause or attempt damage or destruction to school property. Nor shall a student cause or attempt destruction to private property on school premises or during a school activity or event off school grounds.
2. DISRUPTION OF SCHOOL – A student shall not by use of force, violence, threat or coercion cause material disruption or obstruction of the educational process. A student shall not disturb, interrupt or detract from the educational process in a classroom or study hall by excessive talking, rudeness, insubordination or failure to follow the teacher’s directions. Nor shall a student cause the disruption of school or endanger the health, safety or welfare of the school’s pupils and/or staff by setting off firecrackers, causing a false fire alarm, or starting a fire.
3. ASSAULT AND ABUSE - A student shall not verbally nor physically assault or abuse, or behave in such a way that could cause physical injury to a teacher, substitute teacher, student teacher, principal or any other authorized personnel during any period of time where a student is properly under the authority of school personnel. Nor shall a student verbally or physically assault or abuse or behave in such a way as could cause physical injury to another student during the school day or while under the school’s authority during a school activity, function, or event off school grounds.
4. DANGEROUS INSTRUMENTS AND WEAPONS – A student shall not possess, handle, transmit, or conceal any object which may be considered a dangerous weapon or instrument, or which may cause physical injury during any period of time when a student is properly under the authority of school personnel.
5. INSUBORDINATION – A student shall be considered insubordinate by failing to comply with the reasonable requests, directions or authority of teachers, student teachers, substitute teachers, principals or other authorized personnel during any period of time when a student is properly under the authority of school personnel.
6. PROFANITY AND VULGARITY – A student shall not use profanity, vulgarity, or foul language while under the authority of school personnel.
7. ALCOHOLIC BEVERAGES, ILLICIT DRUGS, NARCOTICS AND TOBACCO – A student shall not possess, use, transmit, conceal or be under the influence of alcoholic beverages, illicit drugs, narcotics, or tobacco while on school premises or during any period of time when a student is properly under the authority of school personnel such as during a school activity, function or event off school grounds.

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

8. THEFT AND LAW VIOLATIONS – A student shall not attempt, cause or be involved in the theft of school or private property on school premises, during a school activity, function, or event off school grounds. Nor shall a student violate any city, state or federal statute during any period of time when a student is properly under the authority of school personnel
9. IMMORALITY, INDECENCY AND UNDESIRABLE CONDUCT - A student shall not engage in or be a part of any activity that is immoral, indecent or undesirable. Nor shall a student’s behavior or style of dress be immoral, indecent, undesirable, or of such a nature to cause disruption of the

educational process or be detrimental to the health, safety or welfare of the school and its pupils and staff.

10. TRUANCY AND UNEXCUSED ABSENCE – A student shall not be truant or repeatedly absent from school, classes, study halls, or assigned detentions without an authorized legitimate and acceptable excuse or reason.
11. REPEATED VIOLATIONS – A student shall not repeatedly fail to comply with directions of teachers, student teachers, substitute teachers, principals or other authorized school personnel during any period of time when a student is properly under the authority of school personnel.

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

Within 24 hours of the suspension, the student’s parents, guardian, or custodian will be notified in writing.

Approved 2/18/92

## **CLASSROOM MANAGEMENT PROCEDURES**

Each staff member will implement a classroom management system similar to the one below at the beginning of the school year.

First offense	Teacher-student conference (before/after/during class)
Second offense	Teacher disciplinary action (assign detention, loss of privilege, move seat, remove to hallway or parent contact)
Third offense	Disciplinary action, teacher will contact parent by phone or letter, and/or request a conference with parent.
Fourth offense	Referral to principal (Student Behavior Referral form) at which time the situation will be reviewed and any of the following may result: detention, Saturday School, suspension, or expulsion.

Teachers should record all incidents and action taken with students.

The teacher best handles most classroom problems or disturbances, but some behavior is beyond a teacher’s tolerance and/or is persistent enough to warrant a discipline referral to the office. Referrals to the office may be made in the following situations:

1. Fighting
2. Loss of temper/control
3. Profanity
4. Defiance/disrespect for the teacher
5. Threats/insubordination

## **COURTS (HOMECOMING AND PROM)**

1. Freshmen, sophomores and juniors are not eligible for Homecoming courtship more than once until their senior year; (if you are a junior and on court, you are eligible for court your senior year.
2. Prom princess and prince are not eligible for prom court their senior year.

