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1.00 NORTHWEST MIDDLE SCHOOL

1.01 INTRODUCTION

On behalf of the faculty and staff, we welcome you back for another school year here at Northwest Middle School. This booklet has been developed to assist both you and your parents in becoming better acquainted with the policies, rules and regulations in effect at the Middle School.

The complex social problems of today demand more educated citizens. It is our feeling that the facilities, dedicated staff, spirit and the motivation of each of YOU in the pursuit of maximum learning will contribute toward that healthy, productive learning atmosphere necessary for success.

This handbook is designed to help you, students and parents, understand the guidelines to be followed in order to make your experience in the Northwest Local Schools as rewarding as possible. Be sure to read through this handbook. Feel free to ask the office or the teaching staff for clarification on any parts that may be unclear to you. This handbook is subject to review on an annual basis. Suggestions that you may have should be submitted in writing to your student council representative, to a teacher or to the principal.

Your previous school experience has provided many learning experiences as well as challenges for you. Your progress from here on will not only reflect upon you but also on the Northwest Local Schools. It is hoped that each of you either has or will find here a sense of belonging and experience a sense of need. You are needed in every respect here in scholarship, in athletics, in leadership, in spirit, in service and in the example you set for others. Have a successful school year.

1.02 TEXTBOOKS

Both textbooks and library books and materials are the property of the Northwest Local Board of Education. These materials are loaned to you so as to expedite your academic success. Books and materials loaned to you the student are entirely your responsibility. Lost or damaged books and materials will result in the assessment of a fee or fine. The student is responsible for the safe keeping of loaned books and materials, not the teacher or the school. It is strongly recommended that students cover all textbooks. Students will be charged full replacement cost for lost or severely damaged books.

1.04 LOCKERS

Lockers are provided by Northwest Middle School. Students are expected to keep the locker clean. Security of the locker contents is the responsibility of the student. Students are assigned a specific locker and are not permitted to change their locker assignment. The security of personal items, loaned textbooks, library materials, etc. is the responsibility of each student. The school cannot be expected to be responsible for items stored in your assigned locker.

Mechanical problems due to student misuse or defects in your locker may result in loss of the privilege to use a locker. Students may be assessed fines for damage to lockers and disciplinary action may occur.

School officials reserve the right to periodically inspect the lockers for reasons of health, safety and security. Therefore, locker searches may be conducted at any time. Lockers will also be searched whenever there is a reasonable suspicion that they may contain evidence of a rule violation or crime.

Designated times have been established for students to use their lockers to curtail disturbances to other classes in session.

Pictures and decorations are permitted so long as they are in good taste and do not interfere with the normal operation of the locker (see dress code for definition of good taste).

1.10 CLASS BELL SCHEDULES

Regular Schedule

7:10	Front door opens
7:20	Building opens to students
7:30- 8:20	Period 1
8:23 -9:10	Period 2
9:13 -10:00	Period 3
10:03 -10:50	Period 4
10:53 -11:19	Period 5 (6 th Grade Lunch)
11:22 -11:48	Period 6 (7 th Grade Lunch)
11:51 -12:17	Period 7 (8 th Grade Lunch)
12:20 -12:48	Period 8 (FLEX)
12:51 -1:38	Period 9
1:41 – 2:30	Period 10

1.11 LUNCH PERIODS

Northwest Middle School operates on a closed lunch period. Students are not permitted to leave the school grounds. Lunches should be either paid for in cash or in advance by our “café terminal” system at school or online. Menus are posted monthly on the classroom bulletin boards.

The cafeteria is used prior to and immediately after the lunch period. You are held responsible for placing refuse in the proper containers and assuming the responsibility of leaving the eating area clean. There will be no "saving of places for friends". Lines will form as students arrive and students must behave in an orderly fashion.

1.12 LIBRARY

The Library is intended for your use and it is expected that you will take advantage of all our facilities. Only through proper respect for the Librarian and facilities can everyone benefit. It is required that you be on your best behavior at all times. Please accomplish your library business as quickly as possible so that others may take advantage of the existing facilities. The library computers are only to be used for library related activities. No one is to bring in any software of any kind and attempt to or actually input it into the system.

1.13 ADDRESS OF STUDENTS

Any change in home address, telephone number, emergency telephone numbers or family physician, should be made known to the school promptly in order to maintain school records and to facilitate communicating with the parents, when necessary.

1.14 BICYCLES, MOPEDS, ETC.

All students must come to school on the bus or with parents. (For safety sake, no bicycle riding is permitted). Likewise, vehicles such as mopeds, motorcycles, motor scooters, other motorized or non-motorized vehicles are not permitted to be driven, ridden, or brought to school.

1.15 CLASS PARTIES

Class parties, whether birthday, surprise, or other are NOT permitted during the school day. The school attempts to meet these needs through various other activities provided for our students. Any type of special requests must first be approved by the main office staff.

1.16 FEE LIST

The Board of Education will establish fees for the current school year. Each student enrolled is obligated to pay the fees. Special cases of hardship should be brought to the attention of the counselor, principal or treasurer.

Student Fees are \$70 per student. This includes student supplemental costs and activity fee.

All fees should be paid by the end of the first thirty (30) days of school.

1.21 HONESTY, PRIDE & SPORTSMANSHIP

Honesty is expected of every student, both in and out of the classroom. Teachers will inform the principal of any case of dishonesty. Pride means a feeling of pleased satisfaction with what one is, has, or has done, and suggests proper self-respect and personal dignity because of real worth. Our students have had and have displayed this pride in the past both within themselves and for the school. It is hoped that you will remember this and attempt to live up to and even surpass classes in the past. Athletics are a very important part of our extra-curricular activities. The opportunity to compete and participate with other schools is indeed a challenge. Whether a direct participant or a fan, remember to respect the officials, opponents, and opposing fans. Remember you represent your school, your community, and yourself. Always conduct yourself in a manner so all can be proud of you.

1.30 THE SCHOOL DAY

All students are bused to the Middle School. Students should arrive at the school no earlier than 7:10 a.m. Classes will begin at 7:30 a.m. Exceptions to this should have the prior approval of a teacher or administrator who will take charge of the student at the time of arrival. The normal school day will end at 2:30 p.m. and all buses should depart from the school by no later than 2:40 p.m. All students should be out of the building not later than 2:45 p.m. unless they are involved in an activity being supervised by a staff member. Violations of this rule may result in disciplinary action.

