

# CANAL WINCHESTER MIDDLE SCHOOL HANDBOOK

*Approved and adopted by the Canal Winchester Board of Education for the 2021-2022 school year.*

## CANAL WINCHESTER LOCAL SCHOOL DISTRICT

**MISSION:** Empowering all students for success.

We empower students every day with skills, knowledge, understanding, confidence, leadership, mentorship and belief in self. By doing this, we equip all our students with the best resources to achieve success. Our mission statement will serve as our compass and roadmap for all district strategies and best practices.

## WELCOME STATEMENT

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

*CWMS Principal Kelly Zywczyk*

**PORTRAIT OF A GRADUATE:** <https://www.cwschools.org/Downloads/CWS%20-%20Poster.pdf>

### **3 E's: Enrollment / Enlistment / Employment:**

The administration and staff believe that middle school is the developmentally appropriate time for students to begin thinking about their futures. The Canal Winchester Middle School is committed to providing career exploration, interest inventories, and personality surveys to help each individual child understand their areas of strength and areas of refinement. Our goal is to prepare our students for the variety of options presented to our high school students in preparation for their continued success upon graduation. Through parenting with a variety of stakeholders, we can ensure a wide exposure to a variety of career paths that include Enrollment, Enlistment, and Employment.

## FOREWORD

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

Table of Contents	
WELCOME STATEMENT.....	1
FOREWORD.....	1
SECTION 1 – HEALTH AND WELFARE ITEMS.....	5
<b>IMMUNIZATIONS</b> .....	5
<b>PHYSICAL EXAMINATIONS</b> .....	5
<b>WELLNESS POLICY</b> .....	5
<b>INJURIES AND ILLNESS</b> .....	5
<b>EMERGENCY MEDICAL AUTHORIZATION FORMS</b> .....	5
<b>CONDITIONS REQUIRING EXCLUSION FROM SCHOOL</b> .....	5
<b>CONTROL OF CASUAL CONTACT COMMUNICABLE DISEASES</b> .....	6
<b>USE OF MEDICATIONS</b> .....	6
<b>PRESCRIPTION MEDICATIONS</b> .....	6
<b>NON-PRESCRIPTION/OVER-THE-COUNTER MEDICATIONS</b> .....	6
<b>HEALTH SCREENING PROGRAMS</b> .....	6
<b>STUDENT RIGHTS AND RESPONSIBILITIES</b> .....	7
<b>NOTICE OF NONDISCRIMINATION POLICY - EQUAL EDUCATIONAL OPPORTUNITY</b> .....	7
<b>STUDENT WELL BEING</b> .....	7
SECTION 2 - GENERAL INFORMATION.....	8
<b>EMERGENCY CLOSINGS AND DELAYS</b> .....	8
<b>ENROLLING IN SCHOOL</b> .....	9
<b>FIRE, TORNADO, AND LOCK DOWN DRILLS</b> .....	9
<b>INDIVIDUALS WITH DISABILITIES</b> .....	9
<b>DIRECTORY INFORMATION NOTICE</b> .....	10
<b>LUNCH PROCEDURES</b> .....	10
<b>MEAL SERVICE</b> .....	10
<b>LEARNING COMMONS</b> .....	11
<b>NETWORK AND INTERNET GUIDELINES</b> .....	11
<b>PERSONAL ITEMS</b> .....	11
<b>LOST AND FOUND</b> .....	11
<b>SCHEDULING AND ASSIGNMENTS</b> .....	12
<b>SCHOOL VISITATION</b> .....	12
<b>MIDDLE SCHOOL ATHLETIC PHILOSOPHY</b> .....	13
<b>STUDENT RECORDS</b> .....	12
<b>STUDENT SALES</b> .....	12
<b>TELEPHONE USE</b> .....	12
<b>TRANSFER OUT OF THE DISTRICT</b> .....	12
<b>WITHDRAWAL FROM SCHOOL</b> .....	13
SECTION 3- ACADEMICS.....	13

FIELD TRIPS .....	14
GRADES AND GRADING .....	14
CANAL WINCHESTER MIDDLE SCHOOL GRADING SYSTEM .....	14
ACADEMIC INTEGRITY FOR MIDDLE SCHOOL STUDENTS .....	14
GUIDANCE SERVICES .....	16
HOMEWORK .....	16
HONOR ROLL .....	16
FAMILY TEACHER CONFERENCES .....	17
PROMOTION, RETENTION, PLACEMENT .....	17
FINAL GRADES/INTERIM REPORTS .....	17
STUDENT ASSESSMENT .....	17
SECTION 4 - NON SCHOOL-SPONSORED CLUBS/ACTIVITIES .....	18
COMMUNITY GROUPS .....	18
SECTION 5 - TRANSPORTATION .....	18
BUS TRANSPORTATION TO SCHOOL .....	18
BUS CONDUCT .....	18
PENALTIES FOR INFRACTIONS .....	19
PARENTAL TRANSPORTATION TO SCHOOL .....	19
SECTION 6 - STUDENT CONDUCT .....	20
ATTENDANCE .....	20
FAMILY VACATION .....	21
EARLY DISMISSAL .....	21
ILLNESS DURING SCHOOL .....	21
REQUIRED PHYSICIAN'S DOCUMENTATION .....	21
HABITUAL ABSENCES .....	22
MEMBERSHIP OF THE ATTENDANCE INTERVENTION TEAM .....	22
FILING OF TRUANCY .....	23
EXTENDING OR DELAYING THE ATTENDANCE INTERVENTION PLAN .....	23
TARDINESS TO SCHOOL .....	23
STUDENT ABSENCES WILL BE DETERMINED BY THE FOLLOWING GUIDELINES: .....	24
MAKE UP WORK .....	24
BOARD OF EDUCATION POSITION ON STUDENT CONDUCT .....	24
COMMITMENT TO SAFETY .....	25
PARENT LETTER .....	25
BUILDING-WIDE RULES .....	26
CARE OF PROPERTY .....	27
DRESS AND GROOMING .....	27
DANCE CODE / GUIDELINES .....	28
STUDENT CODE OF CONDUCT .....	29
SCOPE OF JURISDICTION AND FIRST WARNING .....	29

<b>PART I:</b> .....	30
<b>PART II:</b> .....	32
<b>PART III:</b> .....	33
<b>PART IV:</b> .....	34
<b>PART V:</b> .....	35
<b>PART VI:</b> .....	38
<b>CONSEQUENCES FOR VARIOUS ACTIONS</b> .....	40
<b>DETENTION - LUNCH TIME</b> .....	40
<b>DETENTION – OUTSIDE OF SCHOOL HOURS</b> .....	40
<b>ESA</b> .....	40
<b>DISCIPLINE OF STUDENTS WITH DISABILITIES</b> .....	40
<b>EMERGENCY REMOVALS</b> .....	40
<b>EXPULSION</b> .....	41
<b>SUSPENSION</b> .....	41
<b>APPEALS TO THE BOARD OF EDUCATION</b> .....	42
<b>SEARCH AND SEIZURE</b> .....	42

## SECTION 1 – HEALTH AND WELFARE ITEMS

### IMMUNIZATIONS

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

### PHYSICAL EXAMINATIONS

First grade students new to our district and all students in preschool and kindergarten must have a physical exam within twelve (12) months prior to attending school. The healthcare provider is to complete the Child Medical Statement (preschool) or Physical Exam Report (kindergarten/first grade) and this form is kept in the student's medical file in the school health office. Preschool students must have a physical exam and submit a new Child Medical Statement every thirteen (13) months thereafter, as long as they are enrolled in preschool.

