



NORWOOD MIDDLE SCHOOL
2060 SHERMAN AVENUE
NORWOOD, OHIO 45212

HOME OF THE INDIANS

THIS PLANNER BELONGS TO:



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I. Introduction
Welcome Letter

Welcome to the 2019–2020 school year! Let us plan to together to make this year a productive and successful one. Each and every year is special for all of us. Beautiful buildings are wonderful, but the people inside are what make places special. We hope that you are looking forward to the many learning opportunities and numerous extracurricular activities that make Norwood Middle School a great place to learn. The faculty and staff are excited that you are here and look forward to helping you become more successful in your academic studies as well as your personal growth.

Every year we expect every member of the school community (administrators, teachers, support staff, students, and families) to show Norwood PRIDE and promote Peacebuilders!

PRIDE is an acronym that defines our philosophy and shapes our behavior expectations in and out of the classroom. Showing your PRIDE involves being prepared, demonstrating respect for self and others, being cooperative and responsible. More information that further explains this philosophy can be found in this student planner and will be discussed and taught in every classroom this year.

This Student Planner is a comprehensive collection of information about school rules and regulations, services and facilities, and policies that directly affect students. It is the responsibility of every student to promote the best educational atmosphere by becoming familiar with the information within this Student Planner. The rules and regulations in this planner will help to ensure that each student at Norwood Middle School has the opportunity to succeed.

It is our sincere hope that you will take advantage of the many opportunities available to you at Norwood Middle School so that you will enter high school ready to pursue a course of study that will fulfill your career dreams and goals. Let's work together to make this a wonderful school year!

Joe Miller, NMS Principal
miller.j@norwoodschoools.org

Vision Statement

Norwood Middle School is committed to providing educational opportunities in a supportive and inclusive environment that will empower all students to achieve their intellectual, social, and personal growth potential and to become responsible, productive, and contributing citizens.

Norwood Middle School is a school with a rich tradition and history. Today's Norwood Middle School students are proud to carry on that tradition of academic excellence. Norwood Middle School students will show Norwood PRIDE!

- Practice Safety
- Respect
- Individual Responsibility
- Do the Right Thing
- Expect Excellence

Statement of Belief

Believing in the education of each child involves a partnership of students, parents/guardians, staff and community. We are committed to:

1. Providing a conducive learning environment;
2. Challenging students to meet high expectations for learning and behavior;
3. Requiring students to make responsible choices and accept consequences for their actions;
4. Encouraging lifelong learning;
5. Developing a better society through service, leadership, and participation;
6. Fostering the development of high moral standards and aggressively countering prejudice in any form;
7. Working to instill a sense of pride in self;
8. Preserving our rich traditions and accepting the challenges of the future.

<p>The Norwood City School District does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or in the provision of services.</p>

NMS Pride Plan

Classroom

Rules:

1. Attend all classes and be on time.
2. Respond appropriately to adult requests.
3. Respect others and the property of others.
4. Use appropriate and respectful verbal and body language.

Use appropriate tone. Do not use profanity.

5. Always show Norwood PRIDE!

Procedures:

1. Be in your classroom when the bell rings. This is being on time.
2. Follow the "10 Minute Rule".
3. Bring all materials you need to class.
4. Treat others as you would want to be treated.
5. Acquire and complete all missing work.
6. Be an active, engaged learner
7. Self-Advocate: be knowledgeable about class progress and communicate with the teacher.
8. Respect School Personnel.
9. Respect your peers by keeping your hands and feet to yourself.
10. Follow school rules for appropriate dress and rules regarding possession/use of electronic devices.

Hallway/Stairwell

Rules

1. Walk in the hallways keeping to the right when passing others going in the opposite direction.
2. Always have a pass when not with your teacher.
3. Follow the "ten minute" rule. You should not be in the hallways the first and last "ten minutes" of class.
4. Always show Norwood PRIDE!

Procedures:

1. Stay to the right when traveling in the hallway or stairwell.
2. Use the hallways and stairwells to move to class in a timely and appropriate manner.
3. Keep hands, feet and objects to yourself.
4. Use a positive tone, language and actions.
5. Pick up after yourself. Dispose trash in trash cans.
6. The first and last ten minutes of every class, students will remain in class with no passes given---this is the "ten minute rule".

Restroom

Rules:

1. Use the restroom for appropriate bathroom needs only.
2. Keep restroom free of graffiti, garbage and debris.
3. Report maintenance needs to an adult immediately.
4. Always show Norwood PRIDE!

Procedures:

1. Use the appropriate lanyard pass and sign out of your classroom and sign back in upon return
2. Go to the nearest restroom to your classroom (teacher may indicate location).
3. Always wash your hands.
4. Dispose of trash in the trash cans. Return directly to class.
5. Follow the "ten minute rule"

Lockers:

Rules:

1. Use your lock and locker appropriately.
2. Use only your assigned locker.
3. Keep your locker clean inside and out. Do not deface or otherwise damage your locker.
4. Only one person per locker---no sharing is permitted.
5. Always Show Norwood PRIDE!

Procedures:

1. Keep your locker locked.
2. Do not share your combination.
3. Dispose of all garbage.
4. Stop by your locker to get materials during class changes. You may go to your locker only before and after school, end of 2nd Bell, end of 4th Bell and after lunch.

School Events

Rules:

1. Respect others (speakers, coach, referee, school visitors, opponents, police).
2. Use appropriate tone and language for the event. Do not use profanity.
3. Respect school property.
4. Attendance at school is required to attend school-sponsored events
5. Always show Norwood PRIDE!

Procedures:

1. Show positive support for the event.
2. Cheer and applaud appropriately.
3. Sit in the assigned section or area.

Cafeteria

Rules:

1. Enter and Exit the cafeteria with your teacher.
2. Stay seated at your assigned table. You may not go back to the MS building during lunch.
3. Use appropriate tone, language and actions
4. Always Show Norwood PRIDE!

Procedures:

1. Walk with your teacher and class to the cafeteria
2. Wait at your table until called to the line
3. Wait your turn in line—No cutting
4. Stay seated at your table
5. Use appropriate tone, language and actions
6. Place all trash in the appropriate trashcans
7. Food and drink must stay in the cafeteria. Only water may be taken out of the cafeteria back to the middle school.

II. Discipline Information

Code of Student Conduct

Introduction

The Norwood City School District's Board of Education believes that discipline in the school setting provides each student with the most favorable atmosphere for learning. It recognizes that setting limits and rules on students is an important part of the learning process and necessary for the function of a healthy and safe educational environment.

It must be understood by each student and his/her parents/guardians that any teacher or school official not only has the right, but also the duty, to insist on behaviors appropriate to the school setting. The right of discipline extends to all areas of the school program, both curricular and extracurricular. It is the requirement of an orderly school that students and faculty demonstrate a mutual respect for each other, and for the school, its staff, and administration.

