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# Student-Parent Handbook

## 2015-2016

3390 S. Cleveland-Massillon Rd.  
Norton, OH 44203

### Telephone Directory

Assistant Principal -- Discipline Issues -----	(330) 825-5607
Attendance Hotline-----	(330) 825-5607
Athletic Office -----	(330) 825-4167
Food Service -----	(330) 825-6627
Guidance Services -----	(330) 825-5607
Middle School Office -----	(330) 825-5607
Principal-----	(330) 825-5607
Special Education Services-----	(330) 825-0863
Transportation-----	(330) 825-2226
Treasurer's Office-----	(330) 825-2114
Middle School Main Office Fax-----	(330) 825-1461

### FORWARD

This student-parent handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year. This handbook contains important information that you are responsible for knowing. Please become familiar with the following information and keep the handbook available for reference by you and your parents. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your teachers, guidance counselor, or administrators.

**This handbook replaces all prior handbooks and other written material on the same subjects.**

## **NORTON MIDDLE SCHOOL**

*“Home of the Panthers”*

3390 S. Cleveland-Massillon Rd.

Norton, OH 44203

### **MISSION STATEMENT OF THE NORTON CITY SCHOOL DISTRICT**

To inspire life-long learning in a caring, safe environment through challenging educational experiences for every child every day.

### **VISION OF THE DISTRICT**

*EVERY CHILD, EVERY DAY*

All members of the Norton Middle School Staff are responsible for comprehending and fulfilling the expectations and policies in this publication. Consistent application of procedures will have a positive impact on the quality of instruction and integrity of the institution. Norton Middle School programs are administered without regard to race, color, national origin, sex, or handicap.

### **STUDENT RIGHTS AND RESPONSIBILITIES**

Students attend Norton City Schools under the direction of state law and with the full benefits of constitutional protection for their rights as citizens. They therefore can act, speak, or behave as young citizens within a large scope of options. This code published in conformity with the Ohio Revised Code specifies the school’s expectations. Students have a right to just treatment from the school and its employees. The school in turn has a right to expect positive behavior from students. Each school administrator is authorized to develop those rules and regulations necessary to the operation of each building which are not included in the system wide rules and regulations.

The following rules apply to student behavior or conduct at school, on school property, on school buses, and during attendance at any school-related activity or event. Conduct which causes or may cause disruption or interference with any school function or may interfere with the health, safety, well being or rights of other students or staff members is prohibited.

Students engaging in any of the following prohibited behaviors will be in violation of the Code of Student Conduct. Disciplinary action decided upon by the administrative staff will result and may take the following form: counseling, parental conference, after school detention, in-school suspension, out-of-school suspension, assignment to the Norton Learning Academy, recommendation for expulsion, referral to the Summit County Juvenile Court or other service agencies, professional intervention, and/or other appropriate measures.

# **STUDENT CODE OF CONDUCT**

## **RULE 1 - INSUBORDINATION**

Students shall not fail to respond to or implement a reasonable request by school personnel. Disrespect toward school personnel will be regarded as insubordination. Any action judged by school officials to involve misconduct and not specifically mentioned in other sections may be considered insubordination.

## **RULE 2 - DISRUPTION OF SCHOOL**

Students shall not, by use of violence, intimidation, bullying, passive resistance, poor sportsmanship, attitude, public display of affection, or any other means, cause disruption to school or school-related activities. Cell phones should be not be used in common areas such as hallways and restrooms. Items confiscated can be picked-up in the main office by a student for the first offense and a parent/guardian for subsequent offenses(Monday--Friday 8AM-3PM).

## **RULE 3 - PROFANITY/ABUSIVE LANGUAGE/OBSCENITY**

Students shall not speak or write vulgar, profane, derogatory, demeaning, or abusive language or make a vulgar, profane or abusive gesture toward students, school personnel, or authorized visitors. See Student Dress Code and Acceptable Use Policy for Technology for other violations pertaining to profanity and obscenity.

## **RULE 4 - HORSEPLAY/RECKLESS BEHAVIOR**

Students shall not engage in acts of pushing, shoving, throwing objects or other types of reckless behavior.

## **RULE 5—NON-ATTENDANCE (Class Cuts, Leaving School, Truancy, Unexcused Tardiness, etc.)**

Students are expected to be on time and attend all classes per the student's schedule. Students shall not be absent from any portion or all of his/her regularly scheduled classes or other mandatory activities without school authorization. Students shall not leave school grounds unless permitted by school authorities. Approval to leave school grounds must be obtained in the office prior to leaving. Students shall not be late to school and may only be excused for a school-approved reason (per Attendance Policy) by a written note or telephone call from a parent/guardian.

## **RULE 6 –DRESS CODE VIOLATIONS**

Students will adhere to the Dress Code which is designed to promote an appropriate learning environment.

## **RULE 7 – PLAGARIZING/FALSIFICATION/FRAUD**

Students shall not fraudulently affix parent's, guardian's and/or other authorities signatures on notes or any school related forms. Students shall not interfere with correspondence forwarded for the information/use of parents or guardians. Students are not permitted to use or possess passes, school letterhead or other school forms unless authorized by school personnel. Lying, cheating and plagiarism are also considered acts of fraud.

## **RULE 8 - FAILURE TO COMPLY (WITH ASSIGNED DISCIPLINARY OR DIRECTIVES OF ADULTS)**

Students must comply with disciplinary action assigned by school district personnel. Failure to serve assigned disciplinary action will result in further consequences, which may rise to the level of expulsion. Co-curricular participation or other school-related activities are not acceptable reasons for rescheduling assigned discipline.

## **RULE 9 – TECHNOLOGY/COMPUTER USAGE**

Students will adhere to the Acceptable Use Policy for Technology (see Board Policy) which is designed to promote a constructive learning environment. Student and parent must sign the agreement before students work on any school computer.