### WELLNESS POLICY

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

### INJURIES AND ILLNESS

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

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

### EMERGENCY MEDICAL AUTHORIZATION FORMS

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

### CONDITIONS REQUIRING EXCLUSION FROM SCHOOL

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

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

## **CONTROL OF CASUAL CONTACT COMMUNICABLE DISEASES**

Because schools have a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease. Specific diseases include, but not limited to: diphtheria, scarlet fever, strep infections, pertussis (whooping cough), mumps, measles, rubella, head lice and other conditions indicated by the local and state health departments. Any removal will be for the contagious period as specified in the school's administrative guidelines and per the department of health requirements.

## **USE OF MEDICATIONS**

The Canal Winchester Board of Education shall not be responsible for the diagnosis and treatment of student illnesses. The administration of prescribed medication and/or medically prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication or treatment were not made available during school hours or if the child is disabled and requires medication to benefit from his/her educational program. For the safety of our students, the transportation of prescription medications to and from school is the responsibility of the parent/guardian. For the purposes of this policy, "prescribed medication" shall include all medicines prescribed by a physician or licensed prescriber. Non-prescription medications shall include all age and/or weight appropriate over-the-counter drugs, preparations, and/or remedies. "Treatment" refers both to the manner in which a medication is administered and to health-care procedures that require special training, such as catheterization.

## **PRESCRIPTION MEDICATIONS**

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

## **NON-PRESCRIPTION/OVER-THE-COUNTER MEDICATIONS**

- Students in preschool who need over-the-counter medication during school hours are required to have a Medication and Treatment Authorization form completed by the licensed prescriber. See the Preschool Parent Handbook for more information.
- Students in grades K-12 may have age-appropriate over-the-counter medication if the required Non-Prescription Medication Authorization section of the Student Health History has been completed via Parent OneView. All medications must be provided by the parent/guardian in the original container labeled with the student's name and is to be stored only in the school clinic and administered by authorized school personnel, the child's parent/guardian, or authorized caregiver only.
- Students in grades 6-12 may also carry and self-administer over-the-counter medications, but only when indicated by the parent/guardian on the Non-Prescription Medication Authorization section of the Parent OneView Health History. All self-carried medication must be in the original container labeled with the student's name.

Examples of non-prescription medications: Tylenol, Motrin, Advil, Benadryl, Tums, Maalox, cough drops, cold and cough medicines, and lactase products. Parents/guardians can review and revise the authorized medication list at any time in Parent OneView. Any medication remaining at the end of the school year will be discarded one week after the last day of school.

## **HEALTH SCREENING PROGRAMS**

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

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

- speech/language screening
- hearing screening
- vision screening

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

## STUDENT RIGHTS AND RESPONSIBILITIES

### FIRST AMENDMENT RIGHTS

In accordance with Board policies 5722 and 9700, students have the right, protected by the First Amendment to the U.S. Constitution, to exercise freedom of speech. This includes the right to distribute or display, at reasonable times and places, unsponsored written material, petitions, buttons, badges, or other insignia, **except expression which:**

- Is obscene, libelous, pervasively indecent or vulgar;
- Advertises any product or service not permitted to minors by law;
- Constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion, or ethnic origin);
- Presents a clear and present likelihood that, either because of its content or the manner of distribution or display, it will cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.

Material may not be displayed or distributed during or between class periods. Permission may be granted for display or distribution during lunch periods and after school in designated locations, provided exits are not blocked and proper access and egress to the building are maintained. Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed.

***Many times it will be the responsibility of the student to deliver that information.*** If necessary, the mail or hand delivery may be used to insure contact. Parents are encouraged to build a two-way link with their child's teachers and staff by informing the staff of suggestions or concerns that may help their child better accomplish his or her educational goals.

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

### NOTICE OF NONDISCRIMINATION POLICY - EQUAL EDUCATIONAL OPPORTUNITY

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

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

### STUDENT WELL BEING

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

**SECTION 2 - GENERAL INFORMATION**

**EMERGENCY CLOSINGS AND DELAYS**

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

<b>RADIO</b>	<i>WLOH/WHOK Lancaster</i>
<i>WSNY 94.8 Columbus</i>	<i>WBNS 1460 Columbus</i>
<i>WCOL 92.3 Columbus</i>	<i>WTVN 610 Columbus</i>
<i>QFM 96.3 Columbus</i>	<i>WCOL 1230 Columbus</i>
<i>WNCI 97.9 Columbus</i>	<i>WSWZ 103.5 Columbus</i>
<b>TV</b>	
<i>WBNS Channel 10</i>	<i>WSYX Channel 6</i>
<i>WCMH Channel 4</i>	<i>FOX Channel 28</i>
<i>ONN</i>	

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

**2 Hour Delay**

**Early Dismissal** - Early dismissal for inclement weather will automatically cancel all after-school activities.

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

**Automated Notification System Statement**

This program allows the immediate notification to all households and parents, by telephone, of any critical or unplanned event that will cause



school cancellation, delay or an early dismissal. The school will continue to use radio and television to broadcast school closings and delays due to weather. The system will also be used for general announcement calls, for example a reminder of parent/teacher conferences or other important school information.

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

### **ENROLLING IN SCHOOL**

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

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

*Magistrate's Order*

*Enrollment Transfer Letter from Placement Agency (Children's Services)*

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

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

### **FIRE, TORNADO, AND LOCK DOWN DRILLS**

The school complies with all fire safety laws and will conduct fire drills in accordance with State law. Students will practice the fire, tornado, and lock-down drills throughout the year. Students are expected to become familiar with each drill, observe the procedures developed, and comply with teacher/administrator expectations and directions before, during and after the implementation of the drill. Evacuation procedures are posted in each classroom.

### **INDIVIDUALS WITH DISABILITIES**

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

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

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

## DIRECTORY INFORMATION NOTICE

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

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

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

The primary purpose of directory information is to allow the District to include this type of information in certain publications such as: a playbill, showing your students role in drama or musical productions, yearbook, honor roll or other recognition list, and graduation programs.

Please contact the schools guidance counselors if you wish to have this information blocked from the above businesses that work with school districts.

## LUNCH PROCEDURES

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

## MEAL SERVICE

### School Breakfast and Lunch

Because the USDA has made it possible for us to run our program under a SSO program all students/children 18 years old and under will be able to receive a free breakfast and a free lunch throughout the 2021-2022 school year.

Breakfast will be grab and go as the students enter the buildings in the mornings and lunch will be as scheduled for their grade level or classroom.

A la Carte Items are not included in this program but can be purchased for a minimal amount.

**Birthdays** - The staff recognizes that birthdays are very special days for children. We want to help your child celebrate this special occasion; however, to protect students with food allergies and to comply with board policy, please follow these guidelines: 1. Limit your treats to non-food items such as stickers, pencils, etc. 2. Refrain from sending flowers, balloons, or other special gifts to children during school hours. To avoid hurt feelings, party invitations will not be distributed at school. **NO FOOD ITEMS MAY BE BROUGHT IN FOR BIRTHDAY CELEBRATIONS DUE TO FOOD ALLERGIES AND DIETARY RESTRICTIONS.**

## LEARNING COMMONS

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

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

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

In exchange for the use of the Learning Commons resources, students must understand the following:

1. The use of the Learning Commons is a privilege that may be revoked by the District at any time and for any reason. Any misuse of the Learning Commons resources or behavior not in accordance with Learning Commons guidelines will result in suspension of the privileges and/or other disciplinary action determined by the District. Misuse shall include, but not be limited to:
  1. vandalism or theft of any Learning Commons property
  2. disrupting the operation of the Learning Commons
  3. interfering the others' use of the Learning Commons
  4. illegal use of copyrighted material or resources
  5. utilizing the Learning Commons resources to do other students' work
2. The use of the Learning Commons resources is for the purpose of (in order of priority):
  1. Support of the Academic Program
  2. Research
  3. General Information
  4. Recreation

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

## NETWORK AND INTERNET GUIDELINES

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

## PERSONAL ITEMS

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

**The school cannot and will not assume responsibility for losses or damages.**

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

## LOST AND FOUND

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

## **SCHEDULING AND ASSIGNMENTS**

Schedules are provided to each student at the beginning of the school year or upon enrolling. The schedule is based upon the student's academic needs and available class space. Students who have questions or concerns regarding their individual schedule should contact the school counselor for further information.