1.31 REPORT CARDS & PROGRESS REPORTS

Report cards are issued every nine (9) weeks grading period. There are four (4) grading periods. Students are reminded that report cards are to be presented to their parents as they are distributed. Students not receiving report cards at the proper time should check in the main office to determine if they have an overdue obligation holding their grades.

Students with inaccurate report cards should:

1. Consult with your teacher to determine your accurate grade.
2. Consult with your counselor to determine your accurate point average.
3. Check with the counselor to insure that the proper changes have been made.

4. Check in the office for questions concerning attendance.

Each student will be given grades in all subject areas. The grades will be letter grades from A to F. Each teacher will have his/her own requirements, which will be communicated to his/her students, for obtaining the various letter grades. Each student will receive a copy of his/her grades on a computer printed grade sheet after the end of each nine weeks. There will be parent-teacher conferences held for all 6th, 7th and 8th grade students.

1.32 GRADING SCALE

A. Grading System

- 90 - 100 = A
- 80 - 89 = B
- 70 - 79 = C
- 60 - 69 = D
- 0 - 59 = F

1.33 INCOMPLETE WORK

If an incomplete (I) during any grading period or the student's final grade is not corrected within two (2) weeks following the final due date of that period, the incomplete will be converted to a failing grade (F). This will result in no credit awarded in that course for that period of time.

Students are allotted the same number of school days to make up work as the number of school days absent. With regard to the make-up days allotted and the above paragraph concerning incompletes, some individual situations will warrant further considerations. Students should advise teachers and/or counselor if a special situation exists. In unusual cases it is the final determination of the principal how the grade must be determined.

1.34 PROMOTION REQUIREMENTS

At the Middle School level, promotion to the next grade level is the responsibility of the principal. Generally, a student having passed four (4) of five (5) major academic subject areas (Math, Science, Social Studies, Language Arts) will be promoted to the next grade level. If two (2) or more major subjects are not passed, then, the student's placement for the following year is subject to academic review.

1.35 HONOR/MERIT ROLL

Using a 4.00 grading scale (A=4.00 points) the following is the established recognition for doing well academically. Any student receiving an average of 3.00 through 3.49 will be considered on the Merit Roll. Any student receiving an average of 3.50 through 4.00 will be considered on the Honor Roll.

1.40 CORRIDOR TRAFFIC

Observe these rules for corridor traffic:

- Walk - Do not run.
- Stay to the right side of the hall.
- The time between classes is not a break, but an opportunity to go from one class to another.
- Do not shove, push, or loiter in the halls.

1.41 CHANGING CLASSES

Classes are dismissed by the teacher, not the class bell. There are three (3) minutes between each class, which allows plenty of time to reach any section of the building. Students are expected to be in designated classrooms at the beginning of the period. Failure to arrive on time will result in disciplinary action. Repeated tardiness may result in detentions, suspension, or removal from class.

1.42 HALL PASSES

Pupils in the hallways during scheduled class, lunch activity or study hall time must have a pass signed by a teacher. It is the student's (not the teacher's) responsibility to obtain the necessary pass. The pass must be freely presented for inspection upon request by appropriate authority (hall monitor, school employee, etc.). Students who are in the halls, either without a pass or with an unacceptable pass are subject to disciplinary action. Action may include revocation of future pass privileges, detentions or suspension from school.

1.45 TELEPHONE USE

Students will not be called to the phone except in the case of an emergency. Office personnel will take and deliver any emergency messages. School phones are for business use only. School phones are not to be used by students without permission from the principal's office. All cell phones are to be kept in student lockers for the entirety of the school day, and calls home should be made from the office, and only with permission from office staff.

1.46 LOST AND FOUND

Lost and found materials will be stored in the main office. There will be a container for lost and found that can be checked for lost items.

Books are also to be turned into the office as soon as possible. These books are then returned to the appropriate teacher. If you lost your book, ask your teacher about it.

Valuable items that are found should be turned into the Main Office immediately. These items will be held in the office until the close of the school year.

1.47 VISITORS

Have photo ID ready.

Parents/guardians of our students are welcome to visit the school. Arrangements should be made at least a day in advance when a formal visitation is utilized. Prior approval from the Principal is necessary. School age visitors during the school day are not permitted so that educational processes will not be disrupted.

Visitors may be permitted, with prior permission from the principal. School age visitors will be permitted if they are accompanied by a parent or guardian and are contemplating entrance into Northwest Middle School. Visitors must make arrangements with the principal at least 24 hours before the visit and receive a visitor's pass in the main office.

1.48 MEDICATION AT SCHOOL

According to Northwest Local Board of Education Policy, the following is required before school personnel are permitted to administer any type of medication (either prescription or over the counter).

The Board adopted Permission for Medication form must be signed by both the parent and the physician. Only the parent need sign for over-the-counter medication taken for less than five (5) days. The following information must be furnished along with the permission form: name and address of the student, school and class in which the student is enrolled, the name of the drug and the dosage to be administered, the times at which the drug is to be administered, the dates the administration of the drug is to begin and end, any adverse reaction that should be reported to the physician, special instructions for the administration of the drug, including sterile conditions and storage. Further, there must be notification to school employees of any information changes provided by the physician. The drug must be delivered to school in the container in which it was dispensed. The only item excluded by board policy is sodium fluoride mouth rinse.

As an alternative to this policy, parents may come to the school office and administer the medication to their child at the appointed time. Office personnel will obtain your child from class for this purpose.

1.49 SCHEDULE CHANGES

All adds and withdrawals to classes (schedule changes) must be initiated through the Guidance Office. No changes may be made during the first day of school.

Course changes must be completed within the first two (2) weeks of the beginning of that particular course. Any changes after that time will result in the student receiving a failing grade for the coursework unless there are highly unusual circumstances as determined by the principal.