Students and Responsibilities

All students have the right to an education. That right carries with it responsibilities: primarily, to respect the rights of others.

The rights of all students are best served in a school that is well organized, safe and maintains a positive climate for learning. School behavior should reflect the behavior expected in a business setting. When inappropriate student behavior disrupts effective learning conditions, students may be denied participation in the educational system for varying periods of time.

Students also have the right to communicate concerns without threat to grades or other aspects of scholastic life. Norwood Board Policies KL and KLD "Public Complaints" explain the process that can be used by parents/guardians and students when displeased with a decision or procedure used in the discipline process.

The following Code of Student Conduct is designed to make students and parents/guardians aware of the rules and regulations and the consequences of failure to obey. Clearly stated rules and regulations ensure that all students know what is expected of them. Any violation of the Code of Student Conduct, either while on or off school property and/or at a school-sponsored activity, shall result in a consequence being applied, up to and including suspension and/or expulsion.

Rules and Regulations for Behavior And Discipline of Students

Teaching personnel are responsible for managing student behavior and handling discipline problems that occur within their range of responsibility. Teachers may call on other school personnel to help in discharging their responsibilities. They may refer students to the building administrator who is then responsible for determining further disciplinary action.

The discipline regulations explained in this Code of Student Conduct apply to conduct while school is in session; at school-sponsored activities on school premises; off school premises at any school-sponsored activity or event; in any vehicle whose use is controlled, organized or arranged by the school; and at any time when the student is subject to the authority of the Board of Education or school personnel.

While the Norwood City School's Code of Student Conduct is consistent for Grades K-12, the building administrator has the discretionary right to select the consequence most appropriate for the student's age/grade. **Potential consequences to infractions of the Code of Student Conduct include, but are not limited to, the following:**

- Student Conference/Warning

- Parent/Guardian Involvement/Conference
- Limiting Activities/Loss of Privileges
- Detention to be assigned before/after school, or at recess/lunch
- Referral to support personnel/programs
- Removal or confiscation of non-permitted item
- Payment of damages
- Isolated Curricular Environment (ICE)
- Emergency Removal
- Out of School Suspension
- Expulsion Recommendation
- Referral to Law Enforcement Agency
- Referral to Court
- Community Service

Discipline of Student with a Disability

A student with a disability is one whose education is governed by an Individualized Educational Plan (IEP) or a 504 Accommodation Plan. Unless otherwise noted in the IEP or 504, students with a disability are subject to the same rules and consequences as are students without disabilities. When repeated violations of the Code of Student Conduct occur or the violation is such that exclusion from school would result in a change of placement, a Behavioral Evaluation and Manifestation Determination procedure must be followed to determine if the behavior is a result of the student's identified disability.

Dress Code

Students represent their school; therefore, a neat appearance reflects the quality of the school. Wearing inappropriate clothing is not only a poor representation of the school, but also a lack of individual respect. One can wear neat and clean casual clothing and still be comfortable without wearing unattractive attire.

Violations of the Dress Code could result in, but are not limited to a warning, being provided with alternative clothing, being sent home to change clothing, detentions, as well as in or out of school suspensions.

The dress code includes, but is not limited to the following.

Administrators have the right to prohibit clothing that they determine would negatively affect student learning, behavior and/or safety:

- No headwear (i.e. hats, scarves, bandanas, etc) may be worn.
- All students must wear a shirt with sleeves that covers the shoulders. No strapless, backless, sleeveless shirts, halter tops or crop tops may be worn. No hoodies may be worn.
- No exposed midriffs are permitted.
- All pants and shirts must meet at the waistline.
- All undergarments must be covered.
- Clothing / jewelry with sexually suggestive or inappropriate language or pictures are prohibited.
- Clothing / jewelry that promotes the use of alcoholic beverage, tobacco or drugs are prohibited.
- Shorts, skirts and dresses must be at least knee length.
- Sleepwear (pajamas, slippers, etc.) cannot be worn at school.
- No items that could be perceived as weapons may be worn in school (i.e. chains, safety pins, studded jewelry)
- Outer wear or clothing must be kept in lockers
- No flip flops, slides or sandals without a heel support

Disruption

Engaging in conduct that interferes with the orderly operation of the classroom, school, or school related activities are not allowed. Disruption may include, but is not limited to, the following:

- **DRESS CODE VIOLATIONS**
- **ESTABLISHMENT OF/AND CONDUCT OF CLUBS AND ORGANIZATIONS NOT APPROVED BY SCHOOL AUTHORITIES**
- **EXCESSIVE HORSEPLAY:** Behavior that detracts from the normal appropriate expectation and/or creates a situation

that is hazardous to any student or group. This may include, but is not limited to, pushing and wrestling.

- **GAMBLING** (card playing, dice, games of chance, coin throwing, and/or wagering on games/sporting events)
- **POSTING/DISTRIBUTION OF UNAPPROVED MATERIAL**
- **PROFANITY**
- **PUBLIC DISPLAY OF AFFECTION**
- **WEARING GANG RELATED CLOTHING/PROMOTION OF GANG RELATED ACTIVITIES**

Electronic Communications Device (ECD) Policy An “electronic communications device” is a device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor. Examples of electronic communications devices are cell phones; Blackberries; Sidekicks, IPODS and pagers.

Students may possess an electronic communications device while on school property subject to the following limitations:

- The device must not be visible and should be stored in an off position.
- The device may NOT be used at any time between 7:45 and 3:00 p.m. This would include using the device as a watch.
- We don’t want to see them or hear them.

If the ECD is visible or a student is found using an ECD during the school day, the following actions will occur:

1. For the first offense, the student will be sent to the office where the ECD will be placed in a tagged container with the student’s identifying information. The ECD will be returned to the student at the end of the day.
2. For any further offenses, the student will be sent to the office where the ECD will be placed in a tagged container with the student’s identifying information. The ECD will be returned after extended periods and eventually to a parent ONLY. A phone call will be made to parents.

Any refusal on the part of a student in following the steps outlined in this policy will result in disciplinary action up to and including suspension.

Norwood City School District is **NOT** responsible for theft of electronic devices brought to school.