## **SCHOOL VISITATION**

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

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

Parents/Guardians are welcome to serve as classroom volunteers at C.W.M.S. In order to do so, one must complete the district volunteer form located on the school district webpage under the **Families** tab.

## **STUDENT RECORDS**

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

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

## **STUDENT SALES**

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

## **TELEPHONE USE**

The office telephone may be used for illness or emergencies with permission from the principal, secretary, or a teacher. At no time are personal cell phones to be utilized to contact a parent etc., unless special permission has been granted by a teacher, principal, secretary or nurse.

## **TRANSFER OUT OF THE DISTRICT**

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

## WITHDRAWAL FROM SCHOOL

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

## MIDDLE SCHOOL ATHLETIC PHILOSOPHY

It is the belief of the CW Athletic Department that middle school athletics are designed to be a learning experience that prepares our student-athletes for the rigor of high school. Our programs are designed to help our young people in the following areas: time management, organization, teamwork and accountability. We expect our student athletes to set the example in the classroom, on the field, and in the community. We want to encourage all middle school students to be a part of our programs knowing that we have high standards and expectations. Athletes who participate will be expected to follow school rules and portray themselves in a positive manner outside the school as well. Our student-athletes represent Canal Winchester and we fully expect each athlete to carry themselves in a positive manner.

**All athletes must follow ALL rules and regulations as set forth in the Canal Winchester Student Handbook. Your actions and words are susceptible to the code of conduct 24 hours a day, 365 days a year.**

Violations, by an athlete, of the student code of conduct may result in school and/or sport specific consequences as determined by the athletic director and/or coach.

### **Middle School Sports Information:**

- 1) All potential athletes must have a **valid physical** on file, attend an **OHSAA Pre-Season Meeting**, and have all online forms filled out via **PowerSchool** before being able to participate.
- 2) Once teams are set, each player must submit the pay to participate fee. This payment does not guarantee playing time.
- 3) Some sports will have cuts. Each sport carries a different number, and athletes not chosen will be cut in a respectful manner.
- 4) Not all athletes will get to play in every game or have the same amount of playing time. Each coach has discretion in this area.
- 5) Winning is important, but not as important as winning the right way. We will follow all OHSSA, OCC, and CWLS rules as they pertain to each sport.
- 6) We want our student athletes to have fun!! We want to encourage and embrace the enjoyment our young people get out of being a part of a team.

## PAY TO PARTICIPATE

Pay-to-Participate fees for the 2021-2022 school year are \$100. There is NO family maximum cap. There is NO payment plan for pay-to-participate activities. **Pay-to-participate fees must be paid before a student will be considered eligible for participation in a contest.** Eligibility requirements for extracurricular sports are established by the Ohio High School Athletic Association (OHSAA). The following are the eligibility requirements for 7<sup>th</sup> and 8<sup>th</sup> grade students as required by OHSAA. Students must be enrolled in at least four classes and must have received passing grades in at least four classes the previous grading period. Additional criteria exist, and can be located from the District Athletics website.

## SECTION 3- ACADEMICS

### FIELD TRIPS

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

Note: Teams may add participation rubrics, point systems etc. in association with field trip requirements.

### GRADES AND GRADING

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

#### CANAL WINCHESTER MIDDLE SCHOOL GRADING SYSTEM

A	93-100	C	73-76
A-	90-92	C-	70-72
B+	87-89	D+	67-69
B	83-86	D	63-66
B-	80-82	D-	60-62
C+	77-79	F	59 below

### ACADEMIC INTEGRITY FOR MIDDLE SCHOOL STUDENTS

Academic Integrity is established when the student assumes responsibility and works in relationship with the educational community to uphold the value of individual credit and learning.

Collaboration is the opportunity to work with others on an assignment when expressly permitted by the teacher but does not imply that students share or copy another's work unless permitted by the teacher in writing.

Intellectual property is a person's thoughts, ideas, and/or words used in a publication or in work submitted for credit.

#### **Academic Dishonesty**

Failure to appropriately acknowledge another's intellectual property in one's own work, to falsify facts or misuse information, to use unauthorized materials during a test, quiz, or exam, or to assist or contribute to another's academic misconduct.

If a student is concerned that his or her work may violate academic integrity, then it is the responsibility of the student to confer with the teacher prior to submitting work for credit.

### Definitions

**Cheating:** The act of deception by submitting work as one's own. This includes, but is not limited to copying another student's assignment either all or in part or supplying a student with another's assignment (unless specifically permitted by the teacher). Cheating also includes using unauthorized materials such as notes, books, prohibited technology, calculators, or computers during a test, quiz, exam, or project. Students may not share information on tests, quizzes, and projects unless the teacher has explicitly given permission to do so.

**Plagiarism:** The act of presenting the published ideas or words of another as one's own. This includes but is not limited to books, poems, speeches, films, TV, newspapers, magazines, and Internet media. Using information from such sources requires proper citations and formatting in order to give credit to the author or speaker. Furthermore, any revision or paraphrasing of the original work must also receive correct citations.

**Forgery:** The act of altering signatures, school related forms, documents, or records (either paper or electronic form) for an academic advantage.

**Stealing:** The act of taking academic information for personal gain. Examples include, but are not limited to, taking another student's work without permission, taking an exam key, removing a test from a teacher's room without permission, obtaining electronic material from a teacher's computer, or keeping test booklets instead of returning them to the teacher.

**Falsification:** The act of producing unauthorized, intentionally misleading information regarding a source or creating unclaimed references for academic credit. Although the assignment may contain the appearance of legitimate sources and citations, the actual sources of information do not exist.

"Academically Honest Students" do the following:

- His/her "own" work
- Acknowledge help received from parents, other students, and friends
- Acknowledge the source of direct quotations used in their work
- Acknowledge information taken from books, databases, the internet, and the use of someone else's intellectual property
- Acknowledge reference materials in a bibliography or the use of citations
- Work collaboratively with others while still producing individual ideas
- Know what constitutes cheating and abides by the rules

Academically Honest Students "do NOT" do the following (**unless allowed by the teacher**):

- Use notes during an assignment
- Copy another student's answers
- Allow other students to copy their answers
- Communicate with other students during an assignment
- Copy homework from another student

- Submit someone else's work as their own
- Allow "another" student to turn in their work and claim it as theirs
- Submit assignments without proper citation or a bibliography

*A student accused of academic dishonesty will be determined based upon evidence gathered by a teacher's or other supervisor's observations, materials, and/or information. Concerns provided by others, including staff or students, may also be taken into consideration.*

### **SCHOOL COUNSELING SERVICES**

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

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

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

### **HOMEWORK**

Homework will be assigned to reinforce skills learned in school and to develop responsibility in completing tasks. Homework can be defined as unfinished classwork, long term projects, weekly review sheets, studying for tests, quizzes, math facts, etc.