The student must complete the following process to drop or add a course:

1. Student discusses proposed drop with the course teacher.
2. Student meets with guidance counselor to discuss the possible change.
3. Student obtains the add/drop form to be signed by the teachers involved. Teacher must indicate any recommendation for proposed change(s).
4. Student has the parent sign the form approving the change. (A parent conference may be requested by the teacher and/or the counselor)
5. Student returns the form to the guidance counselor who will forward the request to the principal.
No schedule changes are made without the written permission of the principal.
6. NO STUDENT IS TO STOP ATTENDING ANY CLASS UNTIL OFFICIALLY NOTIFIED BY COUNSELOR THAT THE CHANGE IS COMPLETE.
7. All changes in a student's schedule including study hall must use this procedure.

1.50 SOCIAL SECURITY NUMBER

In order for the school to be able to keep school records electronically, every student needs a student number. The Stark County Schools computer system uses each student's Social Security Number. This insures that every student has a unique identification number. As many reports must be sent to the State Department of Education, this uniqueness becomes imperative. For this reason, we request that you provide us with his/her number. Thank you for your cooperation.

1.51 DELIVERIES TO SCHOOL

We ask that items such as flowers, candy, balloons, cakes, singing telegrams, etc. not be delivered to students here at school. This tends to be disruptive and interrupts the educational process. If anything of this nature is delivered, they are not given to the student until the end of the day. Items that would be disruptive on the bus are not allowed at school. Please understand our situation and not have these items delivered to school.

2.00 ATTENDANCE & RELATED PROCEDURES

2.01 LEGAL RESPONSIBILITIES FOR SCHOOL ATTENDANCE

Ohio State law provides that a child between 6 and 18 years of age, inclusive, is of compulsory school age. The parent, guardian or any other person having care of a child of compulsory school age shall instruct him, or cause him to be instructed as provided in the Revised Code, unless he is employed on an age and schooling certificate with permission of the Northwest Local Board of Education, or shall have been determined to be mentally incapable of profit from instruction.

2.011 LATE ARRIVALS/LEAVING EARLY-OPERATING POLICY

Students who arrive late will need an excuse from parents. The missed time will count toward potential truancy totals.

2.02 SCHOOL ATTENDANCE REGULATIONS

In case of illness, all students should report to the office. The student must be signed out by a parent before leaving the building. The office may phone the home and/or number on the emergency card to obtain parental consent. When a pupil returns after being absent or tardy he/she must present a note from home explaining the reason for the absence to the office. The note will state the dates and cause of the absence. An unexcused absence from the school office indicates to the teacher that no make-up work shall be given.

The principal, secretary or teachers designated by the principal, have the responsibility for checking with parent, guardian, or other person having charge of any pupil absence, preferably on the day of absence, to learn why the pupil is not in school.

Absence from School

When a student is absent from school, the parent, or guardian, should phone the office (854-5709) that morning to report the absence. In addition, the student must bring a written excuse to the office upon their return to school.

Tardiness to School

Any student who arrives tardy to school should bring with him/her a note explaining the tardiness. This must be brought to the office upon entering the building.

Excessive unexcused tardiness to school may result in legal action against the parent. Subsequent unexcused tardies may result in the student receiving detentions. See Section 2.03 and 2.08 to determine what constitutes an excused or unexcused tardy. Failure to bring in a note from a parent or guardian also causes the tardy to be unexcused. Excessive tardiness to school may also require that medical excuses be provided.

2.03 DISTRICT ATTENDANCE REQUIREMENTS

Regular attendance by all students is very important. In many cases, irregular attendance is the major reason for poor school performance: therefore, all students are urged to make appointments or do personal errands, etc. outside of school hours.

Reasons for which a student may be excused include, but are not limited to:

1. personal illness of the student;
2. illness in the student's family;

3. needed at home to perform necessary work directly and exclusively for the parents or legal guardians (applies to students over 14 years of age only);
4. death in the family;
5. quarantine for contagious disease;
6. religious reasons;
7. traveling out of state to attend a Board-approved enrichment activity or extracurricular activity (applies to absences of up to 24 school hours or)
8. as determined by the Superintendent.

Each student who is absent must immediately, upon return to school, make arrangements with his/her teacher(s) to make up work missed. Students who are absent from school for reasons not permitted by State law may, or may not, be permitted to make up work. Each case is considered on its merits by the principal and the respective teacher(s). Students are required to bring a note to school after each absence explaining the reason for the absence or tardiness.

The Board does not believe that students should be excused from school for vacations or other nonemergency trips. The responsibility for such absences resides with the parent(s), and they must not expect any work missed by their child to be re-taught by the teacher. If the school is notified ten (10) school days in advance of such a trip, reasonable efforts are made to prepare a general list of assignments for the student to do while he/she is absent. Otherwise, the student will be expected to make up missed work when he/she returns.

After a student reaches 72 hours (12 days) of excused absences, a physician's note will be required for medical verification in order for the absence to be excused. 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 office upon the student's return to school. Illness or injury that has not been treated by a physician is not verified.

Ohio House Bill 410:

The **student day** is a 6-hour school day for the purpose of absences and truancy.

Excessive Absence is defined as:

- 38 hours in a month, excused or unexcused absences
- 65 hours in a school year, excused or unexcused absences

Habitual truancy is defined as:

- a student who is absent without legitimate excuse for absence from the public school the child is supposed to attend for thirty or more consecutive vie hours, forty-two or more hours in one school month, or seventy-two or more hours in a school year.

2.05 SKIPPING CLASS

Students are to attend all classes listed on their schedules; this shall include study halls, lunch and homeroom. There will be no make up of work or exams permitted for classes that have been "cut". Cutting is absence from class that is both unauthorized and unexcused. Class cutting may result in punishment ranging from detentions to suspension from school.

2.06 ACTIVITIES AND ATTENDANCE

A student must be in attendance at least three (3) hours to be eligible to attend any school activity or participate in any school activity that same day. This includes but is not limited to athletic practice and games.

2.07 PARENTAL EXCUSES FOR PHYSICAL EDUCATION

Parental requests are honored for one (1) to two (2) days after the return from illness in regard to physical education and outside activities. A medical excuse is requested for longer periods of time. All medical excuses are to be presented to the office where a pass will be written to excuse you from participating in physical education during the time designated by the doctor. Students must report to the class during this time period. Phone call requests are accepted but parents are requested to confirm the excuse in writing.