#### RULE 10 - EATING OUTSIDE CAFETERIA/FOOD AND BEVERAGES

Food and beverages are to be consumed in the cafeteria and only during lunch periods. All other areas are off-limits, including classrooms, locker rooms, hallways and stairwells. Restaurant food (i.e. pizza, McDonalds, etc.) **may not be delivered** to students during the school day.

#### RULE 11 - GAMBLING

Students shall not gamble in any form while at school or on school grounds.

#### RULE 12 - TRANSPORTATION BEHAVIOR

Students are obligated to follow all reasonable requests by school personnel while in transport by bus or other school approved vehicle.

#### RULE 13 – VEHICLE RESTRICTIONS - N/A

#### RULE 14 – VIOLATION OF RULES/OTHER SITUATIONS

A student shall not violate the policies of the Board of Education or school rules or regulations. Each student is responsible for becoming familiar with those items. The school administration has made every attempt to develop rules and regulations to create a positive learning experience for all students of Norton City Schools. If a situation occurs which is not covered in the Student Code of Conduct, it is the duty of the school administration to take prudent and responsible action to protect the education process from disruption.

#### RULE 15 - FIGHTING/PHYSICAL CONFRONTATION

Fighting, hitting and/or unauthorized touching is prohibited. In addition, students may not provoke or promote such activities. Fighting/hitting will ALWAYS result in an out-of-school suspension. Instigators will also be subject to disciplinary action.

#### RULE 16 - TOBACCO-RELATED OFFENSES

Students shall not use or possess tobacco or tobacco-related products, which includes E-cigarettes and E-cigarette accessories/products.

#### RULE 17 - THREATS, INTIMIDATION, BULLYING, CYBER BULLYING, HARASSMENT AND HAZING

Students shall not threaten, coerce, intimidate, harass and/or haze. This includes but is not limited to implied, verbal, cyber, written and/or physical threats/harassment. **Students shall not threaten, coerce, intimidate, harass, bully and or haze school personnel at any time.** (See Hazing Policy)

#### RULE 18 - DRUGS AND ALCOHOL AND RELATED PARAPHERNALIA

Students shall not use, possess, sell or transfer alcohol, drugs, narcotics, or other mood altering substances - including counterfeit or look-alike drugs or drug related paraphernalia. Students under a physician's care must register all medications with the Main Office/School Nurse.

#### RULE 19 - SEXUAL HARASSMENT

Sexual harassment is prohibited. Sexual harassment is defined as unwanted sexual advances, which may be verbal, cyber, visual, or physical contact. The definition is very broad and includes but is not limited to: displaying sexually suggestive objects, making sexual remarks or gestures, making sexual comments, displaying sexual pictures or cartoons, making derogatory comments or slurs based on sex, making sexual comments about a persons body, touching a person, blocking their exit, assaulting a person or other acts adjudicated as harassment by the school administration. Students should report any incidents to a teacher, counselor or school administrator.

#### RULE 20 - VANDALISM

Students shall not cause or attempt to cause damage, defacement or abuse to school facilities, equipment and/or property of the school district, school personnel or students.

#### RULE 21 – FALSE ALARM, BOMB THREATS, FIRE ALARMS

Students shall not cause threats or create false alarms that may affect the safety and/or well-being of the individuals at the school.

## **RULE 22 - FIRE AND EXPLOSIVE-RELATED OFFENSES**

Students shall not use or possess matches, lighters, fireworks or other explosive or detonative devices. The unauthorized use of fire is strictly prohibited. Students violating Rule 22 are subject to expulsion.

## **RULE 23 - WEAPONS/INSTRUMENTS OF VIOLENCE**

Students shall not use or possess any object considered a weapon, a look-alike a weapon, a converted weapon or any instrument of violence. Students violating Rule 23 are subject to expulsion.

## **RULE 24 – N/A**

## **RULE 25 – THEFT, BREAKING AND ENTERING, OR UNAUTHORIZED POSSESSION**

The unauthorized use of computer technology, possession of school property or other's private property is prohibited. Students shall not enter locked, secured or unauthorized areas of the Norton City School District at any time. In addition to disciplinary action, the district may report the incident to the Norton Police Department.

## **RULE 26 – ATTEMPT**

The attempt to commit any of the offenses set forth in the Student Code of Conduct shall be punishable in the same manner as the offense itself.

## **RULE 27 – REPEATED ACTS OF MISCONDUCT**

If any student commits any of the offenses listed in the Student Code of Conduct repeatedly, the misconduct may be treated as a separate offense or may increase the severity of the punishment for the underlying offense.

## **DEGREES OF REMEDIATION**

The school administration reserves the right to administer discipline in a manner to enhance student awareness of social, academic, and personal responsibilities. The degree of consequences will be determined by the individual violation.

### **Teacher Detention & Administrative Detention**

This remediation is assigned as part of an effective classroom management plan. Teachers and/or Administration will assign students. Students will be given written notification 24 hours in advance. In an effort to build responsibility, middle school students will be responsible to get a parent signature on the written notification prior to attending the after school detention. Detentions are held Tuesday and Thursday from 2:20PM until 3:20PM. Extended detentions are held on Fridays until 4:20PM.

### **In School Suspension**

This remediation is assigned for disciplinary problems associated with violations of the Student Code of Conduct that warrant a more restrictive penalty. Students assigned to ISS/Alternative Learning setting will complete assignments provided by their classroom teachers. (Students are permitted to attend any school function during their ISS assignment.)

### **Saturday School**

Saturday School is a disciplinary option on our tier of behavioral consequences. If assigned a Saturday School, students will report to the middle at 9:00AM. Saturday School will end at 11:30. Students will not be permitted into Saturday School unless they have work with them. Failure to serve an assigned Saturday School will result in an Out of School Suspension.