3. Homecoming court for seniors - If you are selected by your peers and accept the candidacy, you are not eligible for prom court your senior year. You may decline your candidacy for homecoming court to be eligible for prom court. (unless you were princess for prom your junior year)
4. After votes are counted and courtship is unofficially announced, each candidate must accept or decline their candidacy for each courtship;
5. After the votes are counted and the court is unofficially announced, each candidate must accept or decline their candidacy for each court.
6. If there is a decline in candidacy for the court, then the next candidate with the most votes will be asked to accept candidacy for the court; this process will continue until an individual accepts their candidacy for court.
7. When all candidates have accepted their candidacy, and the court is officially announced a second vote will be taken to select the queen, king, princess, and prince.

## DANCES

The school dress code will be in effect for all school dances. Guests from other schools must complete an Out Of School Guest Application Form, available in the office, and turn it in at least one day prior to the date of the dance.

**Only high school students may attend any school dance including prom (i.e., no middle school students, G.E.D. students, or graduates).** Norwayne students bringing a guest from another school are subject to disciplinary action if a problem arises with their guest.

Principals in the Tri-County district have established a set of guidelines for formal dances that include behavior, boys and girl's formal dress codes and music selections.

Students will not be permitted to leave the prom or post prom early.

## DANGEROUS WEAPONS POLICY

For purposes of this policy, a firearm is defined as any instrument capable of expelling or propelling one or more projectiles by the action of an explosive or combustible propellant, compressed air, or spring. A firearm also includes any unloaded or inoperative firearm, or any simulated or "look alike" firearms.

A knife is defined as any device consisting of a sharp blade whether or not fastened to a handle, designed or intended for use as a cutting instrument, regardless of the length of the blade.

A dangerous weapon is any device that is or may be used to cause harm to another person, including but not limited to a club, razor, metal knuckles, noxious irritants, chemicals, or explosive device.

No student shall, on school property, in any school vehicle, or at any school sponsored event regardless of location, bring, transport, possess, handle, carry, use, conceal or attempt any of the aforementioned with any firearm, knife, or dangerous weapon. Students violating this policy shall be subject to discipline, including suspension or expulsion from school. Any such expulsion shall extend, as necessary, into the school year following the school year in which the expulsion takes place. The superintendent may reduce this requirement on a case-by-case basis in accordance with state law.

## DRESS CODE

Pupils should be clean and neat in person and wear appropriate clothing. Worn symbols, which ridicule, offend, challenge or demean any individual or group, are prohibited. Show respect for yourself and others by following these guides:

### SHOES

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

### SHORTS

Shorts are permitted to be worn until November 1<sup>st</sup> in the fall and beginning April 1<sup>st</sup> in the spring. Shorts should be loose fitting and no shorter than seven inches above the kneecap. Shorts must be hemmed with no holes or frays. Shorts must be secured at the waist level so that no undergarments can be seen.

### SKIRTS

Skirts must have a hem and skirt length must be comparable to shorts. Skirts should not have holes or frays. Skirts must be worn at waist level so that no undergarments can be seen.

### PANTS

Pants must be secured at the waist level with undergarments covered when seated. All pants must have a hem and pant legs should not drag on the floor. Warm-ups and sweat pants may be worn but must be neat, clean and not made of clinging or skin fitting material.

### SHIRTS

Bare midriffs are not permitted. Shirts must be long enough to be tucked in when seated. Shirts must cover the shoulder. No tank tops, halter-tops or strapless shirts are permitted unless covered by an appropriate sweater/shirt (mesh or see through tops are not appropriate) which covers the entire shoulder area at all times.

### DRESSES

Dresses must follow both the guidelines for skirts and shirts.

### HATS AND COATS

Hats, headbands, head coverings; coats and jackets of any type must remain in the student's locker during the school day.

### OTHER

Tattoos, designs, clothing or other apparel/other accessories that advertise or **can imply** illegal and or inappropriate activities, use of drugs, tobacco, alcohol, promiscuity/sex or references to cults and or gangs is inappropriate. Likewise, any blatant or **implied** display of obscene and or offensive language or gestures, racial, cultural slurs or put downs are not permitted at any time.