2.08 UNEXCUSED REASONS FOR ABSENCE AND/OR TARDINESS

1. Oversleeping.
2. Missed bus.
3. Attending athletic events during school time.
4. No note from a parent or guardian.
5. Other similar situations.

2.09 DISMISSAL/RETURN OF INDIVIDUAL PUPILS DURING THE SCHOOL DAY

All requests to leave school before the close of school hours must be made in writing by a parent or guardian to the principal or other designated representative. Students are required to sign out in the office and sign in when they return to school. Failure of a student to sign in and out may result in disciplinary action ranging from detentions to suspension from school.

2.10 ERRANDS BY PUPILS

No pupil shall be sent from the school building during school hours to perform an errand or act as messenger except with the knowledge and approval of the principal and then only for urgent and necessary school business and with the permission of the pupil's parents.

2.11 LEAVING SCHOOL EARLY

If for any reason you must leave the school grounds during school hours, you are required to:

1. Have a note from home stating the reason you are to leave.
2. Bring the note to the office before school and have the note recorded and accepted prior to class that morning.
3. When it is necessary for you to leave school, try to schedule such appointments during study hall and not during class time whenever possible.

The school reserves the right to determine whether or not the reason is to be excused or unexcused. Sign out in the office and exit through the doors by the office. Sign in when returning to school the same day.

2.12 MAKE-UP WORK

Make-up work due to absence must be completed promptly. Students have the number of days equal to the absence to make up missed work. Responsibility lies with the student so far as to arranging for and performing the necessary work if they are to receive 100% credit. If a student was present when an assignment was given, the student will be held accountable for the date assigned. The building Principal may determine a proper timeline for work completion in unusual cases.

Work missed through truancy or work not turned in on time must be made-up. Credit given to a student for work turned in falls onto the discretion of the teacher for no less than 50% credit.

2.13 TRUANCY

When a student is absent from school or class without the knowledge and permission of the parent/guardian, he/she is considered to be truant from school. Truancy can also be defined as absence from school for reasons other than those outlined by public law or excessive absence from school. Truancy interrupts the correct progression of a student's educational (learning) process and should be discouraged by parents/guardians. Truancy from school is deemed to be a serious problem that could result in suspension or expulsion from school. Students and/or parents/guardians involved in school truancy incidents may be referred to the appropriate judicial (court) authority.

2.14 PLANNED ABSENCE FROM SCHOOL

When students are aware of an impending absence from school, they should make the office aware of the upcoming absence as early as possible and appropriate. Students who fall into this category must inform the office of specific dates and reason for absence (note from parent). It is the responsibility of the student to arrange make-up work with ALL of his/her teachers. Whenever possible, this work should be completed prior to the impending absence. When necessary, other arrangements can be made with individual teachers (within the bounds of established policy concerning make-up work). See Section 2.03 for further clarification.

In the case of vacations during the school year, a maximum of ten (10) days will be considered as excused absence. All days used for vacation beyond the ten (10) day limit (cumulative) will be considered as unexcused absences.

2.15 ARRIVAL AND DISMISSAL

Students should arrive at school no earlier than 7:10 a.m. Exceptions to this should have the prior approval of a teacher or administrator who will take charge of the student at the time of arrival. Students should leave school grounds promptly at the end of the school day. This should occur within fifteen (15) minutes of the end of classes at 2:30 p.m. Exceptions to this would be students who are remaining for teacher/administrator supervised after school activities. Students are permitted to see teachers, administrators or other employees at the conclusion of the regular school day.

Students are not to loiter on school grounds or in the building at the conclusion of the school day. Unsupervised activities in the building or on school grounds are not permitted. Violations of this rule will result in disciplinary action. Students involved in after school activities should leave promptly after the conclusion of any such event.

2.16 CHRONIC ABSENTEEISM

The school may submit attendance issues to the Stark County Family Court for an informal hearing before the court. Students who are nearing chronic truancy may be placed on an Attendance Intervention Plan. Formal truancy charges may be filed in Stark County Family Court.

2.21 DETENTION

Both staff and the principal may assign detentions to students. Detentions are to be served at the time and place designated by the staff/principal. Students receiving excessive numbers of detentions may be suspended from school.

Students serving detentions after school must leave the building immediately after the conclusion of the detention. Students serving after school detentions are responsible for arranging their own transportation home.

2.30 BUS ASSIGNMENT

Students are permitted to ride (to and from school) only on their assigned bus. Any deviation from this rule must have the prior approval of the principal and the parent/guardian must be aware of the change.

Students in grade six through eight are generally not permitted to ride the elementary buses during those run times. Students are not permitted to leave school grounds and then return to ride a bus home. Bus riding privileges will be revoked if this rule is violated. As pointed out earlier, all students are to ride the bus. Bus routes have been established to produce the most efficient and effective results in transportation of all Middle Students. Each student is expected to ride only the bus he/she is assigned. The student is also required to board and exit the bus at her/his specified stop. If a student wishes to ride a different bus to go home with a friend or if there is a need to get off at a different stop, the student must present the principal with a request, written by their parent or guardian prior to 2:00 p.m. of that day.

When on the bus or while boarding or exiting the bus, the student is reminded that the bus driver is the person in charge and the person with authority to reprimand or correct those students who on occasion fail to display the proper and acceptable behavior. If a student continues to misbehave on the bus, it may result in loss of the bus service. A suspension of bus service will be issued from the principal's office. Questions concerning bus routes and schedules should be directed to the bus coordinator at 854-3301.

2.31 AFTER SCHOOL BUS BOARDING PROCEDURES

When the dismissal bell rings at 2:30, students are to proceed to their lockers and then exit the building in an orderly manner according to the following instructions:

- Students are to board their buses in a prompt/orderly fashion.
- Students needing to walk to another building for after school activities should remain in the building until the buses have departed. A note from the parent is to be brought to the office and signed by the principal in order to walk to another building.