### **Out of School Suspension**

This remediation is assigned for more severe violations of the Student Code of Conduct. Out-of-school suspension is generally assigned for fighting, threats, intimidation of staff, and/or other serious offenses. Out-of-school suspension may also be assigned for cumulative violations of the Student Code of Conduct. Students are not permitted on school grounds or in the school buildings, and cannot attend any school functions during the suspension. Students receiving out-of-school suspension are expected to make up missed schoolwork. If the student submits work of passing quality the day s/he returns, the student's class average will not be affected. If the work is not of passing quality or not submitted upon return, zeros (0) will be assigned. The student and/or parent are responsible for obtaining and returning all assignments.

### **Expulsion**

This remediation will exclude a student from Norton Middle School for up to 80 academic days.

This disciplinary action is a decision of the Superintendent of Schools or his/her designee. Students may submit make up work for teacher review but will not receive any academic credit (zeros assigned for all work).

## **NORTON MIDDLE SCHOOL DRESS CODE**

Norton Middle School is committed to providing a safe, appropriate, educational environment for students. In general, school dress should ensure health, welfare, safety, and enhance a positive image of our students and our school. We expect students to maintain the type of appearance that is not distracting to students, teachers, or the educational process of the school. Students are required to wear appropriate, comfortable, and safe clothing that is neat, clean, and in good taste. **Articles of apparel, clothing, or accessories that present a hazard to the individual or to other people will not be permitted (Sixth Circuit Rule 206).** Dress that constitutes a threat to the student's health and safety distracts from the educational process, damages school property or presents immoral public display shall be prohibited.

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

### **ACTING IN LOCO PARENTIS, THE SCHOOL ESTABLISHES THESE GUIDELINES:**

Apparel that has any stated or implied reference to alcohol, drugs, tobacco, sex, gangs, cults, symbols of death, violence or obscene language is not permitted. Any dress or statement that causes, intends to cause, or is likely to cause a hostile, intimidating, degrading, offensive, harassing, or discriminatory environment is prohibited.

**Clothing must be worn as designed: all undergarments are to be covered. Suggestive, revealing, see-through clothing is not permitted. Clothing that is ripped, torn or contains any holes will no longer be permitted. In addition, thread-barren pants are not permitted.**

**Pants:** are to be secured and underwear covered, even when seated. Baggy, saggy or oversized clothing that compromises the safety of students is not permitted. Pajama bottoms, flannel material pants, and **tight yoga pants are no longer permitted. Leggings must finger-length skirt, shirt or shorts covering them.**

**Shorts, skorts, skirts and dress length:** will be no shorter than finger-tip length. Slits in skirts and dresses are to be no higher than finger-tip length and are to be worn with no undergarments showing even when seated. Please make sure skirts/shorts are appropriate length as girls carry their book bags, gym bags and purses over their shoulders and on their backs.

**Shirts, tops, and dresses:** must be long enough to be tucked in and stay tucked inside the pants, shorts, skirt, or shorts. Tops and bottoms must overlap at all times, including when arms are raised. Tops with spaghetti straps, are not permitted. Straps on tank tops must be as wide as three fingers. Revealing cleavage, tube tops, halters, or any shirt that reveals any part of the torso when seated, is not permitted.

**Outdoor coats, jackets, and gloves:** are not to be worn in the building. These must be stored in student lockers during the school day. Outdoor coats/jackets are defined as any coat/jacket with an interior lining or fleece lining in the body of the garment.

**Sunglasses and head coverings:** such as hats and/or bandannas are not permitted to be worn inside the school building unless approved by the principal, physician and/or the school nurse. These items are to be removed when entering the building and placed in lockers. They are NOT to be carried around all day.

**Foot apparel:** designed for street wear must be worn at all times.

**Jewelry/Belts:** that are distracting, unsafe (large, sharp), studded and/or spiked accessories and chains such as those attached to wallets or clothing are not permitted.

**Hair:** must be clean, groomed, not present a safety hazard or be of a distracting nature such as unnaturally colored hair (colors to include, but are not limited to: blue, green, purple, orange, red—Kool Aide, is permanent when used as a hair dye). Combs, hair picks, trendy, or extreme hair styles that are deemed a distraction to the learning environment or deemed inappropriate by the administration and staff are not permitted.

**Piercings:** Visible body piercings, other than ears, are not permitted (non-hygienic such as but not limited to: Nose, tongue, eyebrow, etc.).

*No single dress code can address changing style or fads. The building Administrators shall make the final determination whether the student's dress or garments meet the school's requirements. School uniforms (i.e. cheerleaders, football, etc) and "special event" days approved by the principal are exempt for certain portions of the code. Violators of the dress code will be required to change. If unable to get appropriate clothing from home, the student will be placed in the in-school suspension room. Repeat violators will face more serious consequences.*

## **NORTON MIDDLE SCHOOL GUIDELINES**

### **ACCEPTABLE USE POLICY**

Computer use is governed by the Board-approved acceptable use policy. Student and parent must sign the agreement before the student works on any computer. The policy outlines acceptable uses, responsibilities, and consequences for misuse. Copies are available in the main office.

### **BEGINNING OF THE DAY**

Fifth and Sixth graders who arrive at school prior to the 7:20 a.m. bell must wait for the start of school in the cafeteria. Seventh and eighth graders wait at the front entrance and enter the building through the front entrance. All students may attend the morning Academic Study Table that is held in the cafeteria beginning at 6:45 a.m. Students must bring work and must work quietly. Students are not permitted in any other area of the building. Students must be in their classroom seat by the 7:30 a.m. bell. Students not in their seat by 7:30 a.m. are tardy and will be sent to the office to have the tardy recorded.

### **BOOKBAGS AND CARRYALLS**

Bookbags and carryalls are to be placed in student's locker upon arrival to school and not removed until dismissal. Nylon backpacks are not to be worn in the building during the school day.

### **CALAMITY DAYS**

School cancellation or delay due to inclement weather or other emergency situations will be announced on WAKR, WONE, WKDD, WNIR, WQMX, WMMS, WHLO or on WKYC TV3, WEWS TV5, WVPX TV23, WUAB TV43, and FOX TV8 and on the Norton Schools webpage at <http://www.nortonschools.org>. In addition, **ALERT NOW** an automated calling system will also be used for notification purposes. Please **do not** call the school office. "Snow Days/Calamity Days" do not count towards fulfilling the obligation of a suspension.