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

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

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

Special programs may establish dress and grooming requirements that differ. Such requirements are in the interest of efficient performance and a uniform appearance before the public.

Norwayne High School expects students to voluntarily comply with the dress code. Failure to comply with the dress code guidelines is considered insubordination and will be treated as such. The school staff and

administration shall enforce these guidelines equally and reserves the right to make final decisions regarding the dress code.

The following procedures will be used to handle the dress code violation

1. Students will be sent to the office
2. Student will change clothes or will be sent home to change if parental contact and consent are possible. If no parental contact is made the student will remain in AES for the remainder of the day.
3. Repeated violations will follow the same procedure and Saturday detention will be assigned. Further violations may result in suspension from school.

## **DRIVING**

1. Any student driving to school must register the vehicle with the office and receive a parking permit.
2. All vehicles **MUST** display a current Norwayne parking permit by Friday of the second week of the school year. Without proper registration the vehicle may be towed at the owners expense.
3. The student parking area is west of the high school. Students should not park on the east side of the school.
4. Any violation of safe driving rules on the school grounds or the public streets and highways will result in suspension of driving privileges. The regulations apply to automobiles, motorcycles, etc. No student shall be in a car in the parking area during the school day without approval from the office staff.
5. All student drivers are reminded to enter and exit the school driveway very carefully and observe the **5-mile per hour speed limit**. Please yield to school buses which always have the right-of-way on school property.
6. All students shall park their cars in the student parking area upon arrival and shall go directly and immediately into the school building and shall not be permitted to sit in their cars at any time during the school day.
7. The speed limit on school property is five (5) miles per hour.
8. Vehicles must be locked at all times to prevent theft. The school cannot assume any responsibility for damage or theft of a student's vehicle or personal property.
9. School officials, without warning, when there is reasonable suspicion that potentially dangerous objects or contraband exist may search vehicles.
10. If the need occurs to limit the amount of student drivers due to parking lot overcrowding, underclassmen will be unable to drive to school.
11. If a reduction in parking spaces is required due to construction, seniority will be the determining priority for spaces.

## **FIELD TRIPS**

Field trips are an extension of the normal high school day. Students are to abide by all school rules when they are involved in any school sponsored event. Students who are having academic and/or behavioral problems in school may be denied the opportunity to participate in field trips at a teacher's or the principal's discretion. Like any other pre-planned absence the field trip permission slip should be completed and turned in to the teacher in charge 3 school days in advance of the event.

## **FIGHTING**

Physical confrontation of a violent nature between two or more students will not be tolerated. The students involved may be suspended.

## **HALL PASS**

Students should be in the halls only at the beginning and close of school and while moving from one class to another unless they have special permission or special duties that require them to be there. Students in the halls during class time must have written hall passes. Students who do not have passes will be sent back to class. Students are asked to be courteous at all times and to keep to the right when moving in the halls. Running and/or shouting in the halls is never permitted.

## **HAZING AND BULLYING**

### School Personnel Responsibilities and Intervention Strategies

Harassing, hazing, intimidating and/or bullying behavior by any student/school personnel in the District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. Harassment, hazing, intimidation and/or bullying means any intentional written, verbal, graphic or physical acts, including electronically transmitted acts, either overt or covert, by a student or group of students toward other students/school personnel with the intent to haze, harass, intimidate, injure, threaten, ridicule or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity; in any District publication; through the use of any District-owned or operated communication tools, including but not limited to District e-mail accounts and/or computers; on school-provided transportation or at any official school bus stop.

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

1. Physical violence and/or attacks;
2. Threats, taunts and intimidation through words and/or gestures;
3. Extortion, damage or stealing of money and/or possessions;
4. Exclusion from the peer group or spreading rumors;
5. Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other web-based/online sites (also known as “cyber bullying”), such as the following:
  - A. Posting slurs on web sites, social networking sites, blogs or personal online journals;
  - B. Sending abusive or threatening e-mails, web site postings or comments and instant messages;
  - C. Using camera phones to take embarrassing photographs or videos of students and/or distributing or posting the photos or videos online and;
  - D. Using web sites, social networking sites, blogs or personal online journals, e-mails or instant messages to circulate gossip and rumors to other students.
6. Excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers.

