

## GENERAL INFORMATION

### ATTENDANCE INFORMATION

**ATTENDANCE POLICY:** Triway Junior High School feels strongly that it has an obligation to teach students to assume responsibility. Requiring students to be regular in attendance and punctual in reporting to class on time is one way of developing this responsibility. We agree with the Ohio Department of Education when it states "excessive absences interfere with students' progress in mastering knowledge and skills necessary to graduate from high school prepared for higher education and the workforce."

### **OHIO HOUSE BILL 410 (HB410) REQUIREMENTS**

Attendance tracking has changed from "days" of school to "hours" of school.

### **Definition of Excessive Absences and Truancy**

Ohio law now requires all schools to notify you when your child reaches the following "thresholds":

#### **1. "Excessive Absences":**

- a. Absent 38 or more hours in one school month with or without a legitimate excuse; or
- b. Absent 65 or more hours in one school year with or without a legitimate excuse.

\*All future absences beyond the 38 and 65 hours will require evidence from an outside source that explains why the absence from school was necessary (e.g. court document, doctor's note). If a required doctor's note is not provided to the school, the absence(s) will be considered unexcused and the student will receive no credit for school work. Final approval of an absence will be determined only after the required additional information is provided.

#### **2. "Habitual Truant":**

- a. Absent 30 or more consecutive hours without a legitimate excuse;
- b. Absent 42 or more hours in one school month without a legitimate excuse; or
- c. Absent 72 or more hours in one school year with a legitimate excuse.

Once a student has met any of the above thresholds, the district may be required to

form an **Absence Intervention Team**. This team must consist of two school representatives, the student's parent/guardian and the student. Other possible team members may include a counselor, a school psychologist, and even a member of a public/private agency who is providing assistance to reduce absences. The student and parent are required by law to be active participants on an Absence Intervention Team and follow any subsequent plan to improve school attendance. Failure to participate and comply will result in the immediate truancy filing on the student and possible filing against the parent/guardian through Wayne County Juvenile Court. Additionally, if the parent/guardian fails to participate, it may result in a mandatory referral to the Wayne County Children Services Board.

### **REPORTING ABSENCES FROM SCHOOL**

When a student is absent from school, the parent/guardian must notify the school via ParentSquare (preferred), phone call, or note with the reason for the absence by 9:00 am. (Missing Children's Law).

### **EXCUSED ABSENCE**

The absence will be an excused absence for the reasons listed below after the parent/guardian notifies the school via ParentSquare (preferred), phone call, or providing a note to the main office signed by the parent/guardian that states the reason for the absence.

- A. Personal illness
- B. Illness in the family
- C. Quarantine of the home
- D. Death of a relative
- E. Working at home due to absence of parents or guardians (Subject to Administrative approval)
- F. Observance of religious holidays
- G. Emergency or a set of circumstances which, in the judgment of the administration, constitutes a good and sufficient cause for absence from school
- H. Pre-approved absences – Fair days, Volunteer day (including hunting trips and state tournaments).

Absence for reasons other than those listed above must have approval of the principal before the day of absence in order to be considered as an excused absence. In this

case, a pre-excused absence may be issued upon written request from the parent or guardian.

An excused absence permit will allow the student to make up work missed, **but it is the responsibility of the student to make arrangements with each teacher.** Generally students have one day to make up work for each day that they were absent from school.

**Note:** All days that school is in session are counted toward attendance. Students must be in school a minimum of 4 periods to attend evening events and activities. Special administrative exceptions may be approved (i.e. funerals, doctor appointments, etc.).

**Assignments may be obtained by calling the office if the illness is prolonged 2 or more days.** The student's family is responsible for making arrangements to pick up homework.

### **UNEXCUSED ABSENCE**

An unexcused absence will be recorded for all absences other than those listed under Excused Absences.

Additionally, an unexcused absence will be recorded if the parent/guardian did not follow the protocol found in the section Reporting Absences from School.