### **DELIVERIES**

Gifts (i.e. balloons, flowers) and restaurant food **will not be delivered** to students during the school day. The student will be notified and may pick-up the item(s) at the end of the school day. **Balloons, glass, etc. are not permitted on the school buses.**

### **ELECTRONICS DEVICES**

Students will be permitted to use electronic devices under the direction of the teaching staff and administration. The district's acceptable use policy will govern all devices while in use on school property. Students are solely responsible for devices that are brought onto school property. **Students will not be permitted to wear earbuds or headphones around the school. Devices will no longer be permitted in the cafeteria over lunch periods, without permission from the administration.** The school/district will not be responsible for lost, stolen or

broken items. Students that have electronic devices confiscated forfeit their right to privacy. Code of student conduct violations involving electronic devices may be searched for inappropriate photographs, text messages etc.. Any inappropriate information collected from a electronic devices may result in further consequences. No administrative time will be spent on locating lost or stolen electronic devices that were not properly stored in students' lockers.

### **EMERGENCY FORMS/CARDS**

Vital information is contained on these forms and it is required by law that this information be on file in the office. If there is a change of information, please notify the school office immediately. The emergency cards (yellow) are used when a student needs to call home for an emergency or when the office needs to contact a parent. Only persons listed on the emergency card will be allowed to sign a child out of school.

### **EMERGENCY PROCEDURES**

Fire, tornado, and other emergencies, whether a drill or an actual event, must be completed according to predetermined procedure. Students and faculty must react immediately, always report, and stay in designated areas. Teachers will assist students in properly executing procedures. Students must remain on school property with their assigned teacher. **In an emergency or drill, leaving school grounds or not reporting to the student's assigned teacher will be counted as truancy and may result in disciplinary action.**

### **END OF THE DAY/AFTER SCHOOL ACTIVITIES**

Students shall not remain on school premises after dismissal unless prior approval has been given by the school administration. To maintain a safe and efficient dismissal:

1. All students will exit from assigned doors except students needing to pick up a band instrument.
2. All students must be out of the building and on buses, in private vehicles and off school grounds by 2:30 p.m.
3. All car riders must be picked up on the north side of the building while the buses are in the bus circle. Once buses have left the bus circle, students may be picked up in the front of the school.
4. Buses will leave the school parking lot promptly at 2:26 p.m. Exceptions will be made in case of emergencies only (i.e. locker jams, tornado warning). Students are responsible for notifying a teacher of any problems at dismissal time.
5. Parents of students who miss the bus are responsible for providing transportation.

**Students who attend after-school events (i.e. basketball games) must leave school grounds at dismissal and are not permitted on school grounds until the start of the activity.** Once they are in attendance, they are not allowed to leave the building. If they do leave, they will not be permitted to reenter the building.

### **EXTRA-CURRICULAR ACTIVITY PARTICIPATION**

Participation in co-curricular activities can be a positive educational and social experience; therefore, students are encouraged to become involved in the wide range of co-curricular activities offered at Norton Middle School. Students must remember that participation is a privilege and the best interest of the group is the primary focus. With this in mind, a student may be denied participation for the following reasons:

- Failure to adhere to any portion of the Norton Middle School Code of Conduct.
- Failure to comply with the local, state or national rules and expectations of the organization.
- Failure to participate fully in the programs or activities sponsored by the organization.
- Failure to maintain the appropriate grade point average (see definition Interscholastic Participation).
- Insubordination to the coach/advisor or being a distraction from the operation or educational goals of the activity.

**Students must be present 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> period (in their entirety) on the day of the event** (or Friday for a weekend activity) to participate in or attend any school-related activity. This includes, but is not limited to, dances, athletic contests, club meetings, and musical performances.

### **FINES AND DEBTS**

Students are responsible for payment of all fees, fines, and/or debts. In the event that these monies are unpaid at the end of a reporting period or end of the school year, a student's report card, and/or transcript, will be withheld, according to the Ohio Revised Code 3313.642.



## **GRADES/CONFERENCES**

There are four grading periods during the school year. Report cards for students are compiled at the end of each nine-week period. Parents are encouraged to access student grades and progress through Progress Book. (<https://parentaccess.neonetda.org>) Teachers update at least weekly to provide timely information regarding grades. Interim reports will be generated at the midpoint of each grading period upon parent request.

## **HOMEWORK**

Often it will be necessary to complete assignments at home. Homework needs to be completed and returned as assigned by the teacher. Homework can make the difference between passing and failing a course. Students are expected to record assignments in their student planners daily. Parents are encouraged to ask for and examine this book daily. Monitoring your child's homework via Progress Book is a great way to keep your child on track!

## **IMMUNIZATIONS**

The Compulsory Immunization Law requires that all students have a second Measles/Mumps/Rubella (MMR2) immunization. Students must receive their second MMR shot prior to September of their 7<sup>th</sup> grade year. The measles, mumps and rubella immunization can be obtained through a private physician or local health department. Acceptable documentation of the immunization would be a shot record, receipts of payment or the certification of immunization form available at the Norton Middle School Office.

The Ohio Department of Health recently revised the School Immunization requirements to include a dose of Td or Tdap to be administered before a student enters the seventh grade (effective with the 2010-2011 school year and progressively thereafter). This dose is intended to be administered as a booster dose for students who have completed the required doses of the initial series of DTaP/DT/Td. Therefore, your current sixth grader will need to show proof of having received this booster dose before they can return to school in the fall.

If your child completed the original DTP/DTap/DT series and later received Td or Tdap for any injury or other reason within five (5) years of entering 7th grade, they need not be re-immunized. Please provide the date the Td or Tdap was received. (Students who received only Td rather than Tdap should be immunized with Tdap five (5) years after the Td immunization. Check with your healthcare provider.)