2.40 EVACUATION PROCEDURES

Fire Drills

The State requires fire drills. These are held so that in any emergency the building may be orderly and quickly emptied. Since the signal for a real fire would be the same as the one for a fire drill, it is imperative that all people move quickly and orderly out and away from the building at the specified exits. Fire and tornado drills are held at various times of the school year. Such drills are required for the safety of all students and school personnel. It is necessary for students to follow the pre-determined directions as quickly, orderly and quietly as possible. All students and teachers are required to familiarize themselves with fire and tornado drill procedures. Individuals who jeopardize the welfare of others during the drill sessions will be removed from school.

Policy to be Used in Evacuation of Building in Event of Fire

1. The person who discovers the fire **MUST** evacuate the students from his/her room and turn in an alarm to the whole building with **NO EXCEPTION**.
2. The custodian and the administrator in charge should be informed of the fire immediately.
3. Teachers leaving the building and/or the principal should determine whether the fire department should be called.
4. In the event of a fire that does not necessitate the calling of the fire department, the administrator and/or custodian should call the fire chief for prompt inspection.

2.41 FIRE EXITS

Students should become familiar with the exit card posted in each room. All people must leave the building as directed by the classroom teacher.

2.45 TORNADO DRILL DIRECTIVES

Certain basic rules are necessary to avoid injury in actual tornado situations:

1. When moving to designated area, stay inside the building.
2. Move directly to proper areas.
3. Squat away from doors and windows, and place hands over your head looking downward to protect the face from flying glass.
4. Remain in proper position until alert ends.
5. Teachers should move with the students and remain with the class throughout the alert.
6. Teachers should take attendance upon arrival in area.

3.00 STUDENT OPERATING POLICIES

3.01 CAFETERIA

All students will eat in designated areas during their assigned lunch period. Food and drinks are not to be taken from the cafeteria.

The large majority of students need no instruction on how to behave, but it should be made clear that all are expected to exhibit good manners, talk in normal tones, remove food scraps and eating utensils to the proper receptacles, and stay within the prescribed area. The lunch periods are "closed" lunches. Students are required to remain at school during lunch periods unless they have a permit from the office to leave the building. Violation of the policies on lunch periods will result in action ranging from a verbal warning to suspension from school.

Guidelines for Lunchroom Conduct:

Students are expected to conduct themselves as ladies and gentlemen during lunch periods.

1. No shouting or screaming is permitted.
2. No wandering from table to table is permitted.
3. Do not loiter around the food line.
4. Do not throw food or other objects.
5. Students should be seated to eat.
6. Restroom use is allowed only with permission.
7. Remain in the lunchroom area.
8. Place food scraps and utensils in proper containers.
9. Lunch periods are "closed", you are to remain in the designated area.
10. Restrooms closest to the cafeteria are to be used during the lunch hours.

11. Students are not permitted to purchase food at times other than the designated lunch period.
12. Students are not permitted to have food delivered from outside vendors.

3.02 STUDY HALL RULES

All students are to attend study halls indicated on their schedules. You are expected to arrive and be seated in the study hall. Quiet is to be maintained after the tardy bell. You are expected to remain in your seat during the study hall until the teacher/monitor dismisses you at the end of the period. Students who are found in the hall or restrooms without a hall pass will be subject to disciplinary action. Study hall attendance will be taken immediately following the bell. You will be assigned regular seats.

3.03 PROCEDURES FOR SCHOOL DANCE

1. Tickets will be sold via presale in the main office. Students will write their name down and present their ticket at the door.
2. Only Northwest Middle students are permitted to attend dances.
3. After school dances - teacher chaperones are recommended in addition to Guidance Counselor and Principal. Chaperones will need to be present during the entire event and help with the dismissal.
4. Students are responsible for arranging transportation home in advance. Except for cleanup crew, all students are to be picked up no later than fifteen (15) minutes after the event has concluded. Violations of this rule could result in loss of attendance privileges at remaining dances.
5. All school rules and regulations are in effect for school dances.
6. Selection of music will be controlled by the Staff in charge. A variety of music will be provided so as to allow students to enjoy themselves while still being able to stay within the limits of school rules and regulations. All music will be in good taste with no vulgar, suggestive or drug/alcohol related lyrics.
7. Student cleanup crew must be done within thirty (30) minutes of the ending time for the dance. The gym and ALL other areas used must be thoroughly cleaned and must pass inspection by Guidance Counselor and/or Principal. Student Council is responsible for cleanup. Failure to properly follow this rule will result in cancellation of future dances.
8. All students must arrive within fifteen(15) minutes of the start of the dance. Those students arriving later than this, must be approved in advance by Guidance Counselor or Principal. Written note from a parent is required. Reasons must be given. Otherwise, students will not be permitted to enter late.
9. All students must remain at the dance until ending time. Those who need to leave early must be approved in advance by Principal or Guidance Counselor. A written note from a parent providing reasons must be presented. A parent is able to pick up their own child early in person if necessary. All students leaving early must check out through an adult staff member.
10. Failure to remain in the designated event area will result in dismissal from the event.
11. Students dismissed from the event will call their parents and sit in the office until the parent arrives.

3.04 GUIDELINES FOR CONTROLLING BUS BEHAVIOR

Safety is the primary concern in transporting pupils to and from school. In order to encourage safety by preventing actions that divert the attention of the driver or otherwise endanger the safety of the students, the following guidelines for controlling conduct and behavior on and in connection with the school bus transportation are established. These guidelines are established in order to aid the bus driver in carrying out his/her responsibility, which is primary, for maintaining order and discipline on the bus and while transporting students. The bus driver will attempt to correct and guide the students with respect to minor misbehavior.

As used in these guidelines:

- A. "Misconduct report" means a written report submitted by the bus driver to the principal. One copy of the report shall be returned to the bus driver with action taken indicated thereon by the person responsible for implementing the action taken, one (1) copy shall be for the principal and one (1) for the parents.

1. Students are permitted to ride only their assigned bus. Exceptions may be made by written request from parents to the principal.
2. Students assigned special seating are to sit in only that seat.
3. Middle School students are not permitted to ride the elementary bus to school.
4. Students should remain seated at all times.
5. Loud talking, shouting or vulgar language is not permitted.
6. Students are not to put any part of their bodies out of the windows, nor throw anything out of the windows.
7. Throwing any object in the bus is not permitted. Paper and trash are to be placed in the container in the front of the bus.
8. Eating on the bus is not permitted.
9. During the afternoon run, students must remain on their designated buses until they reach the bus stop.