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

### **HONOR ROLL**

These are the following levels for the CWMS honor roll:

Gold Level: 4.0 and above.

Silver Level: 3.2 – 3.99.

Bronze: 3.0 – 3.19.

This will be calculated at the end of each quarter.



### **FAMILY TEACHER CONFERENCES**

Canal Winchester Middle School will hold Family Teacher Conferences on specific dates throughout the year. These occasions are meant to help open the lines of communication between parents and teachers. If additional time or conferences are needed, arrangements may be made through the teacher or by contacting the office.

### **PROMOTION, RETENTION, PLACEMENT**

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

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

In cases of retention, the parent will be contacted in advance, although the final decision will rest with the principal, with an appeal to the superintendent. **Placement** in the next grade may be noted on record rather than promotion if a student's work continues to be unsatisfactory after retention.

### **FINAL GRADES/INTERIM REPORTS**

Interim grades will be updated to show progress at the halfway point of each grading period on PowerSchool. Final grades will be issued and posted after each nine weeks of instruction.

### **STUDENT ASSESSMENT**

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

## SECTION 4 - NON SCHOOL-SPONSORED CLUBS/ACTIVITIES

### COMMUNITY GROUPS

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

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

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

## SECTION 5 - TRANSPORTATION

### BUS TRANSPORTATION TO SCHOOL

Middle School transportation will NOT be provided to students living beyond the limited boundaries. The bus schedule and routes are available by contacting the Transportation Supervisor at 614-833-2164.

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

Students may be permitted to ride a bus other than their assigned bus with permission from the office (e.g. may include administrator, secretary etc.) before dismissal. Please keep in mind that bus passes can be denied for any reason and the bus pass must be presented to your student's bus driver.

### BUS CONDUCT

The school bus driver's authority and responsibility is to maintain control of students.

When accused of something that could result in a suspension of riding privileges, your child has a right to due process as provided for by the policies and procedures outlined in their student handbook.

Pupil management and safety policies include the following (see rule 3301-83-20 of the Ohio Administrative Code):

1. Students shall arrive at their bus stop 5 minutes before the bus is scheduled to arrive. If a driver arrives at a stop ahead of a scheduled pick-up time, the driver will wait until the scheduled pickup time, however the driver will not be expected to wait for late arrivals.
2. Students must wait in a location clear of traffic, away from where the bus stops, and wait for the driver's signal before approaching the bus. (The driver will designate a "place of safety", at the bus stop that each student is required to use. The "place of safety" will be at least 20 steps or more away from the bus. When getting off at the bus stop, students must return to the "designated place of safety" and remain in this area until the bus departs)
3. Behavior at the school bus stop and on the bus must not threaten life, limb or property of any individual.
4. Students must go directly to an available or assigned seat so that the bus may safely resume motion.
5. Students must remain seated in a manner that keeps aisles and exits clear.

6. Students must observe conduct similar to what is expected in a classroom and obey the driver promptly and respectfully. This also means that noise levels should be kept reasonable, so as not to distract the driver.
7. The use of profane language, gestures, remarks or signs is prohibited. This includes the broadcasting of such with personal devices.
8. Students must refrain from eating and drinking on the bus except as required for medical reasons.
9. Students must not use tobacco on the bus. This includes "vaping" and e-cigarettes.
10. Students must not have alcohol or drugs in their possession on the bus except for prescription medication required and prescribed specifically for that student.
11. Students must not throw or pass objects on, from or into the bus.
12. In general, students may only carry on the bus, objects that can be held in their lap. Large repeat-use, curriculum-based or school equipment, (example, musical instruments) will be allowed on a bus only with prior request and on a case-by-case basis. One-time school projects do NOT fit this exception.
13. Students must leave or board the bus at locations to which they have been assigned unless they have parental and administrative authorization to do otherwise.
14. Students must not put head or arms out of the bus windows.
15. Animals are not allowed on the bus, except trained service animals.

#### **PENALTIES FOR INFRACTIONS**

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

The driver will report misconduct in writing to the principal. Violation of the rules will generally result in the following consequences:

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

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

#### **PARENTAL TRANSPORTATION TO SCHOOL**

Parents transporting their child to school are asked to drop them off and pick them up in the car loop in front of the building. Please follow the signs and directions from staff members to ensure the safety of all students and other drivers. Buses will be loading and unloading at the back of the building (event entrance). Parents are able to drop off students to the cafeteria doors as early as 7:15am

## SECTION 6 - STUDENT CONDUCT

### ATTENDANCE

It is the belief of the Canal Winchester Local School that all students are expected to have regular attendance. Students are encouraged to make appointments, do personal errands, etc., outside of school hours.

State law specifically requires that every child up to the age of 18 must attend school. Absences are either classified as excused or unexcused.

In compliance with the Ohio Missing Child Law of the State of Ohio, all parents are required to notify the school office each day of a student's absence by calling the school of attendance or by sending a written statement of the cause of such absence. If a parent does not report a child's absence, the school is required to contact parents regarding the absence. The Board of Education reserves the right to verify such statements and to investigate the cause of each single absence or prolonged absence.

As noted in the Ohio Administrative Code, the Board of Education considers the following as reason for an excused absence from school:

The Board considers the following factors to be reasonable excuses for time missed at school:

1. Illness (a doctor's excuse may be required)
2. Illness in the immediate family that necessitates the presence of the child
3. Death of a relative
4. Observation of religious holidays consistent with his/her religious beliefs (notification confirmation must be submitted at least one day prior to the absence)
5. Medical or dental appointment (usually a partial day)
6. Quarantine for contagious disease (as verified by a medical professional)
7. College visitation
8. Emergency circumstances (e.g. court appearance, required meeting with social services agency, student required to travel with parent)
9. Absences due to a student's placement in foster care or changes in foster care placement or any court proceedings related to their foster care status
10. Absences due to circumstances impacted by homelessness

Students participating in District approved out-of-state travel (up to a maximum of twenty-four (24) consecutive instructional hours) may participate in a District-approved enrichment program or be required to complete extra activities.

Attendance need not always be within the school facilities, but a student will be considered to be in attendance if present at any place where school is in session by authority of the Board.

The Board shall consider each student assigned to a program of other guided learning experiences to be in regular attendance for the program provided that s/he reports to such staff member s/he is assigned for guidance at the place in which s/he is conducting study, and regularly demonstrates progress toward the objectives of the course of study.

#### **FAMILY VACATION**

Vacation days are noted in the annual school calendar. It is the expectation of the Board that families do everything possible to plan their vacations during these times.

Administration will only approve up to five total vacation days for the school year per student. These absences will count towards total parent/guardian excused call in absences for the year. A student going on vacation with parents during school time must COMPLETE A VACATION FORM (OBTAINED IN THE OFFICE OR ON THE DISTRICT WEBSITE) AND RETURN IT TO THE OFFICE AT LEAST ONE (1) WEEK PRIOR TO VACATION. Please refer to make up work procedure(s) for homework guidelines.

Projects, special assignments due during vacation must be turned in prior to leaving for vacation.

#### **EARLY DISMISSAL**

Once a student gets to school, he/she is expected to stay the entire day or until that student is dismissed. Each student leaving school property during school hours will be required to have written communication from the parent or guardian. Please note that for security purposes, student will NOT be dismissed to parents following school events held during the regular school day. Parents wanting to take their child out of school early must follow the regular sign out procedures. Any student leaving early will be counted absent for that portion of the day.