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

### Teachers and Other School Staff

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

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

### Complaints

#### 1. Formal Complaints

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

#### 1. Informal Complaints

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

#### 2. Anonymous Complaints

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

### School Personnel Responsibilities and Intervention Strategies

#### 1. Teachers and Other School Staff

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

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

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

## 2. Administrator Responsibilities

### A. Investigation

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

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

### B. Non-disciplinary Interventions

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

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

### C. Disciplinary Interventions

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

In and out-of-school suspension may be imposed only after informing the accused perpetrator of the reasons for the proposed suspension and giving him/her an opportunity to explain the situation. Expulsion may be imposed only after a hearing before the Board of Education, a committee of the Board or an impartial hearing officer designated by the Board of Education in accordance with Board policy. This consequence is reserved for serious incidents of harassment, intimidation or bullying and/or when past interventions have not been successful in eliminating prohibited behaviors.

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

#### Report to the Parent or Guardian of the Perpetrator

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

#### Reports to the Victim and His/Her Parent or Guardian

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

#### Police and Child Protective Services

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

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

[Approval date: December 17, 2007]

## **LOCKERS**

All lockers are the property of Norwayne Local Schools.

A locker and lock will be assigned to each student for his use. The lock should be used at all times. Property in a locker is the student's responsibility. The school is not responsible for stolen items. These same arrangements apply to lockers used in physical education or extra-curricular activities. During classes, students should give valuables to the gym teacher for safekeeping.

Students should be aware that laws allow the search of students and their lockers by school officials and have been held by the courts to be legal if such searches are reasonably necessary for school purposes, even though the searches are conducted without search warrants, warnings or other limitations which are applicable to searches by police or other law enforcement agencies.

Each student is responsible for keeping his assigned locker clean both inside and outside. Damages caused by misuse of tape, etc., will be charged to the student responsible. Any locker malfunction should be reported to the main office. A five-dollar fee will be charged to replace lost or damaged locks.

### **DISRESPECT/INSUBORDINATION**

A student shall not fail to comply with the directions of regular, substitute, or student teachers, teacher aides, supervisors, principal, bus drivers, or other authorized school personnel during any period of time when the student is properly under the authority of school personnel. Repeated violations of any rule, directive, or discipline procedure shall constitute insubordination.

### **ELECTRONIC DEVICES**

Due to the problems of thefts and disruptions to the educational process, students are urged not to bring radios, stereos, personal cd players, cd's, cell phones, cameras or any other electronic devices to school.

Students are not permitted to bring cameras to school and take pictures unless the pictures are a part of a classroom assignment.

Students are not permitted to wear headphones in the hallway. Students are not permitted to wear any headphones during class or study hall without permission from the teacher.

Cell phones are not permitted to be used for any purpose (including checking the time) during school hours without permission from the office.

Administrative approval must be obtained to use cell phones during school hours.

***Any such item being misused will be confiscated and returned after school at the end of the week.***

Repeated violations will result in disciplinary actions and release of the device only to parents or guardians of students at the end of the week.

### **PROFANITY**

Profanity will not be tolerated on school property.

No material may be printed, distributed, or circulated if it contains obscene or defamatory material and/or would tend to disrupt the educational process or interfere with the rights of others to express or receive ideas or opinions.

### **PUBLIC DISPLAY OF AFFECTION**

Holding hands is the only public display of affection permitted. Students who violate the rule will be subject to discipline.

### **SEXUAL HARASSMENT**

All persons associated with the District, including, but not limited to, the Board, the administration, the staff and the students, are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Sexual harassment, whether verbal or nonverbal, occurring inside or outside of District buildings, on other District-owned property or at school-sponsored social functions/activities, is illegal and unacceptable and will not be tolerated. Any person who engages in sexual harassment while acting as a member of the school community is in violation of this policy.

The Board has developed complaint procedures which are available to victims. The Board has also identified disciplinary penalties which could be imposed on the offenders.