B. "Serious misbehavior" means fighting, assault, possession or use of any form of tobacco, use, possession or being under the influence of drugs or alcohol, throwing anything on or at the bus, use or brandishing of knives, guns, or other weapons, use of profane or vulgar language and conduct disrespectful language or behavior directed toward a school employee, spitting, refusal to obey the driver, lighting matches or "attempting to start fires", destruction of property, and the like, and chronic misbehavior including being noisy, littering, running in the aisles and leaving seat, etc.

C. Bus behavior violations will result in disciplinary action ranging from verbal reprimand to extended loss of riding privileges, ranging from suspension to expulsion.

3.06 LIBRARY RULES

Student activities in the library are to be studying, conducting research, reading, checking out a book or other related library activities. Use of the library is a privilege that can be lost through inappropriate behavior. Some of the library rules are listed below. Additional rules may be implemented by the librarian or teacher in charge.

1. Follow all school rules and regulations.
2. No games, radios, head phones, cards, etc.-as per school rules.
3. No talking without permission.
4. No gum or food.
5. No leaning chairs back
6. No rearranging furniture or adjusting heating or air conditioning equipment.
7. Computers are available for student use with permission from librarian. Students are not permitted to provide any additional input into the system, either permanent or temporary.

3.07 PHYSICAL EDUCATION

It is imperative that students maintain security of their own property during class. It is recommended that students bring their own padlocks to secure their possessions in the lockers provided. Locks are only permitted during that student's class period or during athletic practice or events. Locks left on at other times will be removed. No student is permitted in the locker room at any time other than during a physical education class time frame period of which he/she is enrolled, or with special permission from coach/teacher.

Valuables, such as jewelry, money, etc., should be left at home or locked in the student's hall locker. Do not leave items in the gym locker. Teachers will not assume responsibility for valuables.

3.08 STUDY TABLES

1. After-school study tables begin at 2:35 and end at 3:20. Study tables will take place in the assigned room.
2. Saturday study tables begin at 8:00 a.m. and end at 11:00 a.m.
3. Students must have study materials with them and must work for the entire time.
4. Students must be on time for the study tables. If the student is late, he/she may be required to attend an additional study table session.
5. Students may be required to provide their own transportation home from study tables.
6. Following study tables, the students will leave the building promptly.
7. All electronic devices will be collected prior to the start of the detention.

4.00 STUDENT CONDUCT

4.01 DISCIPLINE POLICY AND GUIDELINES

Definitions

A. Suspension is defined as the denial to a student for a period of at least one (1) but not more than ten (10) school days, of permission to attend school and to take part in any school functions.

B. Expulsion is defined, except as provided by the Gun-Free Schools Act or any other provision of the state or federal law, as the denial to a student, for a period exceeding ten (10) school days, of permission to attend school and to take part in any school function. If at the time of an expulsion, there are fewer than eighty school days remaining in the school year, then the Superintendent may assign required community service over the summer.

A student who brings a firearm, as defined in the Code of student conduct, to school and/or possesses a firearm on property owned or controlled by the Board of Education shall be expelled from school for one calendar year. The Superintendent may reduce, on a case-by case basis, the one year required expulsion period: (1) when required to comply with applicable federal or state law related to the education of handicapped students insofar as such a period of expulsion is precluded by said laws; or (2) when the Superintendent determines that the interest of the expelled student is served, and the interests of other students, school employees, and other members of the school community are not disproportionately disserved, by such a reduction. This provision does not in any way prevent the district from pursuing the permanent exclusion of a student pursuant to Ohio Revised Code 3313.662.

A student who brings a knife, as defined in the Code of Student conduct to school and/or possesses a knife on property owned or controlled by the Board of Education may be expelled from school for a period up to one calendar year. This provision does not in any way prevent the District from pursuing the permanent exclusion of a student pursuant to Ohio Revised Code 3313.662.

C. Emergency Removal is defined as the denial to a student whose presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process taking place either within a classroom or elsewhere on the school premises, for a period not exceeding seventy-two (72) hours, of permission to attend school and to take part in any school function.

D. Disciplinary Removal is an action less severe than suspension, expulsion, or emergency removal and defined

as the denial to a student of permission to attend the classes in which he/she enrolled, or to participate in a co-curricular activity in which the student has been involved.

E. AEP (Alternative Educational Placement) The student is denied the privilege of attending regular classes. The student will study in a supervised educational environment. The student is not permitted to attend any school activities or functions. There is no academic penalty for AEP.

Students who are suspended from school or expelled, may or may not receive full credit on work that takes place in the classroom while the student is suspended.

4.02 INFRACTIONS

Infractions, which may result in detention, response placement (detention), loss of privileges, restitution, suspension, expulsion and/or possible legal action/prosecution:

1. **Truancy**- Unexcused absence from school, unexcused absences (skipping) from a class or classes, unexcused absence from a regularly scheduled activity. And/or outside of school building/off school property without authorization
2. **Profanity**- Indecent or obscene language, gestures, and/or images
3. **Fighting/Violence/Aggression/Inappropriate Physical Contact** – Or inciting or encouraging another to engage in such misbehavior
4. **Vandalism**- Damage to, and/or misuse of school or personal property
5. **Theft**- Unauthorized use/possession of another's property
6. **Firearms**- Use, possession, sale or distribution of firearms on school property or at any school-sanctioned activity. Students who bring, or at any time possess firearms on school property can be expelled for a period of one (1) calendar year
7. **Weapons**- Use, possession, sale or distribution of weapons, "look-alike" weapons, dangerous item that could cause harm, or any type of self-protection devices (mace, pepper spray, stun devices, etc.) on school property or at any school-sanctioned activity. Students who bring, or at any time possess knives on school property can be expelled for a period of one (1) calendar year
8. **Explosives**- Use, possession, sale or distribution of, or igniting of any explosive, incendiary, pyrotechnic or gaseous device, which produces an explosion, smoke, fire, gas, or odor
9. **Tobacco**- Use, possession, sale or distribution of tobacco, tobacco products, electronic (vapor) cigarettes, nicotine products or tobacco paraphernalia on school property or at any school-sanctioned activity
10. **Alcohol**- Under the influence, use, possession or distribution of illicit, controlled substances, alcohol, or any chemical/substance which resembles same, and/or over-the-counter medications on school property or at any school-sanctioned activity
11. **Drugs**- Use, possession, sale or distribution of mind-altering paraphernalia
12. **False Alarms/ Bomb Threats**- Any threats or violence, assault, disruptive behavior resulting in the inciting of panic and interrupting the educational process