#### **ILLNESS DURING SCHOOL**

If a student becomes ill during the school day, he/she will be sent to the clinic. Office personnel will follow health procedures set forth by the school nurse to determine if a child should return to class or be sent home. If it is deemed necessary for a child to leave school, a parent or guardian will be contacted to come to the school to pick up their child. The parent or guardian will need to sign their child out in the school office. Exceptions can be made for high school students who provide their own transportation. Children need to be fever-free for 24 hours prior to returning to school. Students are not permitted to stay in the clinic during the school day. If a child is sent home sick during the school day, they are not permitted to attend or participate in any after school activities (sports practices / games, rehearsals, meetings, events, etc...)

#### **REQUIRED PHYSICIAN'S DOCUMENTATION**

Because of the wide variety of reasons for a student's absence from school, the validity of an absence will be determined by the administration in each individual case. When a student reaches thirty (30) hours of unexcused or excused absences, a reminder letter will be sent home to the parent reviewing the attendance policy. After a student reaches sixty-five (65) hours of unexcused or excused absences in a year or thirty-eight (38) hours of unexcused or excused absences in a month, a physician's note will be required for medical verification in order for the absence to be excused.

Please note: medical verification means that a physician has treated an illness or injury and has verified to the attendance office that because of the illness or injury, the student was unable to attend school. Official medical notification (which includes the physician's name, phone number, and specific dates of illness to be excused from school) must be submitted to the attendance office upon the student's return to school within two (2) days following the absence.

## **HABITUAL ABSENCES**

Students have an obligation to attend school regularly and to abide by the rules and regulations of the Canal Winchester Local School District and the State of Ohio. Questions or concerns regarding truancy can be sent CWLS Truancy Officer David McKinney at [dmckinney@cwls.us](mailto:dmckinney@cwls.us).

A student will be considered habitually truant if the student is absent without a legitimate excuse for thirty (30) or more consecutive hours, for forty-two (42) or more hours in one (1) school month, or for seventy-two (72) or more hours in one (1) school year. Excessive absenteeism shall be addressed with preventative strategies and alternatives to suspension or expulsion. A student cannot be suspended or expelled for violation of this policy.

The following procedures have been developed to address a student's attendance when there is a concern for truancy:

1. At thirty (30) hours of unexcused or excused absences, a letter will be sent home to the parent reviewing the attendance policy.
2. Between thirty (30) and seventy-two (72) hours of unexcused or excused absences, the school will utilize interventions to assist with improving school attendance.
3. At thirty (30) or more consecutive hours, forty-two (42) or more in one school month, or seventy-two (72) hours of unexcused absences in one school year, the school must refer the student to an Absence Intervention Team to create an individualized intervention plan within 7 days of the triggering event. Within fourteen (14) school days after the assignment, the team must develop an intervention plan for the student in an effort to reduce or eliminate further absences. This plan will be monitored by the team and modified as needed.
  1. The school is required to make three (3) attempts, in good faith, to engage the parent in the development and participation of the attendance intervention plan. If the parent fails to respond to the district's attempts to include them in the development of the plan, the district may report the parent to Child Protective Services.
  2. If a student/family does not participate in the development of the plan, a copy will be mailed to the parent/guardian and the plan will be implemented.
  3. Within seven (7) days after the development of the plan, the school district or school shall make reasonable efforts to provide the student's parent, guardian, custodian, guardian ad litem, or temporary custodian with written notice of the plan.
4. If the student reaches thirty (30) consecutive hours or forty-two (42) hours in 30 days of absences after the implementation of the absence intervention plan, the attendance officer will conduct an informal hearing.
5. If the student does not adhere to the plan or the plan is not successful and s/he continues to exhibit poor attendance, the district will formally refer the case to the county prosecutor and with Child Protective Services

Note: A student cannot be suspended or expelled for violation of the attendance policy.

## **MEMBERSHIP OF THE ATTENDANCE INTERVENTION TEAM**

The team may vary based on the needs of the student, but must include:

1. a representative of the district or school;
2. another school representative who knows the student;
3. the student's parents or designee (release of records for consent must be completed), guardian or temporary custodian;

4. may include a school psychologist, school counselor, social work, or a representative from a county agency designed to assist families with reducing absences.

#### **FILING OF TRUANCY**

The attendance officer shall file a truancy complaint with the county prosecutor against a student on the sixty-first (61) day of unexcused or excused absences after the implementation of an absence intervention plan or other intervention strategies, provided that all of the following apply subject to divisions (B)(2) and (3) of 3321.16 of the Ohio Revised Code.

1. The student was absent without a legitimate excuse from the public school the child is supposed to attend for thirty (30) or more consecutive hours, forty-two (42) or more hours in one school month, or seventy-two (72) or more hours in a school year.
2. The school district or school has made meaningful attempts to re-engage the student through the absence intervention plan, other intervention strategies, and any offered alternatives to adjudication described under division (C)(2)(b) of section 3321.191 of the Ohio Revised Code.
3. The District's attendance officer has scheduled and attempted to meet with the student and parent to conduct an informal hearing.
4. The student has refused to participate in or failed to make satisfactory progress on the plan, as determined by the absence intervention team, or any offered intervention strategies or alternative to adjudication.

An exception to the sixty-one (61) day requirement to file would be the student missing 30 consecutive hours or 42 hours in a month without a legitimate excuse after the implementation phase of the plan.

The Board authorizes the Superintendent/designee to inform the student and his/her parents, guardian, or custodian of the record of excessive absences as well as the District's intent to notify the Registrar of Motor Vehicles, if appropriate, and the Judge of the Juvenile Court of the student's excessive absences.

#### **EXTENDING OR DELAYING THE ATTENDANCE INTERVENTION PLAN**

The district may extend the implementation of the plan and the filing of a complaint if the days leading up to the 61st day after the plan's implementation goes into the summer break. Furthermore, if a student becomes truant within 21 school days prior to the last day of the school year, the district may delay the time period to convene the absence intervention process until the start of the new school year in order to accommodate the summer months.

#### **TARDINESS TO SCHOOL**

A student is expected to be on time and in attendance every day. The time missed for tardiness will accumulate towards hours that will trigger truancy events. All tardies due to doctor's, dentist's, orthodontist's, or court appointments, must have official documentation from that office.

Any student late to school must report to the middle school office and sign in

A tardy to school is defined as a student showing up to school after the start bell through the end of first period. A student is expected to be in the classroom by the starting bell. On a normal school day, the starting bell rings at 7:45am.

**Continual tardiness to school will result in disciplinary action. This is based on per nine weeks.**

**Additionally, students will not be permitted to make up work for any unexcused tardy.**

1<sup>st</sup> Tardy – 3<sup>rd</sup> Tardy Free (No Discipline)

4<sup>th</sup> – Parent Notification

5<sup>th</sup> - Lunch Detention

7<sup>th</sup> - Lunch Detention

9<sup>th</sup> - After School Detention  
11<sup>th</sup> - After School Detention  
13<sup>th</sup> – Extended School Assignment

Please use PowerSchool to view attendance statistics for the school year.

Any student who leaves school during the scheduled school day will be assigned an early dismissal for attendances purposes.

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

#### **STUDENT ABSENCES WILL BE DETERMINED BY THE FOLLOWING GUIDELINES:**

Students who arrive to school after 7:45am will be considered tardy. Students arriving after the end of first period will be counted as a half An early dismissal will be constituted as any student who leaves during the last period of the day.