### **Converting the Unexcused Permit to an Excused Permit**

The parent must notify the school via ParentSquare, phone call or note stating the absence to the attendance office no later than two school days after the unexcused absence. An unexcused absence will deny the student the privilege of making-up any and all work missed during his/her absence. The resulting grade will be zero.

**Out of School Suspensions are treated as an unexcused absence.**

### **TARDINESS FROM SCHOOL AND CLASS**

It is the responsibility of the student to be at school and in class on time. Any student arriving at school or class after the official beginning of the school day or class time must report to the office and sign in before going to class.

The following reasons for a student to be tardy are listed.

- A. Excused – emergencies and others as approved by administrators.
- B. Unexcused – all reason not covered under excused.
- C. Late to class – If a teacher, for some reason detains class, late slips must be given to each student by the teacher for the tardiness to be excused. Otherwise, all tardiness is unexcused.

**Note:** Any work missed due to unexcused tardiness will not be made up. A student late to class will proceed from the point where the class is at the time he/she enters.

### **FAMILY VACATIONS**

Family Vacations will be an excused absence if:

- A. One or the student's parents or legal guardians is to accompany the student on the vacation.
- B. **THE REQUEST MUST BE MADE IN THE FORM OF A WRITTEN NOTE BY THE PARENTS OR LEGAL GUARDIANS, MINIMUM OF 48 HOURS IN ADVANCE.**
- C. The student's current academic standing must be acceptable.
- D. The student's attendance prior to the time of the request must be acceptable.
- E. The student will secure all homework assignments prior to the vacation, if required by the teacher.
- F. **The vacation request will be limited to a maximum of five (5) days per year.**
- G. Final approval rests with the Principal.

### **PASSES FOR LEAVING SCHOOL**

All written requests to leave school while school is in session including the lunch periods must be cleared through the office in the morning (**BEFORE SCHOOL STARTS**). Leaving school without permission is classified as truancy. Students will not be

excused from school except in cases of emergency, which must be verified by a phone call to the parent. All students must sign out and sign in at the office when they leave and return. The following are reasons to leave school. **STUDENTS MUST COME TO THE OFFICE TO CALL HOME IF THEY GET SICK. THE OFFICE STAFF NEEDS TO VERIFY PERMISSION WITH PARENT/GUARDIAN FOR THE STUDENT TO LEAVE SCHOOL.**

A Doctor or Dental appointments - request must include doctor's name, telephone number, and appointment time.

B Emergencies – upon approval of principal.

Students who leave school without written permission from the office will be considered as unexcused regardless of any note brought in the next day. To leave school, students **must** sign out in the office.

### **ATHLETICS POLICY**

To foster positive coach – parent communications a brochure has been created outlining procedures for communicating concerns. These will be distributed to students when they try out for any athletic activity. Unresolved issues should be taken to the building Principal.

### **ATHLETIC PARTICIPATION FEE**

- **2022-23** – There will be a (1) time activity fee of \$100 each student/\$200 maximum per family each year.

### **BUS TRANSPORTATION**

Bus transportation is furnished for all students. All students are expected to ride in their assigned bus to and from school.

1. Stay on school property from arrival time until departure, unless you have a pass slip from the office.
2. The bus driver is in charge of all students while transporting students.
3. All bus rules must be obeyed for safety's sake.

4. Missing the bus is not an acceptable excuse for absence.

5. Note from the parent is required if riding a different bus than assigned. The note must be signed by the Secretary or Principal prior to riding the bus. **IF RIDING TO THE HOME OF ANOTHER STUDENT, EACH STUDENT MUST HAVE A NOTE AND BOTH NOTES TURNED INTO THE OFFICE IN THE MORNING. *Space availability will determine final approval.***

### **CHANGING CLASSES**

Students are expected to change classes in a quiet orderly manner.

### **CHEATING**

Teachers have the right to lower assignment, test or final grades for cheating.