Students not in compliance will be excluded from attending Norton Middle School until the requirements of the Compulsory Immunization Law are fulfilled and documentation is provided.

## **LOCKERS**

Students are assigned lockers and must use only that locker. Students are responsible for the care of their assigned locker. Lockers are the property of the Norton Board of Education. Every student **MUST** have a **school lock on their locker by the end of the first week of school (5<sup>th</sup> graders are required to have it by the end of the first semester)**. School locks may be purchased for \$5.00 at registration and in the school office at any time. The office will have a key should it become necessary to obtain entry to a student locker. A record of combinations is kept in the main office. Students will not place stickers, writing or etchings either inside or outside of lockers. Spirit signs, posters, etc. must have prior approval from the school administration before being posted. School personnel may search lockers when there are reasonable grounds to suspect that the search will produce evidence that may violate the Student Code of Conduct. (school issued locks are also required for all 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade students for physical education class.)

## **LUNCH /RECESS TIME**

No food or beverages (i.e. water bottles, pop, or juice containers) are to be carried or consumed in the halls, classrooms, or at lockers. Food and beverages taken outside the cafeteria will be confiscated and discarded. Restaurant food (i.e. Pizza, McDonalds, Arby's, etc.) **may not be delivered to students during the school day.** Students are expected to consume all food and beverages in the cafeteria and deposit all trash in appropriate containers before leaving. Students who do not comply will be assigned clean-up duty and/or assigned other building-level consequences. **Free and reduced-priced lunch applications are available in the main office.** When students are dismissed from class for lunch, they will go to their lockers, and report immediately to the cafeteria. No books are permitted in the cafeteria. Lunches, beverages and other food items cannot be charged.

Only grades 6-8 will have the ala carte lunch line available. When loading money to your child's lunch account, please remember it takes 24 hours for funds to post.

### **Lunchroom Rules**

1. No running in the cafeteria.
2. No "cutting" in the lunch line.
3. Three students to a bench.
4. Feet go under the table, not in the aisle.
5. Raise your hand to leave your seat.
6. Ask permission to leave the cafeteria.
7. Never leave trash on the table or floor.
8. Wipe off the table where you were sitting.

### **Playground Rules**

1. No food, candy, or beverages are permitted outside (**No gum chewing at any time**).
2. No pushing, shoving, or wrestling.
3. No inappropriate language.
4. Once outside, unless weather dictates, you are to stay outside.
5. When the whistle blows to come in, stop immediately, line up to reenter the building quietly.
6. We will not have outdoor recess if the temperature is 10 degrees or below, including the wind chill factor.
7. Students must wear coats and outer wear as temperatures get increasingly colder.
8. **Students are expected to go out every day that the weather permits and should dress accordingly.**

### **MEDICATION**

Students must register all medications in the main office of the school. Students possessing medication not registered will be subject to disciplinary actions appropriate for drug and alcohol violations. NO student is allowed to provide or sell any type of over-the-counter medication to another student. Violation of this rule will be considered violations of the Drug Prevention Policy and of the Student Code of Conduct. Only medication in its original prescription bottle, labeled with the date of prescription, student's name and exact dosage will be administered and only in the presence of an adult. **We strongly recommend the administration of all medication take place at home under parent supervision.** In the event that medication needs to be administered during school hours, all medication must be transported to and from the middle school office by the parent/guardian of the student with the required medical authorization form (available in the school office). **ALL medications, including over the counters medicines, must have a completed medical authorization form on file. Students cannot carry inhalers unless the student has an individual health plan on file with the school.**

### **PUBLIC DISPLAY OF AFFECTION (PDA)**

Public display of affection, especially physical contact (i.e. holding hands, walking arm in arm, kissing) between students is considered inappropriate and consequences may be issued.

### **SATURDAY SCHOOL**

Saturday School is a disciplinary option on our tier of behavioral consequences. If assigned a Saturday School, students will report to the middle at 9:00AM. Saturday School will end at 11:30. Students will not be permitted into Saturday School unless they have work with them. Failure to serve an assigned Saturday School will result in an Out of School Suspension.

### **SECOND CHANCE**

"Second Chances" are assigned to students that have not completed their assigned classwork or homework. Being assigned a "second chance" provides an opportunity for students to complete assigned work and prevents students from receiving a zero on that assignment. If behavior in "Second Chance" violates the Code of Student Conduct, students will be referred to the office.

## **SEARCH AND SEIZURE**

The Norton Board of Education or its designees (building administrators) reserve the right to search the lockers, desks, person and personal belongings of a student on school grounds or at any school activity when it is reasonably necessary for the maintenance of order, discipline and safety and in the supervision and education of students. At the beginning of the school year, students will be advised that their lockers, desks, persons, and personal belongings are subject to search. (See Ohio Revised Code, Section 3313.20).

## **SOCIAL MEDIA**

Social networking sites are an effective method to communicate and exchange information. There have been times that school personnel and/or law enforcement agencies are made aware of derogatory, vulgar, threatening or profane comments posted on a student's Facebook page, or similar social networking sites. School personnel and/or law enforcement agencies then determine if further action is needed. If your child has an account, we suggest you monitor the postings and pages regularly. It is also suggested that you have log-in and password information for your child's accounts. At this developmental age, social media is frequently misused. Social networking sites (Facebook, Twitter, Instagram, Vine, Snap Chat etc....) do require students to be 13 years old in order to have an account.

## **SOLICITATIONS**

Sale of any items at school is prohibited unless approved by the Principal. Collection of money is prohibited unless approved.

## **STUDENT PASSES/HALLWAY PROCEDURES**

**Students in the hallways during instructional times must have this student handbook, signed and dated (with time) by a teacher.** When in the hallways please follow these guidelines:

1. Walk at all times and keep to the right unless otherwise indicated.
2. Use up and down stairs during designated lunch period.
3. Talk in conversational tones.
4. An excused late to class requires a signed pass from the office or from a teacher.