#### **MAKE UP WORK**

Each student who is excusably absent from school is responsible for arranging make up work with his/her teacher. The student will be granted one day per each day of absence for work that was assigned during his/her absence. Work must be handed in on time. If projects or long-term assignments are due during the period of a prearranged absence, the student will be required to turn in the assignment prior to the absence. If a student's absence is not prearranged, he/she must submit the assignment upon return of their absence.

**To clarify, any work assigned before the day of his/her absence will still be due on its original due date.**

If a student is going to be absent for an extended time due to an illness, more than two days, please check the teacher's online system (Powerschool, Google Classroom, Canvas) for any work that may be posted there. Parents/Guardians may also email the teachers directly for assignments that may not be listed online.

#### **BOARD OF EDUCATION POSITION ON STUDENT CONDUCT**

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

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

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

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

1. conform to reasonable standards of socially acceptable behavior;
2. respect the person and property;
3. preserve the degree of order necessary to the educational program in which they are engaged;
4. respect the rights of others; and



5. obey constituted authority and respond to those who hold that authority.

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

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

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

#### COMMITMENT TO SAFETY

Canal Winchester Local Schools is fully committed to your safety and well-being. That's why we're using the *Stay Safe. Speak Up!* Student Safety Reporting System that allows students, parents, and staff to submit safety concerns to school officials.

If you, or someone you know, is being bullied, harassed, considering suicide, bringing a weapon to school, or has any other safety concern, you can easily submit a report in one of three ways:

1. **Mobile App.** Download the *Stay Safe. Speak Up!* mobile app and enter our unique District Code to submit reports directly from your smartphone. DISTRICT CODE: CANAL
2. **Phone.** Call 1-866-547-8362 to leave a voice message or speak with a trained, live attendant. Attendants can initiate contact with various national crisis hotlines if a student needs help in dealing with a personal emergency.
3. **Online.** Go to the district's website and click on the *Stay Safe. Speak Up!* button to access the online form from a desktop computer or laptop.

Your voice matters, and we are counting on you to help us make Canal Winchester Local Schools a positive environment for all students. We appreciate your support.

#### PARENT LETTER

Canal Winchester Local Schools is fully committed to the safety and well-being of our students and school community. That's why we've taken an important step to enhance personal safety and provide a positive learning environment for all students.

Canal Winchester Local Schools is now using the **Stay Safe. Speak Up! Student Safety Reporting System** (powered by PublicSchool WORKS). **Stay Safe. Speak Up!** is a comprehensive reporting tool that allows students, parents, and staff to submit safety concerns to school officials. Concerns can be submitted in three ways:

**Mobile App** - Download the **Stay Safe. Speak Up!** mobile app and enter our unique District Code to submit reports directly from your smartphone. District Code: CANAL

**Phone** - Call **1-866-547-8362** to leave a voice message or speak with a trained, live attendant. Attendants can initiate contact with various national crisis hotlines if a student needs help in dealing with a personal emergency.

**Online** - Go to the district's website [[www.cwschools.org](http://www.cwschools.org)] and click on the **Stay Safe. Speak Up!** button to access the online form from a desktop computer or laptop.

You and your child can easily report tips on bullying, harassment, drugs, weapons, thoughts of suicide, or any other concern which may

jeopardize the safety of students, employees or school property.

Every report received about our district is immediately logged into our system and our administration is notified so we can investigate and take appropriate action. And, tips can be submitted anonymously.

We will make every effort to handle and respond to every charge and complaint filed by students, parents and employees in a fair, thorough, and just manner. And, every effort will be made to protect the due process rights of all victims and all alleged perpetrators.

We're confident that **Stay Safe. Speak Up!** will enhance communication, ensure a swifter response to school safety concerns, and make our district a safer place to work and learn.

### BUILDING-WIDE RULES

Areas	Building	Classrooms	Hallways	Cafeteria	Bathrooms
<b>C</b> <b>Cooperative</b>	Keep your hands and feet to yourself. Treat others how you expect to be treated. Use indoor voices and polite words.	Respect all adults and peers in the building. Allow others the opportunity to learn.	Walk on the right side. Use appropriate language volume when talking.	Use an appropriate voice level. Meet new people.	Respect other peoples' privacy.
<b>W</b> <b>Wise</b>	Follow building procedures and expectations outlined in your student handbook.	Actively participate in all lessons. Have your materials and homework. Record your assignments in your planner.	Be prepared with your materials for your next class.	Say "please" and "thank you" and "excuse me." Use polite and kind language.	Ask yourself, "Do I really need to go or can I wait?"
<b>M</b> <b>Motivated</b>	Be on time. Have your materials for class.	Give your best efforts every day. Electronic devices are put away unless you have teacher permission. Be alert and attentive. Ask questions and be engaged in your learning.	Move with a purpose and use the fastest route. Follow "traffic signs."	Clean up after yourself. Report directly to lunch.	Use the nearest restroom. Go quickly and return to class.
<b>S</b> <b>Safe</b>	Follow directions of staff members.	Follow all adults' directions.	Keep hands, feet and objects to yourself. Keep hallways clean.	Stay seated and follow directions of staff. Remain seated until you are dismissed.	Keep the restroom clean. Limit the number of students - the restroom is not a meeting space.

At Canal Winchester Middle School we strive to create the safest learning environment for all students. Backpacks and string bags are only to be used to transport school related items to and from school. Once at school, backpacks and string bags must remain in an assigned locker.

The lack of clutter in the classrooms helps with safety and organization. Students will be given sufficient opportunities to visit their locker throughout the day. These locker visit times will be determined by each individual team.

- o No food or drink is permitted outside the cafeteria without teacher permission. Water bottles are permitted and filling stations are located throughout the school building.

- Food from non-school sources, other than a regular packed lunch, is discouraged.
- No student shall be allowed to leave school premises during the lunch period.
- **Respect** for self, peers, adults and property is expected at all times.

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

#### **CARE OF PROPERTY**

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

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

#### **DRESS AND GROOMING**

Middle school is a time of physical, social, and emotional development for students. That development does not take place at the same rate for all students, so clothing that may fit one student appropriately may not be appropriate for another student. To ensure appropriate dress, students will be held to the following guidelines:

The following guidelines are to be followed:

1. Clothing should be so constructed and worn in such a manner that is not unduly revealing.
  - 1a. Tops and waist lines of bottoms must overlap when standing, sitting etc.
  - 1b. Tank tops, "spaghetti straps", midriff tops, and other garments of this nature are not acceptable. (Note: undergarments should not be visible.)
  - 1c. The length of shorts/skirts must be a reasonable length. This includes athletic shorts.
  - 1d. Pants with holes, frays, rips, above mid thigh must be covered with a patch/layer of clothing (no tissue/no tape etc.).
  - 1e. Clothing with holes in inappropriate locations is not allowed.
  - 1f. Transparent (sheer/see-through) garments, open mesh garments or garments with large open sides are not allowed.
  - 1g. Swimwear or any spandex type/compression style undergarments (e.g. compression shorts or shirts) are not permitted. (Note: undergarments should not be visible.)
2. Pajama-pants/flannel-pants (of any material) are not permitted unless approved by the building principal.
3. Hats, scarves, hoods, bandanas and other head attire shall not be worn in the building except for religious or medical purposes." **Important:** Bandanas are not to be worn as headbands.
4. Shoes must be worn at all times. Shoes must not present a safety risk for specialized classroom environments (i.e. Physical Education, etc). No slippers should be worn to school at any time.
5. No article of clothing shall be worn that distracts from the educational process. **Shorts and slacks are to be belted at the waist.** "**Sagging**" is not permitted.