13. **Disruptive/Disobedient Behavior.** Any behavior that disrupts the educational process, and/or obstruction (lack of cooperation with school officials, failure to tell the truth)
- 14. Harassment/Bullying/Cyber-bullying/Intimidation**
15. **Firearm Look-a-Like-** Use, possession, sale or distribution of “look-a-like” firearms on school property or at any school-sanctioned activity. Students who bring, or at any time possess look-a-like firearms on school property can be expelled for a period of one (1) calendar year
- 16. Unwelcome Sexual Conduct**
17. **Aiding or Abetting Violation Rules** – Assisting others in the violation of any school rule
18. **Cheating-** Plagiarism/Cheating or the appearance of cheating
19. **Criminal Acts-** Violations of public law or ordinances when on the school property or while in attendance at school-sponsored activities.
20. **Disrespectful Behavior-** Any behavior that disrespects another individual.
21. **Electronic Devices-** Improper possession or misuse of personal or school electronic devices, such as but not limited to cell phones, laptops, memory sticks, IPADS, E-Readers, etc.
22. **Forgery-** Falsely representing or attempting to falsely represent any information given to school officials or use the name of another person to commit libel or slander
- 23. Gambling**
24. **Dress Code Violation***
25. **Hazing-** Intolerance/Dating Violence/Endangering of others/Hazing or initiation of students/Extortion
26. **Inciting Violence or Disruption-** any threats or violence, assault, disruptive behavior resulting in the inciting of panic and interrupting the educational process
27. **Insubordination-** Verbal disrespect, defiance, insubordination, obscene gestures, or threatening a teacher and/or other school employee. Failure to serve assigned detention, response placement, and/or suspension
- 28. Loitering/ Trespassing**
29. **Misuse of the internet-** Failure to comply with Northwest Local's computer/technology policy
- 30. Offensive, Violent, Sexual Materials on school property**
31. **Persistent/Expanded Behavior-** Repeated and/or multiple violations of School Code of Conduct
32. **Physical Attack and/or Threat Thereof-** Physical reaction to a teacher and/or other school employees (striking, kicking, pushing or threatening with fists or weapon). Physical misconduct or encouraging another to engage in physical misconduct

33. Public Display of Affection

34. **Refusing To Accept Discipline-** Students failing to comply with disciplinary penalties

35. Sale of Articles

36. Shakedown or Strongarm

37. Use of an object as a weapon

38. **Violation of Bus Rules-** Violation of automobile driving or school bus transportation regulations.

39. Excessive tardiness to school or class

40. **General/Gross misconduct-** failure to comply with reasonable rules and regulations, disruptive behavior and/or insubordination

41. **Publication, distribution** and/or possession of any material not approved by the school administration

*The Middle School dress code is based on the following:

1. Attitude and behavior
2. Personal hygiene
3. Modesty
4. Health and safety factors
5. Building maintenance
6. Serious nature of the formal educational process.

Due to style changes in clothing, it has become necessary to draw up some definite guidelines to aid students, parents, and faculty in determining proper dress for school. The following dress code is adopted by the Northwest Local Schools Board of Education in August of each year.

There is a positive relationship between student attire and student conduct. In general, students in attire appropriate to school activities respond better to activities provided. When a student's attire is more appropriate to showiness or rough-housing, children are inclined to act accordingly. The following should serve as a guide to parents, students, and teachers:

- A. No chains shall be worn or brought to school
- B. Pajamas and slippers or items of clothing that appears as such will not be permitted
- C. Dresses, shorts, and skirts should be at least fingertip length
- D. Students are not permitted to wear blouses, shirts, etc., which expose the midriff. Tops that bare the shoulders or are excessively low cut are not permitted. No undergarments should be visible.
- E. Tank tops, narrow strap tops or dresses must have a covering. All shirts must have sleeves.
- F. Clothing in doubt should be pre-approved in the office.
- G. Holes in shorts are not permitted. Only holes in pants at or below the knee are allowed and must not be excessive in size or number. Wearing tights under questionable jeans does NOT make them permissible.
- H. No spandex, nylon running shorts, cutoff, bike shorts, boxer shorts or similar types of shorts will be permitted.

- I. Outer garments worn to school are to be removed upon arrival and secured in the student's locker. This would include, but is not limited to hats, head scarves, and coats. These items are not to be taken to class. Parents should consider the propriety of allowing more expensive items of clothing to be worn to school.

Specifically, any type of wearing apparel that advertises any item of merchandise which makes reference to alcoholic beverages, makes reference to any illegal substance, is considered too controversial or disruptive or is crude, off color or considered to be morally unacceptable (either directly or by inference) is prohibited to be worn to school or to school activities.

Violations of dress code will result in the following steps:

- Parents may be notified and informed of each violation.
- A student identified as violating the code will be required to change clothing and may not be permitted to return to class until the change is complete.

The disciplinary action will include, but not be limited to, the following:

1st Offense – The student will make the required clothing change.

2nd Offense – The student will make the required clothing change and receive a detention.

3rd Offense – The student will make the required clothing change, and be assigned an Alternative Education Placement (see: 4.01 – E)

4th or more Offenses – The student may be suspended from school.

4.03 AFTER SCHOOL DETENTION (RESPONSE PLACEMENT)

1. Detention begins at 2:30 p.m. and ends at 3:20 p.m. Detentions are to be served in the assigned room.
2. No communicating or disruptions of any form are allowed during detention.
3. Students must be on time for the detention. If the student is late, he/she may serve an additional detention.
4. Students must provide their own transportation home after detention. They are NOT permitted to ride the Stinson buses.
5. Students shall not eat food, candy, gum, etc. during detention.
6. Students shall not wear coats during detention.
7. Following detention, the students will leave the building promptly.
8. If a student fails to serve an after-school detention on the assigned date, a Saturday detention will be assigned. If a student fails to serve a Saturday detention on the assigned date, In-School Suspension will be assigned.
9. If a student is absent from school on the day assigned to serve the detention, he/she should plan to stay for detention on the very next day that detention is held.
10. Any violation of the above rules may result in additional detentions being assigned to the student and/or suspension from school.
11. Saturday detentions begin at 8:00 a.m. and finish at 11:00 a.m.
12. All electronic devices will be collected prior to the start of the detention.