## **TELEPHONE USAGE**

**The office phone or classroom phones are available to students only in emergencies and then only with staff permission.** Necessary messages will be delivered to students. Students will not be dismissed from class to use the phone. Students are not permitted to use the main office telephones for personal calls.

## **TEXTBOOKS/COURSE FEES**

Textbooks are loaned to students free of charge by the Board of Education. Students are financially responsible for lost or damaged books and will be charged accordingly. All textbooks must be covered. Students will pay course fees (lab materials, workbooks, etc.) Fees are determined and approved by the Board of Education. Students with financial limitations should contact the principal.

## **TRANSPORTATION**

**Bus:** Students are expected to use their assigned bus and bus stop. If a change is necessary, the student must bring a parental note describing the change to the office before school starts. The principal must approve the change and sign the Bus Route form before the bus driver can alter bus assignments.

**Bus Passes:** Passes are not issued for students wanting to ride home with a friend. A middle school student is NOT ALLOWED off the bus at the high school to walk or ride home with another student.

**Cars:** Parents bringing students or picking them up are requested to avoid the area in front of the school building during bus arrival and departure times. The parking area at the north side of the building may be used.

### **SCHOOL BUS SAFE-RIDING RULES**

Transportation to and from school is a service provided by the Norton Board of Education. In addition to the Student Code of Conduct, all students riding the bus must obey the following rules:

1. Be at the bus stop before the bus is scheduled to arrive.
2. Wait in a location clear of traffic and away from the bus stop.
3. Behavior at the school bus stop must not threaten the life, limb or property of any individual.

4. Go directly to an available or assigned seat and remain seated, keeping the aisle and exits clear.
  5. Obey the driver promptly and respectfully.
  6. Do not use profane language or make inappropriate verbal comments/gestures.
  7. No eating or drinking on the bus except as required and approved for medical reasons.
  8. Do not use or possess tobacco, alcohol, drugs, weapons, and explosive or detonable devices.
  9. Do not throw or pass objects on, from, or into the bus.
  10. Do not extend any part of your body or object outside of the bus windows.
  11. Leave and board the bus at assigned locations, unless there is administrative authorization to change. Students submit the written parental request to the office before school starts. Students are then given a Bus Route form signed by the Principal to present to the bus driver.
  12. If the driver issues a discipline card, accept it. If you want to discuss it with the driver, do so privately at another time.
- Students who refuse to comply with these expectations will be issued a white card. A copy of the white card is given to the Assistant Principal. Students are subject to school discipline and/or temporary or permanent loss of bus privileges.
  - If you need to ride a bus other than your own to an alternate care location (daycare center, grandparents, etc.) due to an emergency situation, your parent or guardian must send a written note to the school office. The Norton City School District does NOT transport students to after-school employment, sporting events, etc.

### **Forbidden Cargo**

- \*Law prohibits the transportation or carrying of firearms or any other weapons or explosives on a school bus.
- \*Law also prohibits the transportation of pets, animals or any other living creature.
- \*Sharp or pointed items, pens, pencils, compasses, etc., should be carried in a closed container.
- \*No glass containers, bottles, helium balloons, or fragile items are permitted on the bus. (Lunch and thermos bottles are acceptable).
- \*Please arrange another means of transportation if you must bring any large, fragile, or forbidden cargo to school!! **PROBLEMS/ QUESTIONS CALL: 330-825-2226**

### **VISITORS**

All visitors must register in the main office. Anyone wishing to visit or conference with teachers **MUST** schedule an appointment. Students are not permitted to bring visitors to school unless permission has been obtained in advance from the principal. See Board Policy 9150.

**WALKERS:** The Norton Middle School building is open to students at 6:45am. (Academic Study Table). Parents are encouraged to have their children arrive by 7:20am. Please time your walk accordingly. All walkers should avoid traveling on Cleveland-Massillon Road if at all possible. Walkers are to leave school property at dismissal.

### **WEBSITE**

Each week grade-level teams list upcoming assignments, assessments, and projects on their **classroom resource** web page. This information is updated every Monday throughout the school year. Our web address is: <http://www.nortonschools.org/nms/site/default.asp>. Please check for students upcoming assignments.

## **NORTON MIDDLE SCHOOL ATTENDANCE POLICY** **FOR STUDENTS AND PARENTS**

### **LEGAL RESPONSIBILITY**

Section 3321.01 Ohio Revised Code states that any child between six and eighteen years of age, inclusive, is of compulsory school age. The parents, guardian, or any other person having care of a child of compulsory school age shall cause such child to attend school or participate in a special education program that conforms to the minimum standards set by the State Board of Education.

**The Attendance Policy includes information on the following:**

Absence - Excused and Unexcused	Tardiness
Absence Limitation	Truancy

Class Attendance  
Early Dismissals  
Make-up Work

Reporting Absences  
Family Vacations

Students are expected to attend each class daily. Students who fail to report to their designated class without a valid excuse will receive a zero (0) for those class periods and will be referred to the office.

To avoid an unexcused class absence, students who are ill must notify their classroom teacher. Students who get ill during class changes should report immediately to the main office or nearest teacher. Illness is not an excuse for being in an unauthorized location (i.e. restroom). For a student to receive a perfect attendance status in any given school year the student must not be absent from school (excused or unexcused) and the student must not have been tardy.

## ABSENCE LIMITATIONS

Norton Board of Education has established a maximum of fifteen (15) days of accumulative absence per school year. Included in the totals are excused and unexcused absences, trancies, full and partial (1/2 day) absences, and vacation days. The only exemptions are approved school activities, In-School suspension situations, and Out of School Suspensions.

After a student exceeds this limit s/he is put on ATTENDANCE REVIEW and only a physician's written verification will be accepted to excuse an absence. When a student is on ATTENDANCE REVIEW, a zero (0) grade will be assigned for all class periods of absence.