Falsifying Information

- **ABUSE OF 911 EMERGENCY NUMBER**
- **CHEATING**
- **FORGING ANY TYPE OF LETTER, NOTE, DOCUMENT OR ELECTRONIC MESSAGE TO DEFRAUD A STAFF MEMBER**
- **FRAUDULENT SIGNATURE AND/OR IMPERSONATION**
- **LYING**
- **SOUNDING OF A FALSE ALARM OR PARTICIPATING IN FALSE THREATS OF FIRE OR BOMBS**

Threats of Harm Policy

The Board of Education deems every verbal or written expression of intended harm to a teacher, administrator, employee, or student of the school district as threatening conduct. Such expressions by non-students are subject to reporting to law enforcement authorities. Non-students making such threats may be barred from entry onto school premises. Students making threats are subject to the student disciplinary procedures and may be referred to law enforcement authorities. Words expressing harmful intentions are not considered figures of speech. Such expressions shall not be excusable for the reason that the speaker claims actual harm was not intended.

Hazing & Bullying

Hazing means doing any act or coercing another, including the victim, to do any act of intimidation or harassment to any other 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 in this policy.

Bullying is intentional written, verbal, or physical act that a student has exhibited toward another particular student more than once and the behavior causes both mental or physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student.

Prohibited activities of any type including those activities engaged in via computer and/or electronic communications devices are inconsistent with the educational process and are prohibited at all times. No administrator, teacher or other employee of the district shall encourage, permit, condone or tolerate hazing and/or bullying activities. No student, including leaders of student organizations, may plan, encourage or engage in any hazing and/or bullying.

Administrators, teachers and all other district employees are particularly alert to possible conditions circumstances or events that might include hazing and/or bullying is discovered, involved students are informed by discovering district employee of the prohibition contained in this policy and are required to end all hazing and/or bullying activities immediately. All hazing and/or bullying activities are reported immediately to the Superintendent/designee and the appropriate discipline is administered.

District employees, students, and volunteers are provided with qualified civil immunity for damages arising from reporting an incident of hazing and/or bullying. Administrators, teachers, other employees and students who fail to abide by this policy may be subject to disciplinary action and may be liable for civil and criminal penalties in compliance with state law. No one shall retaliate against an employee or student because he/she files a grievance or assists or participates in an investigation, proceeding or hearing regarding the charge of hazing and/or bullying of an individual.

Harassment

Any verbal, nonverbal, written or physical action that intimidates, degrades, insults, or causes mental or physical harm to another student, school guests, school visitor, or any school personnel due to his/her gender, appearance, nationality, race, ethnic background, religion, or disability is prohibited. Harassment may include, but is not limited to, the following:

- **ACTIVITIES WHICH MAY CAUSE FEAR/PANIC IN AN INDIVIDUAL OR GROUP**
- **BULLYING**
- **EXTORTING PROPERTY**
- **HAZING:** 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 or causes mental or physical harm to any person.
- **INTENTIONALLY CAUSING ANNOYANCE TO OTHERS**
- **PROFANITY DIRECTED TOWARD A STAFF MEMBER OR ANOTHER STUDENT**
- **STALKING**
- **THREATS**
- **USING ETHNIC INSULTS OR SLURS**

Insubordination

Failure to comply with the directions of teachers, student teachers, substitute teachers, teacher aides, principals or other authorized school personnel during any period of time when the student is properly under the authorization of school personnel is not allowed. Insubordination may include, but is not limited to, the following:

- **DISRESPECT TO SCHOOL PERSONNEL**
- **INCORRIGIBLE BEHAVIOR**
- **REFUSING LESSER PUNISHMENT**
- **REFUSING TO FOLLOW CLASSROOM AND/OR BUILDING RULES**
- **REFUSING TO PARTICIPATE IN THE SCHOOL/CLASS ENVIRONMENT**
- **REFUSING TO STOP DISRUPTIVE BEHAVIOR**

Internet/Network Policy

Students must abide by the Board's internet/network acceptable use policy. Some of the regulations include the following: school computers are not to be used to produce or access items that contain profanity, abusive or hateful material, or are of questionable taste. Attempts to gain access to unauthorized areas (password protected areas of the network) are prohibited. Personal, non-school related material may not be stored on school computers. Students shall not knowingly introduce a computer virus into any school computer. Network and e-mail etiquette guidelines must be followed.

Musical Device, Phones & Electronic Game Policy

Students may possess a musical device, phone and electronic game while on school property subject to the following limitations: The device must not be visible or audible and should be stored in an off position in the student's locker.

Devices to audio tape, video tape or take photos are not permitted for use on the school premises which implies audio or videotaping, photos of any student, teacher or faculty member.

Examples include MP3 players, smart phones, iPods, CD Players/Tape Players, Gameboys and PSP's etc.

Students found in violation of this policy are subject to the same consequences as outlined in the Electronic Communications Device (ECD) Policy.

Norwood City School District is **NOT** responsible for theft or damage of any electronic devices brought to school.

Obscene, Pornographic, or Libelous Materials

Possessing, creating, displaying, wearing, or distributing obscene, pornographic, or libelous materials by any medium is prohibited.

Other Inappropriate Conduct Not Specified Other inappropriate conduct not specified in the Code of Student Conduct will be handled on a case-by-case basis at the discretion of building administrators.

Prior Knowledge

When a student has information about another person's actions or plans that, if carried out, could cause harm to another person or damage to property, he/she must report that information to a teacher or administrator. Students must notify a teacher or administrator about any other activity, which the student knows or should know, will disrupt the academic process, and/or curricular and extracurricular activities of the District.

Student Search and/or Seizure

When a student is suspected of possessing illegal, stolen or dangerous items on his/her person, the administrator or his/her designate shall ask the student to reveal the item suspected to be on his/her person. If the student refuses, the administrator or his/her designate may ask for permission to conduct a search. If the student refuses, the administrator may declare the student to be in a state of insubordination and may, at the discretion of the administrator, notify the police and the parent of the student. If the administrator or his/her designate has reason to believe that a student possesses an item that poses an imminent danger to life or property, the administrator may take whatever steps he/she deems necessary and appropriate to remove the item from the student's person.

Substance Abuse

Possession, use, distribution, transfer or sale of tobacco products, lighters, matches, drug paraphernalia, any type of drug (over-the-counter, prescription or illegal), alcohol, or being under the influence of an illegal drug or alcohol on school premises, or at a school function, is prohibited. If it is necessary for a student to take medication of any kind during the school day, the school nurse or nurse's aide must distribute it from its original labeled container with written documentation from the child's physician on file.