Definition of Sexual Harassment: Unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature may constitute sexual harassment when:

1. submission to such conduct is made, either explicitly or implicitly, a term or condition of a person's employment or educational development;
2. submission to, or rejection of, such conduct by an individual is used as the basis for employment or education decisions affecting such individual or
3. such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile or offensive environment.

Examples of sexual harassment-type conduct may include, but are not limited to, unwanted sexual advances; demands for sexual favors in exchange for favorable treatment or continued employment; repeated sexual jokes, flirtations, advances or propositions; verbal abuse of a sexual nature; graphic verbal commentary relating to an individual's body, sexual prowess or sexual deficiencies; coerced sexual activities; any unwanted physical contact; sexually suggestive or obscene comments or gestures; or displays in the workplace of sexually suggestive or obscene objects or pictures. Whether any such act or comment may constitute sexual harassment-type conduct is often dependent on the individual recipient.

The Grievance Officer: The Board designates the building principal as the sexual harassment grievance officer who is vested with the authority and responsibility for processing all sexual harassment complaints in accordance with the procedure set forth in the accompanying regulation and staff and student handbooks.

Sexual matters, including the identity of both the charging party and the accused, are kept confidential to the extent possible. Although discipline may be imposed against the accused upon a finding of guilt, retaliation is prohibited.

[Adoption date: February 24, 2003]

### **SPORTSMANSHIP AT ATHLETIC EVENTS**

All students are expected to show good sportsmanship at all athletic events. Failure to follow the discipline guidelines and or the directions of school personnel at athletic events may result in the denial to attend future athletic events for the remainder of the season, the school year, and or suspension from school.

Please refer to the O.H.S.A.A. publication located at the end of your student handbook.

### **TARDINESS**

Promptness to school and to class is very important. Students are to be in their seats and ready to work when the bell sounds.

Any student who reports to school after 7:27 a.m. but before 8:00 a.m. through no fault of the school transportation system or without a doctor/dentist appointment will be considered to have an unexcused tardy. Any student arriving after 7:27 is to report immediately to the main office to sign in and to receive an admission slip to class. Tardiness of more than 20 minutes to any class results in an absence from that class.

#### *Tardy Procedures*

Tardy 1, 2 & 3	warnings
Tardy 4	30 minute detention
Tardy 5 & 6	Saturday School
Tardy 7 +	In-School Suspension

**Students who are tardy more than six times and miss excessive days may be required to make up time before or after school hours or Saturdays before the end of each semester to receive academic credit**

### **TRUANCY**

Any student absent from school without parents' permission, or absent from any area within the school without administrative permission, will be considered truant. Disciplinary action is taken for any truancy, be it class period or a full day. Parents will be notified of any truancy.

### **VANDALISM**

Our school buildings and equipment cost the taxpayers to construct, purchase, and maintain. Students who destroy or vandalize school property will be required to pay for losses or damages. If students willfully destroy school property, suspension and subsequent expulsion may be necessary. If you should happen to damage something by accident, you should report it to a teacher or the office immediately.

### **VISITORS**

Norwayne High School maintains a closed campus concept to ensure our students' safety. Visitors are welcome but must have an appointment and obtain a visitor's permit from the office. Students and staff should extend every courtesy and be as helpful as possible to visitors.

Parents are always welcome. Parents desiring to consult teachers should telephone the high school office at 435-4276 for an appointment.

### **NORWAYNE HISTORY**

The Norwayne Local School District was formed by a majority vote of each of the school boards of Burbank, Creston, and Sterling on October 19, 1949. A Board of Education was appointed from the members of the three original boards. Mr. Roy E. Sinclair was hired as Local Superintendent and the new district was in operation. Mr. Neal McCoy was the first clerk of the Norwayne Board of Education.

Norwayne High School was constructed in 1952-53 and opened in September of 1953 with 240 students in attendance. The new building covered one acre of ground and cost the taxpayers \$649,000.

In September 1967 an addition to the building was opened to 455 students. The new addition included a library, a much-needed music facility, separate classroom and shop facilities for vocational agriculture, increased kitchen space, increased locker room space, and exits from the locker rooms directly to the outside.