**Note:** Extenuating circumstances may be appealed to the administration for consideration toward pursuing alternative methods to satisfy the intent of the attendance requirement.

The following actions are designed to assist the student with an attendance problem and prevent the negative consequences that may result due to the student's failure to attend class:

- **5 Day Absence** – Attendance report given to student
- **7 Day Absence** – Attendance report mailed to parent/guardian
- **15 Day Absence** – Written notification to parent/guardian of student's placement on ATTENDANCE PROBATION for the **remainder of the school year**. Once on ATTENDANCE PROBATION, the student must have a physician's written verification to excuse any absence. All other absences will not be excused and the student will be assigned a zero (0) for all class absences.
- **Chronic Truant** – Student is referred to Summit County Juvenile Court and other appropriate agencies. Pursuant to recently passed legislation, Senate Bill 181, effective September 4, 2000, **a child absent for 7 consecutive days without excuse, 10 days in one month, or 15 days in a year, is considered a "chronic truant." A chronically truant child may be found delinquent, subject to Juvenile Court intervention.**

The law is also designed to hold parents/guardians accountable for their child's school attendance. If a child continues to be absent, parents/guardians are subject to Juvenile Court's authority. Among the various sanctions that may be levied against parents/guardians are the following:

- **Mandatory Mediation**
- **Mandatory Parenting Classes**
- **Up to seventy (70) hours of community service**
- **Up to \$2,500.00 fine and/or \$500.00 bond**
- **Up to six months in jail**

YOU CAN BE CHARGED WITH CHILD NEGLECT OR CONTRIBUTING TO DELINQUENCY, A FIRST DEGREE MISDEMEANOR, IF YOUR CHILD CONTINUALLY FAILS TO ATTEND SCHOOL.

## DEFINITIONS

**Full Day Absence** – Students who do not attend school or sign out prior to 8:30 a.m.

**Half Day Absence** – Students who sign in after 8:30 a.m. (Half Day AM) or sign out prior to 1:30 p.m. (Half Day PM)

**Excused/Unexcused Tardy** – Students who sign in between 7:30 a.m. and 8:30 a.m.

**Professional Appointments** – Students are limited to **2 hours** for medical and/or court appointments

**A written statement verifying the date and time of the appointment from the medical or court professional must be provided upon return to school.**

## **EARLY DISMISSAL/LEAVING SCHOOL GROUNDS**

No student will be permitted to leave school prior to dismissal time without either (a) a written or request with a legitimate reason signed by a parent or guardian or (b) a parent gives verbal permission over the telephone to one of the main office personnel or (c) the parent or guardian coming to the main office to request the release. No student will be released to a person other than those noted on the yellow emergency card. Any written request for early dismissal should be dropped off in the office upon arrival to school.

**Any student leaving the building without permission will be considered truant. Excuses received after a student has left the building will not be accepted.**

## **EXCUSED ABSENCE OR TARDY**

Absences of students from school with the request of parent/guardian that are in compliance with Section 3321.04 of the Ohio Revised Code regarding school attendance:

- a. Personal illness
- b. Illness in the family
- c. Quarantine of the home
- d. Vacation
- e. Death of a relative-limited to three (3) days
- f. Observance of a religious holiday
- g. Appointment with a written verification from a Dentist, Physician, or Court.. There is a two-hour maximum for excused appointments
- h. School-sponsored or sanctioned activities approved by the school administration
- i. Emergency circumstances which in the judgment of the school or district administration constitute a good and sufficient cause for absence from school
- j. Other situations as determined by the school administration

**NOTE: All other absences are unexcused.**

## **MAKE-UP WORK**

For excused and unexcused absences/ tardies it is the responsibility of the student to obtain and complete all assignments. Parents may contact the Norton Middle School office to request assignments **after the third consecutive day of absence or when an extended absence is anticipated** . Students are given one day to make up work for each day of absence. Requests for assignments must be made by 8:30 a.m. Please note the following guidelines for make-up work:

- a. **SUSPENSION (Excused)** - Student work is due upon return to school
- b. **IN SCHOOL SUSPENSION (Excused)** – Student work is due at the end of each day unless specifically directed to complete assignments/test upon their return to regular class.
- c. **NORTON LEARNING ACADEMY (Excused)** – Student work is required daily.
- d. **EXPULSION (Unexcused)** – Student work will receive a zero unless specified by the Superintendent.
- e. **TRUANCY (Unexcused)** – Student will receive a zero (0) for the work missed during this time.
- f. **CLASS CUTS (Unexcused)** –Students will receive a zero (0) for the work missed during a class cut.
- g. **ATTENDANCE REVIEW STUDENTS** will receive a zero (0) for work missed during any absence without a documented medical excuse.

## **REPORTING STUDENT ABSENCES**

Please call the **attendance hotline (330) 825-5607** by 9AM to report absences. If the parent/guardian does not call the school, the student is required to bring a note to school the day s/he returns.

**Note:** Calls can only be accepted from parents or the student's legal custodian. If a student is under temporary care of a grandparent, neighbor, etc. arrangements must be made with the Principal or Assistant Principal in advance before calls/notes can be accepted.

## **TARDY**

A student is considered tardy to school if not in the assigned classroom seat when the 7:30 a.m. bell rings. Students who are tardy must report to the middle school office to sign in. Students who repeatedly sign in after 7:30 a.m. with only a note from home indicating that they were ill will need medical verification after three (3) tardies each semester in order to avoid being considered unexcused tardy.