With the exception of smoking and tobacco product violations, all offenses carry a 10-day suspension with a recommendation for expulsion. The expulsion may be reduced at the discretion of the superintendent, with a recommendation of the administrator, and with

involvement in an intervention program. Substance abuse may include the following:

- **BEING UNDER THE INFLUENCE OF DRUGS**
- **DRINKING ALCOHOLIC BEVERAGES**
- **SMOKING AND/OR ANY OTHER USE OF TOBACCO PRODUCTS**
- **POSSESSING, BUYING, DISTRIBUTING, OR SELLING DRUGS OR LOOK-ALIKE DRUGS**
- **POSSESSION OF ALCOHOLIC AND/OR LOOK ALIKE BEVERAGES**
- **POSSESSION OF DRUGS AND/OR PARAPHERNALIA OR LOOK-ALIKE DRUGS AND/OR PARAPHERNALIA**
- **POSSESSION OF TOBACCO PRODUCTS**

Chemical Dependence Intervention Policies

The faculty and staff recognize that chemical dependency is a treatable illness. Left untreated, chemical dependency can become chronic and ultimately fatal. Chemical dependency is defined as an illness in which the consumption of chemicals, including alcohol, adversely affects the student's health and interferes with his/her performance at school. While the problems associated with chemical dependency are primarily the responsibility of the home, the school and the community share in this responsibility. Chemical dependency can, and most likely will, interfere with a student's performance at school.

If it has been confirmed that the student is using some form of chemical, the following may occur under the Options Intervention Policy:

- Procedures within the Code of Student Conduct will be implemented.
- Some form of assessment and/or treatment must occur.
- The student will be readmitted to school and his/her progress monitored.
- Upon returning to school, students recovering from chemical dependency will be asked to join a support group.

Theft and/or Destruction of Property

Defacing or destroying the property of Norwood City Schools or the property of another person who is within the limits of school property is prohibited. This shall include, but is not limited to: writing on walls, littering, cutting, carving, burning, or breaking.

Theft and/or attempted theft of the property of Norwood City Schools or the property of another person who is within the limits of school property are likewise prohibited.

Starting or attempting to start a fire will result in a 10-day suspension with recommendation for expulsion, as well as referral to law enforcement authorities.

Violence

- **ASSAULT**
- **CAUSING PHYSICAL HARM**
- **FIGHTING**
- **THREATENING PHYSICAL HARM**

FIGHTING, THREATENING, OR HARRASSMENT

A student shall not fight. Fighting is defined as the willful act of hostile bodily contact among two or more persons. A student shall not behave in such a way as to cause or attempt to cause physical injury to another student, visitor, or staff members of this school district.

No student shall encourage another person to commit an act of violence. Students should seek alternative ways to resolve conflicts without threats, harassment or violence. *Pursuing escalation of an altercation rather than stepping back and seeking adult intervention is prohibited.* Students guilty of the above face disciplinary action and possible suspension or expulsion from school, as well as possible charges with the local authorities.

Weapons and Dangerous Instruments

The Norwood City School District strives to provide a safe learning environment for all students. Weapons and/or look-alike weapons of any type have no place in the school environment and will not be tolerated. Students violating this policy will be subject to discipline procedures and may be referred to law enforcement authorities.

Weapons are classified into two categories:

Category A: includes articles commonly used or designated to inflict bodily harm and/or intimidate other persons; i.e. firearms, knuckles, switchblade/butterfly knives, chains, clubs, explosives, slingshots, etc.

Category B: includes articles used for other purposes, but which also could be used to inflict bodily harm and/or intimidate other persons. Examples include, but are not limited to; belts, combs, canes, pencils, files, compasses, scissors, household cutting instruments, chemicals, cell phone(s), video, camera, photos etc.

Any student possessing any item in Category A, acting in an aggressive or belligerent manner with any item from either Category A or B, having caused injury to another person with any item from either Category A or B, will be considered in violation of this policy.

Disciplinary Consequences

An orderly school environment is essential for learning. Students should realize that if a specific rule or policy is violated, then a specific disciplinary consequence would be applied. The disciplinary consequences that will be implemented are defined below. Likewise, the discipline progression of possible offenses is listed for your information.

It is important to understand that this progression is a guideline and that building administrators reserve the right to amend this progression as necessary on a case-by-case basis.

- Lunch Detention: A 30-minute detention served Monday through Friday during the lunch period.
- Extended Day: A half-hour detention served Monday through Thursday after school from 3:00 to 3:30 PM.

Students are required to arrive promptly with appropriate schoolwork when assigned School DTs or Extended Days. Failure to arrive on time or to bring assignments to work on will result in dismissal from the monitoring teacher and possible suspension. Students must stay the entire time, sign in with the monitor, and may not sleep. Students that fail to complete Extended Days or DTs or skip them will be subject to suspension at the discretion of administration.

- Isolated Curricular Environment (ICE): This measure of behavior management has been created to balance the most severe and/or chronic violations of the Code of Student Conduct. When students are assigned to ICE, they must report to school at the regularly scheduled time (7:45 AM). Upon arrival, the student should report directly to class for attendance purposes. Students assigned ICE will be given a designated workstation and will be required to work independently on assignments as directed by the ICE supervisor. In addition to regular classroom assignments, students may be required to complete computer-directed intervention programs correlated to the offense which resulted in the student's placement in ICE.

- Suspension/Expulsion from School: In the event a student is faced with the possibility of suspension or expulsion from school for violation(s) of the Code of Student Conduct, the student shall be entitled to certain due process procedures including:
 1. The right to the charges in writing
 2. The right to a hearing before a school administrator
 3. The right of appeal to the superintendent or his designee

A school administrator will make a full explanation of due process at the time of the suspension or the recommendation for expulsion. A student under suspension from school is permitted to make up work. It is the responsibility of the student to make the necessary arrangements to collect make-up assignments.

Corporal Punishment

Corporal punishment as a form of discipline is not permissible in the Norwood City Schools.

- A. Nothing in this policy shall be deemed to prohibit or control necessary incidental physical contact between a teacher, principal or other administrator and a student. Reasonable non-retaliatory, non-punitive physical contact is permissible whenever such contact is necessary to retain order, to acquire the attention of a student, or to protect a student or students from physical harm or other abuse.
- B. Bus drivers and other classified school employees may also, within the scope of their employment, use such force and restraint as is reasonable and necessary to quell a disturbance threatening physical injury to others or to obtain possession of weapons or other dangerous objects upon the student or within the student's control. Such action shall be for self-defense or for the protection of other persons or property. If the employee takes such action, a report shall be filed immediately with the principal and/or superintendent.

Discipline Progression

The school discipline progression has been created as a guide for applying appropriate consequences for violation of the Code of Student Conduct. Again, administrators reserve the right to amend this progression as necessary on a case-by-case basis. Offenses have been categorized by severity and are listed below.