In June of 2009 construction of a new high school facility attached to the existing high school facility began. The new building opened in August of 2010. The former high school renovations for conversion to a 6-8 middle school began in June of 2010 with the opening scheduled for August of 2011.

## **NORWAYNE LOCAL SCHOOL DISTRICT**

### **District Calendar for 2010-11**

*Approved January 11, 2010*

**2010**

Thursday	August	19	Staff Convocation/Building Meetings (8 am – 12 pm)	
Friday	August	20	Teachers' Work Day - Students Dismissed	
Monday	August	23	First Day for Students	
Monday	September	6	Labor Day - No School	
Monday	September	13	Fair Day - No School	
Tuesday	September	14	District In-Service - Students Dismissed	
Friday	October	29	End of First Nine Weeks	47 Days

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Thursday	Nvember	25	Thanksgiving - No School	
Friday	November	26	Thanksgiving Break - No School	
Monday	November	29	Conference/Comp Day - No School	
Thursday	December	23	Christmas Break Begins - No School	

**2011**

Monday	January	3	School Reconvenes	
Friday	January	14	End of Second Nine Weeks	46 Days
			End of First Semester	93 Days

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Monday	January	17	Martin Luther King, Jr. Day - No School	
Friday	February	18	Conference/Work/Comp	
Monday	February	21	Presidents' Day - No School	
Friday	March	25	End of Third Nine Weeks	47 Days

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Monday-Friday	April	4-8	Spring Break – No School	
Friday	April	22	Good Friday – No School	
Monday	May	30	Memorial Day – No School	
Tuesday	May	31	End of Fourth Nine Weeks	
			End of Second Semester	40 Days

Wednesday	June	1	Teachers' Reports	87 Days
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Sunday	May	29	Tentative Graduation	
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Days in Session with Pupils Present  
or Parent-Teacher Conferences 180 Days

Teachers' In-Service 1 Day

Teachers' Opening Meeting, Work Day and End-of-Year Reports 2 Days

Total: 183 Days

**NORWAYNE LOCAL SCHOOLS**

**MAKE -UP DAYS**

[After the three calamity days permitted by law]

1st	Wednesday	June 1
2nd	Thursday	June 2
3rd	Friday	June 3
4th	Monday	June 6
5th	Tuesday	June 7

**ORIENTATION DATES**

Norwayne High School (9 <sup>th</sup> grade)	Tuesday, August 10 – 7:00 p.m.
Norwayne Elementary (Kindergarten)	Monday, August 16 – 2-4:00 & 6-8:00 p.m.

**2010-11 OPEN HOUSE DATES**

Norwayne Elementary – Tuesday, August 24 – 7:00 p.m.  
Creston Middle School – Thursday, August 26 – 7:00 p.m.  
Norwayne High School – Monday, August 30 – 7:00 p.m.

**PARENT-TEACHER EVENING CONFERENCE DATES**

Norwayne Elementary School	October 4 & November 4, 2010 & February 17, 2011 (5-8 pm)
Creston Middle School	September 27 & November 22, 2010 & February 17, 2011 (5-8 pm)
Norwayne High School	September 27 & November 22, 2010 & February 17, 2011 (5-8 pm)

**ONE-HOUR DELAY - PROFESSIONAL IN-SERVICE DATES**

Wednesday, October 27, 2010  
Wednesday, February 2, 2011  
Wednesday, March 30, 2011

**Norwayne Alma Mater**

To Norwayne High we sing our praise  
And lift our heads up high;  
To thee all honor we acclaim  
And hope for lasting fame.  
With spirit strong and true,  
We pledge ourselves to you;  
And faithful always we will stay  
To the scarlet and the gray.

Denial of Permission to Release Directory Information without Prior Written Consent

Dear Parent:

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

Directory information includes the following kinds of information:

1. Student's name
2. Student's address
3. Telephone number(s)
4. Student's date and place of birth
5. Participation in officially recognized activities and sports
6. Student's achievement awards or honors
7. Student's weight and height, if a member of an athletic team
8. Major field of study
9. Dates of attendance ("from and to" dates of enrollment)
10. Date of graduation

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

\_\_\_\_\_The release of all directory information is denied.

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

Student \_\_\_\_\_

School \_\_\_\_\_

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_