6. No article of clothing shall be worn which defames any person, the school, the community, or the nation.
7. No articles of clothing associated with alcoholic beverages, tobacco and / or nicotine, e-cigarettes, vaping devices and / or cartridges, drugs or encouraging violence are permitted.
8. No article of clothing shall be worn that contains obscene or profane language, or refers to words/pictures that may reference sexual content.
9. No artwork/writing/logos should be present on the backside of pants of both males and females.
10. Chains are not to be worn.
11. Outerwear (e.g. coats and jackets etc.) are not permitted to be worn during the course of the school day. This shall also include "but not limited to" blankets etc.
12. Sunglasses, masks (exceptions include worn during "building-wide mandatory" health concerns/mandates), or other items that block areas of the face, are not allowed.

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

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

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

#### **DANCE CODE / GUIDELINES**

It is a privilege to participate in extra-curricular events at CWMS. School sponsored dances at CWMS are strictly limited to students who are currently attending Canal Winchester Middle School. Guests are "not" allowed or permitted to attend.

Currently attending CWMS students must be in good standing (e.g. not currently serving suspension or expulsion at the time of the school sponsored dance AND must not have been disciplined at any other school sponsored CWMS dance during the current calendar school year). Students who fall into this category will not be allowed to attend any CWMS dances during the current calendar school year.

Student dress for the dance must be appropriate and in accordance with the school dress code. (Exceptions to this will be communicated during the school day prior to the dance event by the school administration (e.g. Principal or Assistant Principal). Dress that is inappropriate or does not meet these guidelines may be subject to consequences in accordance with the CWMS code of conduct. The student will also be asked to call home. Dance privileges may be revoked in the future.

Chaperones for CWMS school sponsored dances will be designated by the host and / or team leader(s) hosting the event pending approval from the school administration.

Fights / Harassment: All instances of behavior that includes fighting/physical altercations/endangerment/harassment will be addressed in accordance to verbiage detailed in the CWMS student code of conduct. Any student found to be in violation of these behaviors will have their CWMS dance privileges revoked for the current calendar school year in addition to consequences that may be issued based on the behavioral conduct violation.

## STUDENT CODE OF CONDUCT

### DISCIPLINE CODE POINT SYSTEM

Canal Winchester Middle School uses a point system as the basis for its disciplinary action. It is impossible to list or categorize all the various types of disciplinary violations, thus the administration reserves the right to administer discipline as the facts of the case dictate.

VIOLATIONS OF THE DISCIPLINE CODE AT THE MIDDLE SCHOOL LEVEL MAY RESULT IN DISCIPLINARY ACTION INCLUDING, BUT NOT LIMITED TO, PARENT CONFERENCES, DETENTION, EXTENDED SCHOOL ASSIGNMENT, IN-school suspension, OUT-OF-SCHOOL SUSPENSION, EXPULSION, LOSS OF PRIVILEGES, OR REMOVAL FROM SCHOOL.

### HOW THE POINT SYSTEM WORKS:

*Violation of school rules will result in the assignment of points.*

10 - 45 points - ASD/ESA

50 - 130 points – ISS/OSS (days assigned at the determination of the administration)

135 - 175 points - OSS (days assigned at the determination of the administration)

180 points or more – OSS (days assigned at the determination of the administration) and a possible recommendation to the superintendent to initiate an expulsion hearing

The point system in connection to associated consequences serve as a “guideline”. The points help to appropriate a reasonable consequence based on the disciplinary situation being handled by the school administration. However, the administration will ultimately determine the extent and level of consequence based on the severity of the situation.

Students may earn a reduction of points accumulated by maintaining a consecutive Three (3) week period of NO disciplinary offenses. If the student realizes a consecutive Three-week period without any disciplinary infractions, points will be reduced. Any points accumulated during a trimester will be cleared at the start of the next trimester.

### Intervention Strategies

CICO

PBIS Reflection Sheet

1:1 Conferences with students

Team / Student Meetings

### SCOPE OF JURISDICTION AND FIRST WARNING

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

## **AUTHORIZATION**

The administration shall have the power and the responsibility to regulate student behavior and to discipline students whose behavior is judged unacceptable. Disciplinary action may be adjusted at the discretion of the administrator.

## **CODE OF CONDUCT**

### **PART I:**

Any violation of the following rules may result in the assignment of **60 points** an immediate ten (10) day suspension from school. Violators may be referred to civil authorities and may be subject to expulsion of up to one calendar year.

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

#### **1. Alcohol and/or Drugs**

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

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

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

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

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

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

#### **3. Counterfeit Controlled Substances**

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

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

#### **4. Possession or Use of Weapons or Dangerous Instruments**

A student shall not possess, transmit or conceal a dangerous weapon, dangerous instrument or "look-alike" counterfeit weapon or instrument.

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

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

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

#### **5. Use of an object as a weapon**

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

#### **6. Threats of violence or actions of violence**

Students are expected to refrain from making threats of violence and/or actions of violence towards the school district or school employee. This involves students which are responsible for making threats of violence or actions of violence on or off school property directed towards the school district or a school employee. In addition, any student who creates panic by making statements about the possibility of a weapon in school may be disciplined per this rule. A police report will be filed and criminal charges may be brought against the student(s) involved in the incident.

#### **7. Knowledge of dangerous weapons or threats of violence**

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

#### **8. Disruption of the Educational Process**

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

The following actions are prohibited:

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

#### **9. Inducing Panic**

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

- a. initiating or circulating a report or warning of an alleged or impending fire, explosion, crime or other catastrophe, knowing that such a report or warning is false. Examples include, but are not limited to making a bomb threat, making a hit list, threats to school, social media threats etc.

b. a student shall not initiate a fire alarm or initiate a report warning of a fire without cause, or give false information or falsely report school incidents.

c. in addition, any student who creates panic by making statements about the possibility of a weapon in school may be disciplined per this rule.

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

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

The school employee may file charges with the police.

#### **11. Sexual Activity**

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

### **PART II:**

Any violation of the following rules may result in the assignment of **50 points** and a five-day out of school suspension. Repeated offenses may result in a 10-day out of school suspension. A recommendation for an expulsion may occur at any time for Major Offense Violations.

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

No student shall direct to a school employee or employee's family member(s) words or phrases which are considered to be slanderous, degrading in nature, threatening, obscene or profane as defined by the majority of our society. This may also include communication (**verbal/nonverbal**) that implies a threat or harassment of another individual AND any action where physical contact is made by the student or other individual directed at the staff member (e.g. shove, push, etc.)

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

#### **13. Harassing or Threatening a Student**

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

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

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

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

#### **15. Indecent Exposure and Gross Sexual Misconduct**

No student shall expose him/herself indecently while on the school grounds, participating or attending an extra-curricular activity home or away, or while riding in a school vehicle to or from school grounds.

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



## 16. Assaulting Another Student

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

## 17. Extortion

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

### PART III:

Any violation of the following rules may result in **40, 50, or 60 points** and the assignment of a three-day out of school suspension. Repeated offenses may result in a 10-day out of school suspension. A recommendation for an expulsion may occur at any time for Major Offense Violations.

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

1<sup>st</sup> Offense – 40 points

2<sup>nd</sup> Offense – 50 points

3<sup>rd</sup> Offense – 60 points

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

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

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

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

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

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

**Standing around, standing on tables, standing in aisles so as to hinder school officials, refusal to leave the scene when asked to do so and recording the fight on an electronic device are all considered a violation of the "no physical abuse" policy.** These conditions constitute the offense "party to an affray" and are subject to the same disciplinary action. Students who are found to have instigated a fight but are not actively involved that is, students who carry rumors, put others up to fighting, carry information back and forth between other individuals who subsequently fight, submit themselves to the same penalties as those who are actively involved in the fight.