***After a student accumulates 4 unexcused (see list of excused absences/tardies) tardies FOR THE SEMESTER, the student will fulfill the following disciplinary assignments:***

- Tardy 4                      Student given a verbal warning
- Tardies 5 - 6              PM Detention (3:20 p.m.)
- Tardies 7 - 8              Friday Detentions (4:20 p.m.)
- Tardies 9 - 10             In-School Suspension

**Subsequent Offenses:** Appropriate discipline and intervention to be determined by the school administration.

## **TRUANCY**

A student with this type of unexcused absence will receive appropriate disciplinary action. The parent/guardian has a legal obligation to see that his/her child attends school. In accordance with state law, truancy is the absence of a student from school without permission. Examples include, but are not limited to:

- Absence without permission of parent/guardian
- Leaving the building or school grounds without permission or following sign-out procedures
- Baby-sitting
- Unauthorized absence from class (Class cuts)
- Flick days
- Failure to return the same day when sent home for a dress code violation
- Not in assigned area during an emergency drill or situation
- Failure to provide a doctor's excuse for absence when requested
- Appointments, except those verified by a Dentist, Physician, or Court
- Needed at home, unless pre-approved by school administration
- Family/Personal business, unless pre-approved by school administration
- Other situations as determined by the school administration

**No academic credit will be given to students for work missed as a result of a truancy. Students will receive a zero (0) grade for all class periods of truancy.** In addition, students will fulfill the following minimum disciplinary assignments:

- **Truancy #1**                      1 Day of Friday Detention (after school until 4:20)
- **Truancy #2**                      2 Days of Friday Detention
- **Truancy #3 or more**          3 Days of Friday Detention

**Subsequent Offenses** - Appropriate discipline and intervention to be determined by the school administration. Progressive steps of intervention, suspension and eventually expulsion will follow. In addition to disciplinary action, no academic credit will be given to students for work missed. Students will receive a zero (0) for **all** class periods of truancy.

## **UNEXCUSED ABSENCE OR TARDY**

Absence from school with the request of parent/guardian but not in compliance with Section 3321.04 of the Ohio Revised Code regarding school attendance.

Examples include, but are not limited to:

1. Oversleeping
2. Car trouble, traffic conditions, etc.
3. Missing the bus
4. Missing class due to dress code violation
5. Babysitting
6. Parent does not contact (call or send note) within one school day of student absence
7. "Family/Personal business" "Needed at home"
8. Appointment, except those verified by a Dentist, Physician, or Court
9. Other situations as determined by the school administration

## VACATION ABSENCES

Due to the importance of students being present in the classroom to achieve the full understanding and sequence of material being learned, the school does not encourage the practice of taking students out of school for family vacations. However, the school recognizes that certain circumstances make this necessary.

### MAKE UP WORK WILL BE PROVIDED IF THE FOLLOWING PROCEDURES ARE FOLLOWED:

1. Obtain an Anticipated Absence Form from the Middle School Office 5 days prior to the anticipated absence.
2. Return the completed form to the Middle School Office prior to the absence.
3. The student assumes full responsibility for obtaining all assignments and material that will be covered during this absence in advance.
4. The assignments are due on the day the student returns to school.
5. Tests, quizzes, or lab work missed while absent must be scheduled with the appropriate teacher at the teacher's convenience immediately upon return to school.
6. Teachers are not expected to tutor students for work missed for anticipated absences.
7. If the above conditions are not met the teacher is NOT required to accept make-up work.

# PANTHER NATION!!!

## ATHLETIC PARTICIPATION

Interscholastic athletic competition is governed by the Ohio High School Athletic Association (OHSAA). Athletes must meet all standards set by the OHSAA regarding academics, age, amateur status, enrollment and attendance, recruiting, residence, and transfers. In addition to the eligibility requirements established by the Ohio High School Athletic Association, to be eligible for athletics a student:

1. Must receive passing grades in a minimum 75% of enrolled classes or the equivalent which count towards graduation during the preceding nine-week grading period.
2. Between a 1.0 and 1.499 GPA will be in a probationary program in which:
  - a) Student must attend study tables three (3) days per week
  - b) Show continued improvement in their nine (9) week GPA until they reach at least a 1.5.
3. Between 1.5 and a 1.9 GPA must attend study tables 2 days per week.
4. Failure to attend the required study tables will result in:
  - a) 1<sup>st</sup> offense – set out one (1) contest.
  - b) 2<sup>nd</sup> offense – ineligible for remainder of nine (9) weeks.



In addition to the OHSSA standards, all athletes are required to:

- Have a current (less than one year old) physical on file with the coach or in the Athletic Office.
- Have a signed insurance waiver for the current school year on file with the coach or in the Athletic Office.
- Obtain, sign and meet the expectations of the current Norton City School Athletic Code of Conduct.

Parents and/or students who have questions regarding academic eligibility or any other OHSAA standard should contact the coach or the Athletic Director (330) 825-7300.

**The eligibility or ineligibility of a student-athlete continues until the start of the fifth (5th) school day of the next grading period. Summer school grades may not be used to substitute for failing grades received the final grading period of the regular school year.**

### ***STUDENT HAZING POLICY***

Hazing activities of any type are inconsistent with and disruptive to the educational process and prohibited at any time in school facilities, on school property, and/or off school property if the misconduct is connected to activities or incidents that have occurred on school property. No administrator, faculty member, or other Board of Education employee shall encourage, permit, authorize, condone, or tolerate any hazing activities. No student shall plan, encourage, or engage in any hazing.

Hazing is defined as performing any act or coercing another, including the victim, to perform any act of initiation into any class, team, or organization that causes or creates a substantial risk of causing mental or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

Administrators, faculty members, and other employees of the Board shall be alerted to possible situations, circumstances, or events that might include hazing. If hazing or planned hazing is discovered, the students involved shall be informed by the discoverer of the prohibitions contained in this policy and shall be ordered to be reported immediately to the Superintendent. Students, administrators, faculty members, and other employees who fail to abide by this policy may be subject to disciplinary action and may be held personally liable for civil and criminal penalties in accordance with law.

The Superintendent shall distribute this policy to all students and Board employees and shall incorporate it into building, staff, and student handbooks. It shall also be the subject of discussion at employee staff meetings or in-service programs. Administrators, staff members and volunteers shall not intentionally remain ignorant of hazing or potential hazing activities. O.R.C. 2307.44, 2903.31, 3313.661