Classroom

Minor Classroom Referrals-MCR

1. Dress Code Violation
2. Public Displays of Affection
3. Food or Drink
4. Unprepared for Class
5. Horseplay
6. Gambling or Gaming
7. Failure to Serve Detention
8. Inappropriate Tone or Attitude
9. Profanity (General Inappropriate Language)
10. Class Disruption
11. Refusal to Work
12. Refusal to Follow Adult Request
13. Tardy to Class

Possible Consequences

- Teacher Detention w/Parent Contact
- Lunch Detention w/Parent Contact
- Extended Day w/Parent Contact
- Suspension w/Parent Contact

Office

Level One

1. Class Cut
2. Disrespect
3. Insubordination
4. Lying
5. Cheating or Plagiarism
6. Leaving School Grounds
7. Out of Bounds
8. Incurability
9. Internet or Network Violation
10. Chronic Minor Classroom Referrals (MCRs)
11. Sexual Harassment
12. Stalking
13. Abuse of 911
14. Instigation of Fights
15. Threatening Language
16. Failure to surrender electronic device
17. Failure to serve Extended Day or Thursday School

Possible Consequences

- Detention w/Parent Contact
- ICE w/Parent Contact
- Out of School Suspension w/Parent Contact

Level Two

1. Fighting/Assault

2. Bullying/Harassment
3. Misuse of social media
4. Inciting Panic
5. Obscene Materials
6. Videotaping, Audiotaping or taking photos
7. Possession of Fireworks or Small Explosives
8. Theft
9. Threats Toward Staff
10. Vandalism
11. Possession or Use of Tobacco or Paraphernalia

Possible Consequences

- Out of School Suspension w/Parent Contact
- 10 Days Out of School Suspension with Recommendation for Expulsion
- Criminal Charges

Level Three

1. Drugs, Drug Paraphernalia & Alcohol (possession of; use of; under the influence of; trafficking of)
2. Physical Attack on a Staff Member
3. Arson
4. Weapons (possession and/or use of)

Possible Consequences

- 10 Days Out of School Suspension with Recommendation for Expulsion
- Criminal Charges

Field Trips

The administration may not allow a student to participate in field trip(s) due to behavior. Ex: no suspensions in order to participate in Washington D.C. field trip.

III. Attendance Information

Compulsory School Attendance

The Norwood City Schools Board of Education believes that for continual student learning and academic production to take place, good school attendance is a must. In addition, the laws of the State of Ohio require (with certain exceptions) students of school age to attend school. Thus, regular attendance is not only expected, it is required by law. A child between six and eighteen years of age is considered of compulsory school age. Every child of compulsory school age must attend public school unless excused by statute (Text 57.04, O.R.C. 3321.01.) A child who graduates from high school prior to reaching the age of eighteen is exempt from the above-mentioned statute. The superintendent of Norwood City

Schools has the authority to determine whether a child may be exempt from compulsory attendance. All such exemptions must be in writing and a copy sent to the child's parent/guardian.

Procedures for Reporting an Absence

Certain mitigating circumstances arise among the student population, which may prevent regular attendance, resulting in pupil absences from school. **On the day of the absence, a parent/guardian should call the NMS Office at 924-2700 as soon as it is determined that the child will not be at school.** If a call is not placed to the school regarding an absence, we will contact the parent/guardian either by phone or in writing. Upon return to school after an absence, it is requested the student report to the office to turn in a parent note or a doctor statement. The note should include the date of absence, the parent/guardian phone number and a detailed reason for the absence.

Excused and Unexcused Absences

An excused absence is that which has been approved by the absentee's parent/guardian and approved by the designated school official as legitimate according to Ohio Revised Code (O.R.C.) and State Department of Education Regulations. An unexcused absence is that which the parent/guardian and/or designated school officials have not given permission for or have no knowledge of, or which do not meet the criteria of the O.R.C. and/or State Department Regulations.

Students may not leave school grounds anytime during the school day without appropriate permission from school officials. If a student becomes ill during the school day, he/she should get a pass to the nurse's office. The nurse and/or nurse's aid will determine if an early dismissal is warranted and will place the appropriate call to the parent/guardian.

Tardy to School Violation

Possible Consequences:

- Lunch DT (after 4 tardies in a quarter)
- Extended Day (after 10 tardies in a quarter)
- Intervention
- Student Services and Counseling Referral

Attendance at Co-Curricular Activities

To participate in any co-curricular events including athletics, competitions, dances, musical, etc. requires at least ½ day attendance at school on the day of the event or on Friday, if the event is held on Saturday or Sunday. You must be in school by 10:45 AM to be considered in attendance for ½ day.

Excused Absences for Education and Travel

It shall be the policy of the Norwood City Schools that all children in the Norwood Schools are to be excused for the purpose of education and travel; that the amount of approved absence be left to the discretion of the building principal and the superintendent when the trip is for enduring educational purposes; that the absences for the purposes mentioned be excused and the children not penalized for such absences, excepting absence at the end of a nine-week period and final examinations. This policy is not to be construed as making any change in the regulations for absence caused by illness.

Habitual Truant House Bill 410

Habitual Truant=unexcused absences for any of the following:

- 30 or more consecutive hours
- 42 or more hours in a month
- 72 or more hours in a year RC 2151.011 (B) (17)
Parents shall be notified of student absences with or without excuse of 38+ hours in a month or 65+ hours in a year.
- Absence Intervention Team will create a plan to improve attendance.

Attendance Officers shall file a complaint in juvenile court on the 61st day after implementation of an absence intervention plan if all of the following apply:

- The student has unexcused absences of 30+ consecutive hours in a week, 42+ hours in a month, or 72+ hours in a year
- The district has made meaningful attempts to reengage the student through the intervention plan or other intervention strategies and alternatives to adjudication; and
- The student has refused to participate in or failed to make satisfactory progress on the plan, strategies or alternatives. (RC 3321.16)

Early Dismissals

Every effort should be made to schedule doctor/dental appointments, etc. after school hours. If it is necessary for a child to be dismissed early from school, the following procedure should be followed:

- The student should bring a written note to the office requesting the early dismissal as soon as the student arrives at school.
- A telephone number where the parent/guardian can be reached for verification must be on the note and contact must be made prior to the student being released.
- At the designated time of dismissal the student should report to the office and the parent/guardian must come to the Main Office to sign the student out of school.
- If the student is returning to school after his/her appointment, he/she should come to the Main Office for a pass back to class.

Proper documentation verifying the appointment should be presented at this time.

IV. Student & Academic Information

Behavior at School Events

Norwood Middle School students are expected to display the highest standards of sportsmanship, courtesy, and respect at all school sponsored athletic events, performances, dances, and receptions. Every one of us has an interest in preserving Norwood's fine reputation whether the event is at the school or at another location.

Elevator Keys

An elevator key may only be issued for medical reasons verified by a doctor. In order to obtain an elevator key, students must make a \$5.00 deposit to the main office. The deposit will be returned when the elevator key is returned to the office.