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

## 20. Hazing Another Student or Students

Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy. (Board Policy 5516; R.C. 2307.44, 2903.31)

## **PART IV:**

Any violation of the following rules may result in the assignment of **30 or 40 points** and a three-day out of school suspension. The consequence could double for offenses of the same nature, depending on the severity of the offense. Repeated offenses may result in a 10-day out of school suspension. A recommendation for an expulsion may occur at any time for Major Offense Violations.

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

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

#### **a. Verbal**

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

#### **b. Physical Harassment**

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

### **22. Sexual Harassment/Physical Contact/Coerced Sexual Intercourse**

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

#### **a. Verbal**

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

#### **b. Nonverbal**

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

#### **c. Physical Contact**

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

#### **d. Sexual Coercion**

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

### **23. Sexting**

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

### **24. Gender/Ethnic/Religious/Disability Harassment**

**a. Verbal**

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

**b. Nonverbal**

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

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

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

**25. Endangering Another**

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

**26. Intimidation or Bullying**

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

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

**27. Violations of the Conditions of Suspension**

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

**28. Repeated Offenses of the Same Nature.**

**29. Point Accumulation of 180 points or more**

**PART V:**

Any violation of the following rules (except tobacco usage or possession) may result in the assignment of **20 points and 1 day OSS, 1 day ISS or 1 day ESA** assignment. Repeated offenses may result in up to 3 days of out of school suspension per the discretion of the administration. A recommendation for an expulsion may occur at any time for Major Offense Violations.

### **30. Skipping Class**

Students who spend time in an unauthorized location (e.g. without teacher or administrative staff permission) during their assigned class time are considered to be skipping class. Skipping class will be defined as: When a student is 5 minutes or more late to class without a note from a staff member.

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

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

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

### **32. Leaving the School Grounds without permission**

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

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

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

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

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

### **34. Cheating, Copying Tests for Other Students, Plagiarism**

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

*Parental notification will be made as well.*

Plagiarism: The act of presenting the published ideas or words of another as one's own. This includes but is not limited to books, poems, speeches, films, TV, newspapers, magazines, and Internet media. Using information from such sources requires proper citations and formatting in order to give credit to the author or speaker. Furthermore, any revision or paraphrasing of the original work must also receive correct citations.

Copying tests for other students will be considered cheating.

**Chronic non-compliance will be deemed insubordination and can be referred to the office for additional consequences.**

### **35. Failure to Serve an Assigned Detention**

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

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

**36. Pornography/pornographic paraphernalia of any kind**

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

**37. Tobacco and / or Vaping device**

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

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

**38. Behavior that warrants more than a detention**

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

**39. Refusal to accept discipline**

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

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

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

**41. Bus Conduct**

Students are not permitted to ride any bus other than their assigned bus.

**Trained Service Animals are the only animals allowed on the bus. No other animals are permitted.**

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

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

**1st offense: Warning and notification of parents**

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

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

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

**EXPECTED BUS BEHAVIOR**

**Previous to loading on the road and at school**

Each student shall:

- Be on time at the designated loading zone
- Stay off the road at all times while walking to and waiting for the bus;
- Line up single file off the roadway to enter;
- Wait until the bus is completely stopped before moving forward to enter;
- Refrain from crossing a highway until the bus driver signals it is safe;
- Go immediately to a seat and be seated.
- It is the parents' responsibility to inform the bus driver when their child will not be boarding the bus. The bus will not wait.

**During the trip each student shall:**

- Remain seated while the bus is in motion;
- Keep head, hands, arms, and legs inside the bus at all times;
- Not litter in the bus or throw anything from the bus;
- Keep books, packages, coats, and all other objects out of the aisle;
- Be courteous to the driver
- Not eat
- Not tamper with the bus or any of its equipment.

**Leaving the bus each student shall:**

- Remain seated until the bus has stopped;
- Cross the road, when necessary, at least ten (10) feet in front of the bus, but only after the driver signals that it is safe;
- Be alert to a possible danger signal from the driver.

**The driver will not discharge students at places other than their regular stop at home or at school unless s/he has proper authorization from school officials.**

## **PART VI:**

The following violations may result 10 points and a lunch detention, an after-school detention, ESA, ISS or OSS depending on the severity of the offense and the number of similar offenses. Other than teacher detentions, the assigned discipline will be at the discretion of the administrator.

### 42. Profanity of any kind

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

### 43. Public Displays of Affection

Demonstration of affection between students is personal and not meant for public display. This includes touching, petting, or any other contact that may be considered sexual in nature.

#### 44. Vandalism

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

##### a. Vandalism of computer Network

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

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

#### 45. Gangs

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

#### 46. Disruption - Class/Hallway/Cafeteria/School Ground

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

#### 47. Gambling

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

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

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

**\* Students are NOT permitted to use electronic devices unless instructed by the teacher.** Students may NOT use their cell phones or other electronic devices in the hallway, cafeteria or restroom.

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

#### 49. Leaving class without permission

#### 50. In the hallway without a hall pass

#### 51. Not prepared for class and/or without materials

#### 52. Inappropriate use of technology

#### 53. Disrespect to peers/classmates. Including "but not limited to" name calling, teasing etc.

#### 54. Plagiarism/Cheating (repeated offences refer to Section V of the Student Code of Conduct)

## CONSEQUENCES FOR VARIOUS ACTIONS

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

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

### DETENTION - LUNCH TIME

Students may have their lunch time privileges removed for a period of time for misconduct. When this occurs, a student must report to the assigned area during his/her lunchtime and remain there the entire period. Students will be permitted to bring lunch to detention. If a student refuses to serve the detention, it is considered insubordination. After 3 lunch detentions a student may be assigned to After School Detention.

### DETENTION – OUTSIDE OF SCHOOL HOURS

Detention in the Middle School may be assigned after school (**2:45-3:30pm**) for violations of classroom or school rules. Students will report to the teacher who is supervising the detention on time. Students will not talk during this time and are expected to bring paper, pencil and an academic task to complete. No food or beverage is to be consumed. The student may be given at least one (1) day notification and parents will be responsible for transportation. **NOTE: Failure to serve a detention will result in additional discipline as determined by school administration.**

### ESA

**Extended School Assignment (also communicated as an extended after school detention). This is an alternative consequence to higher tier consequences issued to students for behavioral infractions. The consequence is issued by school administrators. Students serve ESA's on Tuesday's and Thursday's from 2:45 to 5:00pm.**

Teachers “do not” issue ESA's. This consequence may also be issued based on points accrued from the school point system. [See school point system.](#)

### DISCIPLINE OF STUDENTS WITH DISABILITIES

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

### EMERGENCY REMOVALS

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

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



## EXPULSION

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

## SUSPENSION

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

## APPEALS TO THE BOARD OF EDUCATION

1. A student or his/her parent, guardian or custodian may appeal the expulsion, suspension or removal to the Board of Education or its' designee.
2. The student or his/her representative will be granted a hearing before the Board of Education or its' designee to challenge the expulsion, suspension or removal.
3. The student may be represented at the appeal procedure.
4. A verbatim record of the appeal hearing must be kept by the Board of Education.
5. The Board of Education may confirm, reverse or modify the disciplinary action. This decision must be made in public session only.
6. All appeals shall be made in writing and submitted forty-eight (48) hours after notification of expulsion.
7. The Board's decision may be appealed under Chapter 2506 of the Ohio Revised Code.

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

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

## SEARCH AND SEIZURE

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

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