4.04 CONSEQUENCES FOR RECEIVING EXCESSIVE DETENTIONS

1. Receiving three or more detentions in a one-week period may result in suspension from school in place of the detentions.
2. Continuing to receive detentions over an extended time period may result in a parent conference and/or suspension from school.
3. Continuing to receive detentions may result in removal from athletic or club participation.

5.00 EXTRA CURRICULAR ACTIVITIES

Students, in seventh or eighth grade who wish to participate in extra-curricular activities, will receive an athletic handbook from the coach or athletic office and must abide by that handbook, pay the required athletic fees, and keep the appropriate grade point average as determined by the athletic office.

It is the policy of the Northwest Local Schools not to discriminate on the basis of sex, age, handicap, race, color or national origin in its educational programs, activities, employment policies or admission policies and practices as required by Title VI of Civil Rights Act of 1964, Section 504, of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972 and the Age Discrimination Act of 1975.

Northwest Middle School has available, through the office of the Superintendent, policies and procedures concerning grievances pursuant to Title IX. Questions in this area should be directed to the Middle School Principal or the Superintendent of Schools.

PARENTS: From time to time, we get requests from various organizations asking for the names and addresses of our students. An example would be a local youth athletic league. School board policy allows us to provide them with such a list as long as parents have the opportunity to remove their child's name in advance. If you do not want your child's name and address released in such a manner, please let the school office know within the next week. Thank you.

5.01 NORTHWEST LOCAL SCHOOLS DRUG TESTING POLICY

Students who participate in extra-curricular or co-curricular activities will be subjected to random drug testing.

Drug testing procedures will be administered by a Board approved third party provider.

Consequences of Positive Drug Test Results

First Positive Result

For the first positive results, the student will be given two options:

1. The student will make an appointment with a certified chemical dependent counselor (from the attached approved list in Addendum B for chemical dependency assessment and then follow the recommendations of the counselor. This assessment must be completed within seven (7) days of notification of positive test. The documentation that the Student Participant completed all recommendations of the counselor. **The counselor expense will be the responsibility of the parents.** The Student Participant will submit to three (3) additional tests at parent expense. Mandatory testing dates will be selected by the Third Party Administrator.

OR

2. The student will be denied participation for a minimum of four months. A student athlete disciplined under this policy will follow additional guidelines established in the Activity Behavior Code. The student will be required to submit to the next three (3) random test sessions. During that time, the student may petition for reinstatement of privileges, provided the students shows proof of assessment by a chemical dependency counselor and completion of treatment in a substance abuse program as recommended by the chemical and dependent counselor. The parent/guardian/custodian and student will meet with the designated Official and the building administrator to determine reinstatement. Upon reinstatement, if the student continues to be involved in extracurricular activities

and/or receive parking or special privileges, the student will submit to random testing for a period of one calendar year from the date of reinstatement at parent/guardian expense.

Second Positive Result

After the second positive result, the student will be given two options:

1. **The student will be denied participation and parking or special privileges for a minimum of one month.** The student will make an appointment with a certified chemical dependency counselor (from the attached approved list in addendum A) for chemical dependency assessment and then follow the recommendations of the counselor. This appointment must be completed within seven (7) days of notification of positive test. The parent/guardian/custodian is responsible for all expenses and for providing the Designated Official with documentation that the Student Participant completed all recommendations of the counselor. **The counselor expense will be the responsibility of the parents.** The Student Participant will submit to five (5) additional mandatory tests at parent/guardian expense.

OR

2. The student **will be** denied participation and parking or special privileges for **a minimum of** six months from the date of notification or the remainder of the school year whichever is longer. A student athlete disciplined under this policy will follow additional guidelines established in the Activity Behavior Code. The student will be required to submit to the random tests for one calendar year, in addition to three (3) mandatory tests. At any time, the student may petition for reinstatement of privileges, provided the student shows proof of assessment by a chemical dependency counselor and completion of treatment in a substance abuse program as recommended by the chemical and dependent counselor. The parent/guardian/custodian and student will meet with the Designated Official and the building administrator to determine reinstatement. Upon reinstatement, if the student continues to be involved in extracurricular activities and/or receives parking or special privileges, the student will submit to random testing for a period of up to two calendar years from the date of reinstatement at parent/guardian expense. The length of time for random testing will be determined by the Designated Official.

Third Positive Result

The Student will be denied participation in activity and/or parking or special privileges for **a minimum of** one calendar year from the date of notification of the positive test. After that time, the student may petition for reinstatement of privileges, provided the student shows proof of assessment by a chemical dependency counselor and completion of treatment in a substance abuse program as recommended by the chemical and dependent counselor. **The counselor expense will be the responsibility of the parents.** The parent/guardian/custodian and student will meet with the Designated Official and the building administrator to determine reinstatement. Upon reinstatement the student will submit to random testing at parent/guardian expense for the remainder of his/her time involved in extracurricular activities and/or receiving parking or special privileges.

Violations are accumulative throughout the student's secondary school career. (Grades 7-12)

Self-Referrals

A student may make a self-referral while a student in the Northwest Local School District. Self-referrals can only occur before a student is selected for testing. Counseling and additional testing as required for a first positive result must be followed, but no other punitive action is taken. The student will be required to produce such evidence of counseling and testing as determined by the Designated Official. **The counselor expense will be the responsibility of the parents.** Any student that tests positive after self-referral is subject to consequences for a second or third positive result.

Self-Referral shall be made to the following:

1. Athletic Director
2. School Counselor
3. Building Principal

An altered test or refusal to test will be treated the same as a positive result.

COVID-19

Due to COVID-19 and new Title IX requirements certain sections of this handbook may become obsolete and changes in language may be required. We will continue to supplement the handbook as these changes become necessary.