Entering/Leaving Building

Students may enter the building through the main entrance on Sherman Avenue at 7:35 AM and proceed to their lockers and class. Students will not be permitted to enter the building through the side doors nearest to the parking lot. In bad weather, the building will open earlier and students may sit on the steps or in the hall. Unless a student is under the supervision of a staff member, students must leave the building by 3:00 PM.

Students may not enter the High School as a means of accessing or exiting the Middle School. All parts of the High School are off-limits and considered out of bounds for middle school students who are not accompanied by staff members. Exceptions are those students who have band class in the high school music department.

Emergency Drills

The school is required by law to hold a fire drill each month and a tornado drill in appropriate seasons. Every room has drill instructions posted. Total cooperation is required during these drills as they are extremely important. During both fire and tornado drills it is required that you proceed to your destination quietly and remain with your teacher. Additionally, we will hold lockdown drills to insure everyone's safety in potentially dangerous situations. In all instances, your teacher will take attendance when your class arrives at the assigned location.

Grading

Policies

Grade reports will be issued four times a year at the conclusion of each grade term. In addition, progress reports will be issued at mid-term. Students and parents may access student grades via Progress Book available online through the Norwood City Schools website. Incomplete grades must be made up no later than two weeks after the distribution of the grade report. Failure to make up an incomplete will result in a grade of "F."

Failure to complete homework may not result in a failure of the class.

Scaled Grading Value:

Homework=10%

Classwork =30%

Assessments=60%

Grading Scale

A - Excellent	90-100
B - Above Average	80-89
C - Average	70-79
D - Poor	60-69
F - Failure	0-59
I - Incomplete	Students are responsible to make up incomplete grades

Grade Point Average

All grades earned at Norwood Middle School will count in the calculation of the student's grade point average. Grade-point averages are computed on a 4.0 scale

Calculations

Classes at Norwood Middle School are either one year or one semester in duration. Points awarded for each grade are as follows:

A=4 B=3 C=2 D=1 F=0

Final grades are computed using the average of the percentages for the quarters.

Semester Class	<u>Q1</u>	<u>Q2</u>	<u>Final</u>		
	83%	68%	$(83+68)/2=75.5\%=C$		
Year-long Class	<u>Q1</u>	<u>Q2</u>	<u>Q3</u>	<u>Q4</u>	<u>Final</u>
	83%	68%	70%	72%	
	$(83+68+70+72)/4=73.25=C$				

Honor Roll

Honor roll certificates are awarded at the end of each quarter to those students whose quality point average for the period is 3.0 or greater with no grade of D or F (A=4, B=3, C=2, D=1).

A Honor Roll	4.0 Average (all A's in every subject)
A-B Honor Roll	3.5 Average
B Honor	3.0 Average

State Testing

Testing dates and content areas will be announced each year as the information becomes available to the district.

Locks and Lockers

Each student is assigned a locker for the storage of books, coats, and school supplies only. A student must occupy the locker assigned. Under no circumstances is the sharing of lockers permitted. *If the lock is lost or damaged, the student is required to pay the \$5 cost of replacement.* Students should not give his/her lock combination to other students. The school has the right to check, inspect, or clean any locker periodically.

With respect to lockers, desks, and other school property, the following standards shall be applied:

- Student lockers, desks, and similar property are the property of the Board of Education – and are provided solely as a convenience for students to use.
- Student lockers, desks, and similar property are to be used only for the purpose of storing textbooks, school items, clothing, and daily lunches.
- Lockers, desks, and/or similar property are not considered private places and may be subject to search by school officials according to Ohio Revised Code 3313.20 at any time without notice under the following conditions:

If, as a result of the search, the administrator has facts supporting a reasonable belief that articles or materials present might cause injury to the student or to others, or there is a threat to the maintenance of discipline or order in the school, then the administrator may remove such items.

At the discretion of the administrator, the student may be present at the time of the search and an attempt may be made to secure his/her consent. The presence of a staff member is required in all instances of a search or seizure of the property of the student.

Procedure for Constructive Criticism

Constructive criticism of Norwood Middle School will be welcome by staff, administration, and the Board of Education when it is motivated by a sincere desire to improve the quality of an educational program or to equip the school to do our tasks more effectively. *We believe that complaints and grievances are best handled and resolved as close to their origin as possible.* Teachers and/or administrators should be given the opportunity to consider the issues and attempt to resolve the problems prior to involvement by the Superintendent or Board of Education. Therefore, the proper sequence of complaints, etc. involving instruction, discipline, or learning materials will be as follows:

1. Appropriate staff member (teacher, counselor, secretary)
2. Appropriate administrator (dean of students, principal)
3. Superintendent or designee
4. Board of Education

Public Display of Affection

Certain types of behavior are not suitable during school. Self-pride and pride in the school dictate that some forms of behavior are inappropriate in an educational setting. The following guidelines are offered:

- Actions such as kissing or embracing are not permitted.
- If students are asked by a staff member to stop or refrain from such activity, they should do so without hesitation.
- Students who continue to engage in such activity are in violation of school rules and can expect appropriate consequences.

Schedule Changes

Courses selected at scheduling time shall be regarded as final selections unless changes are necessitated by:

- Course imbalances
- Computer error
- Adjustments that accommodate students on IEPs
- Counselor, parent, and administrator agreement that a change is educationally beneficial

School Closing/Delay

In the event of inclement weather, please turn to one of the major radio stations for school information. School closings will be clearly stated. The automatic call system will be used to inform families of delays and closings.

Student Behavior in a Non-School Setting

Norwood City Schools reserves the right to review inappropriate or harassing behaviors that are directed towards school personnel or other students in a non-school setting.

Visitors in the Building

During the time school is in session, all visitors must register in the main office. Students are not permitted to bring visitors into the building.

V. Student Health

Student Health

"The link between learning and health is clear. Over the last 15 years, several studies have consistently documented the powerful connection between health and academic achievement, with poor health often negatively affecting students' attendance, grades and ability to learn in school." (Belfield CR, Leving HM., 2007) To support the health of students, staff and community, Norwood City Schools employs a health team consisting of a certified school nurse and six health aides committed to the health and care of Norwood students and staff.

High School 8:30-3:00

Middle School 7:30-3:00

Elementary 8:30-3:00

Immunizations: NCS follows the mandates of the Ohio Department of Health regarding student immunizations. Each student must have evidence on file upon admission to school that he/she has received, or is in the process of receiving, immunizations as required by state law. Noncompliance is reason for exclusion from school. Immunization Clinics are held every second and fourth Monday of the month at the Norwood Health Department (across from Norwood Middle School) from 2-4:00pm. Other dates and times may be arranged by calling 513-458-4600. Please bring any immunization documentation with your child at the time of visit.

Screenings:

Body Mass Index (BMI): Senate Bill 210 (SB 210) Healthy Choices for Healthy Children Legislation requires the Ohio Department of Health (ODH) to receive body mass index (BMI) data for students in grades K, 3, 5 and 9, for each school district or non-public school. The school district will submit aggregate data for the district to ODH by June 1st. Individual student results are confidential. As with all school screenings parents will be notified by letter if their child's screening result is outside of the expected result according to the Ohio Department of Health/Center for Disease Control (CDC) screening guidelines.

Vision and hearing screenings will be conducted according to the recommendations and guidelines of the Ohio Board of Health.

Postural screening (Scoliosis) will be conducted in grades 5-9, according to the guidelines established by the Ohio Board of Health, Bureau for Children with Medical Handicaps (BCMh) and the Ohio Postural Screening Committee. If any screening results require further follow-up, the parent/guardian will be notified.

SBIRT (Screening, Brief Intervention and Referral to Treatment), is a conversational screening tool for alcohol use. Students in grades 6-9 will be screened.

Parents may excuse their children from any school screening (including vision, hearing, postural, BMI or SBIRT screening) by sending a signed/dated letter to your building health aide each school year, stating that you do not wish your child to participate in the screenings.

Illness or Injury: In the event of illness or injury occurring at school, or at school functions that students are expected to attend, the following procedures will be followed:

1. School personnel will make every effort to notify the parent/guardian to be contacted in emergency situations. The directions on the Emergency Medical Authorization Form, as completed by the parent/guardian, will be followed as closely as possible. It is the parent/guardian's responsibility to immediately notify the school whenever any information on the Emergency Medical Authorization Form needs to be updated. Current contact information is required by Ohio law.

2. If the nature of the illness or injury does not indicate immediate medical/dental evaluation and the parent/guardian cannot be reached,

the relative or neighbor, as indicated by the parent/guardian on the Emergency Medical Authorization Form will be notified.

3. Students will be excused to properly identified persons only.

4. If the nature of the illness or injury indicate immediate medical/dental evaluation is needed and the parent/guardian cannot be reached, the doctor/dentist indicated on the Emergency Medical Authorization Form will be contacted and his/her directions followed.

5. If none of the above can be reached, the best collective judgment of school personnel regarding the interests of the child will be followed.

6. If a child is to be transported by the paramedic unit, and parents/guardians are not available:

a) School personnel will accompany the child.

b) The Emergency Medical Authorization Form will be sent with him/her.

c) Parents will be given full particulars at the earliest possible time.

Medication:

1. Norwood City Schools prohibit the administration of any drug (prescription or over the counter) without written permission of the parent/guardian and the written orders (instructions) of the prescribing physician.

2. Whenever possible, medication should be administered before or after school hours. If a student must receive medication during the school day, a Medication Administration form signed by the parent/guardian and the prescribing physician must be brought to school along with the medication by the parent:

a) A separate request form must be completed for each medication to be administered.

b) A revised statement, signed by the prescribing physician, must be submitted whenever there is a change in the original physician's order.

c) New request forms must be submitted at the beginning of each school year.

3. The medication must be in the current, original container (child proof) in which it was dispensed by the pharmacist or prescribing physician. It must have an affixed label including the student's name, name of medication, dosage, route of administration, and time of administration.

4. Students are not permitted to carry any medication on their person unless there is agreement of school personnel and a request form has been submitted by the parent/guardian and prescribing physician (i.e., inhaler, epi-pen).

5. If the parent/guardian prefers to personally administer their child's medication at school, the parent/guardian should make arrangements with the child's teacher.

Communicable Disease: Norwood City Schools will follow the recommended guidelines from the Ohio Department of Health regarding exclusion and readmission of students with communicable diseases or infections known to be transmitted by any form of casual contact and considered a threat to others.

Tuberculosis: In order to ensure that Norwood City School District is in compliance with requirements set by the Hamilton County Public Health TB Control Unit and with Ohio Law (ORC 3313.71 and 3701.13), we ask if you/your child have traveled outside the United States in a non-tourist capacity within the past year, notify the District Nurse, Kathy Strasser @ 924-2882, within the first week of admission to school. The school nurse will review criteria and determine if TB testing is warranted.

Pediculosis (head lice) is a communicable disease. Students found to have head lice will be excluded from classes until proper treatment and nit removal is complete. Readmission to school is contingent upon the evaluation of the health aide, school nurse, or designated school employee.

Prolonged absence due to infestation may be referred and treated as "failure to send."

Community Assistance: in the event that a student/family requires additional community resources in other health areas, the Norwood Health Department located at 2059 Sherman Avenue may be contacted for services (458-4600).

-Immunization clinics are held the second and fourth Monday of each month, 2-4:00 p.m. Other dates and times may be arranged by calling the above number.

-Bureau for Children with Medical Handicaps (BCMh) is a state funded program that assists families who have children with specific illnesses or handicaps which could be financially draining to the family resources. This program is similar to an insurance coverage that will

pay the medical costs and supplies of covered illnesses such as asthma, diabetes and cerebral palsy.

Section 504 of the ADA Amendments Act of 2008 ADAAA Section 504 of the Rehabilitation Act of 1973 requires a public school district to identify each child who has a disability that substantially limits a major life function such as learning, eating, sleeping, etc. If you believe your child's health condition substantially limits a major life function, he/she may qualify for an evaluation to determine Section 504 eligibility. Please feel free to contact the Norwood City Schools' Special Education Director, Shannon Eshman, at 924-2502 or Norwood City Schools' district nurse, Kathy Strasser at 924-2882.

VI. *Technology Information*

Technology Policy

We are excited to have the Internet available in every classroom, the library, and each computer lab in the district. We feel having the Internet available to our staff and students is another important way to increase academic achievement.

Because we will be encouraging our staff and students to utilize the Internet, we want to make you aware of possible problems associated with its use.

Norwood students have access to the Internet. The district acquisition site has Internet filtering in place to try to keep questionable material from a Norwood Internet user. They use a company that updates and blocks questionable websites daily. However, because they provide this service to a number of other school districts, they will not add a site that one district thinks should be blocked. Because of this minor limitation, Norwood has put an additional firewall in place to block those sites **we** think are questionable that the district acquisition site is not blocking. This allows Norwood to block free e-mail sites such as Hotmail and Yahoo mail as well as the popular chat rooms and instant messaging services currently not blocked by the district acquisition site.

Based on requirements for the Children's Internet Protection Act (CIPA), inappropriate material shall be determined locally, without

resulting in loss of protected First Amendment rights. Norwood will do all it can using the following CIPA guidelines, to restrict access to materials the Norwood Board of Education deems could be harmful to minors including:

Any picture, image, graphic image file, or other visual depiction that

- Depicts, describes or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts or lewd exhibitions or genitalia: and
- Taken as a whole lacks serious literary, artistic, political or scientific value to minors.

Realize it is impossible to block all Internet material that is controversial. *While uncommon and deplorable, you must be aware that inappropriate material might unintentionally be accessed over the Internet in the classroom.* However, in almost all cases, the individuals who receive the inappropriate information are specifically looking for the material that is offensive in nature.

We want you to be aware we are making every effort to minimize the chances of your son/daughter accessing inappropriate material. The use of the Internet is a privilege and any inappropriate and/or illegal interaction with the Internet and all its services will be strictly prohibited.

The following rules are being placed in each student handbook in the district. By signing the handbook release, you indicate your son/daughter has parental permission to use the Internet, that you and he/she understands the potential problems with Internet use, and that he/she is willing to abide by these rules.

Please read this document carefully. When signed, it becomes a legally binding contract. If your son/daughter violates any provisions of this agreement, his/her access to the Internet may be denied and he/she may be subject to disciplinary action.

1. The student is responsible for material that comes over the Internet while he/she is using the Internet. While intentional or not, any material that comes over the Internet of a questionable value is solely his/her responsibility. He/She and/or his/her parents shall not hold the school or any staff member responsible for exposing him/her to this inappropriate material.

2. Files stored on Norwood City School's Computers are restricted to school related assignments only and as such are available for inspection at any time. Personal, non-school related files/software may not be stored on school computers without permission from a staff member.
3. Students shall not attempt to or actually use, alter, copy or delete another person's password, account, disk, and/or data files.
4. Attempts to gain access to unauthorized (password protected) areas are prohibited. It is the responsibility of each student to keep his/her personal password a secret.
5. The student shall not knowingly introduce a computer virus into any school computer. Unauthorized access, including so-called "hacking" and other unlawful activities shall be prohibited.
6. All software on the school's computers is property of the school and shall not be copied by a student.
7. Computers shall not be used to produce items that contain profanity, abusive or hateful material, or are of questionable taste.
8. Only school-approved and district purchased software may be loaded onto computer workstations. Preview software can be loaded only on specifically designated computers in the computer room.
9. Use of the Internet is restricted **for educational purposes** and shall be subject to the rules and restrictions spelled out in these rules.
10. The student shall access the Internet only through the Internet service provided by the Norwood City Schools while on school property.
11. Costs to repair and/or replace hardware that is either damaged or stolen shall be paid by the student(s) responsible for the damage
12. Forgery is forbidden. Forgery shall include copying another person's work and presenting it as your own.
13. The staff reserves the right to monitor any and all computer activity for improper use.
14. The student shall not misuse the Internet in any of the following ways:
 - A. Sending or receiving pornographic or questionable material.
 - B. Sending or receiving inappropriate language.
 - C. Sending or receiving unethical or illegal material.
15. The student shall abide by generally accepted rules of network etiquette. These include but are not limited to:

E-Mail

 - Be polite and brief

- Use appropriate language
- Do not reveal personal information
- Only send to appropriate addresses
- Delete unneeded mail immediately
- Free e-mail accounts can only be used if recorded with the lab teacher

Downloading Files (FTP)

- Do not download files onto school computers without prior staff permission.

Newsgroups

- Do not subscribe to any newsgroup without prior staff permission.
- Only post to groups you know.

Listserves

- Do not subscribe to any listserves without prior staff permission.

16. All Internet material (E-mail, downloaded files, newsgroups, etc.) that comes on Norwood's computers becomes property of Norwood City Schools and can be inspected at any time.
17. Material the student receives over the Internet is to be used for research and project development and shall not be copied word for word for school assignments.
18. The student will not reveal his/her personal home address or phone number or those of fellow students to anyone on the Internet.
19. The student shall not use the computer for personal financial gain.
20. The student will not use the network system in a way that will disrupt the use of the network by others.
21. The student may not use a chat area, instant messages or personal ad area without prior teacher permission.
22. Students MAY NOT use any of the free e-mail services available over the Internet. The student shall use only their registered e-mail account provided by the district while on the Norwood Internet system. These will be given to all high school students and to selective middle and elementary students. (see below)
23. A student may use his/her own laptop computers in class only with prior permission of the individual classroom teacher.
24. A student may not reconfigure a computer by changing any components, cords or cables, or by altering any program's configuration, options, or preferences, or by altering the system's configuration in any way without explicit permission from the teacher in charge.

Regular Schedule

Norwood Middle School operates a traditional seven-bell schedule. Classes are approx. 50 minutes long with a 4-minute pass time between classes.

ALL STUDENTS SHOULD BE AWARE THAT NORWOOD CITY SCHOOLS NOW HAS THE ABILITY TO TRACK WHERE STUDENTS GO ON THE INTERNET

VII. General Information

Clubs and Extra-curricular Activities Norwood

Middle School has many opportunities available to help students meet their athletic and creative needs. The athletic director and his team of coaches work with our student athletes to represent us well across the city in various athletic events. Our student services office also offers many after school clubs for students. All of these activities encourage teamwork, collaboration, and dedication—all qualities found in happy healthy students.

- | | |
|-----------------------|-------------------------------|
| Football | Volleyball |
| Cross Country | Cheerleading |
| Basketball | Wrestling |
| Swimming | National Junior Honor Society |
| Track | Soccer Choir |
| | YMCA Club |
| Band/Strings | Science Maniacs |
| Scrapbooking | Sewing |
| Chess Club | Guitar Club |
| Drum Club | Art Club |
| Photography | Filmmaking |
| Floral Arranging Club | Cooking Club |
| Jewelry Making Club | Homework Help |
| Student Council | |

Norwood Middle School Directory

Principal	Joe Miller	924-2701
Dean of Students	John Stacy	924-2706
Counselor	Molly Goodfriend	924-2710
Building Secretary	Tammy Guy	924-2700
To Report an Absence		924-2708
Families and Children First	Glenna Edwards	924-2768
District Nurse	Kathy Strasser	924-2882
MS Health Aide's Office		924-2721
Library		924-2772
Athletic Director		924-2883
After School Programs	Laura Ferguson	924-2705
Officer Prickett	S.R.O.	924-2877
Laura True	School Psychologist	924-2761

Norwood Schools District Office Directory

Superintendent	Kathy Sabo	924-2500
Director of Curriculum	Kristina Chesson	924-2500
Director of Special Ed	Shannon Eschman	924-2500
Treasurer	Julie Kamphaus	924-2500

Fight Song: Love and Honor

Love and honor to old Norwood
Our high school old and grand
Proudly we shall ever hail thee
Over all the land
High school, high school how we praise thee
Sing joyfully this day
Love and Honor to old Norwood
Forever and a day!

School Colors	Scarlet Red and Navy Blue
Mascot	Indians