### **CONFERENCES**

Teachers have a conference period each day. Parents who would like a conference with the teacher should make arrangements through the school office, by email directly to the teacher, or by phone call.

For the November and February conferences, parents now have the ability to schedule those conferences on line. The portal will open 2 weeks before the conferences. If you are unable to connect on line you can call two weeks in advance to arrange appointment times. Once the window opens up for online scheduling, information will be posted on our website.

### **CLASSROOM CONDUCT**

1. Upon entering the classroom, take your seat promptly and quietly. Do not sit on ledges, heaters, tables or desks.
2. Speaking out or expressing disapproval when others have the floor is both rude and unfair.

3. You should bring proper materials to class: books, homework, pencil, pens, and notebook.
4. Only in cases of extreme necessity, a student may request a pass from the teacher to leave the classroom.

### **DIRECTORY INFORMATION**

The following information may be disclosed without prior written consent, except where the request is for profit making plans or activities.

Student names, student's date of birth, address, class designation, extracurricular activities, height and weight for athletic teams.

Notify us within two weeks in written form if you wish to refuse directory information about your student.

### **DETENTION**

As a disciplinary measure, detentions may be assigned. Detentions will be served before or after school.

### **DISCIPLINE**

Good conduct is expected from students at all school activities. Fighting, profanity, intimidating students, refusing to obey a teacher, or other examples of behavior contrary to board policy will not be tolerated and could lead to suspension from school. Any suspension may result in loss of privileges such as attendance of school dances or other extracurricular activities.

### **STUDENT DRESS CODE REGULATIONS**

Appearance and wearing apparel is to be in good taste, in accordance with the health and well being of all students, and non-disruptive to the school's routine.

- a. Footwear must be worn; athletic spikes are not to be worn in the building.
- b. Tank tops, T-shirts designed to be worn as underwear, shirts with bare midriffs, low-cut tops, tight fitting body shirts are not permitted. Sleeveless tops must be at least 2 inches in width. Tank tops cannot be layered.
- c. Clothing decorated with obscene language or gestures, or make reference to sex, drugs or alcohol, or deemed inappropriate/controversial are unacceptable.
- d. Shorts, skirts, dresses, and skorts must be below the fingertips when arms are resting naturally at the sides.
- e. Yoga pants/leggings must have a top covering them to mid-thigh level. Non-hemmed cut-off shorts and pajama pants are not permitted. Sweatpants, normal length pants or cropped pants made to wear at mid-calf, are permitted.
- f. Excessively baggy or low riding pants may require the student to wear a belt and/or tuck in their shirt. All pants must be worn up on the waist. Underwear should not be visible.
- g. A full complement of clothing is required with complete coverage of private body parts. Torn or ripped clothing will not be permitted. Holes in pants must be below the fingertips, and of a reasonable size as determined by the administration.
- h. Coats/jackets designed for outside use **are not** to be worn in the building.
- i. Hats, bandanas, headbands and sunglasses may not be worn in the school building.
- j. Jewelry and other accessories that are deemed inappropriate by the

administration will be removed by the student.

- k. **BACKPACKS/DRAWSTRING BAGS are permitted.**

#### **USE OF ELECTRONIC EQUIPMENT BY STUDENTS (BOARD POLICY JFCK-R)**

Triway Schools recognize the need for students to have available to them the use of electronic communication equipment, such as a phone, pager, etc, in certain circumstances. However, Triway Schools also recognize the need not to disrupt the educational environment through the use of such electronic communication equipment. If a parent determines that their child needs to have access to such electronic equipment, they need to complete the registration form and submit it to the building Principal prior to their child carrying such a device on their person.

Upon registering the device, the Principal will arrange for the device to be kept in a secure area within the office or permit the student to carry it on their person if the situation merits such. (EMT, etc) Those students approved to carry the device on their person will be made known to building staff.

The District recognizes that certain electronic communication devices may be located within the student vehicle. These devices do not need to be registered; however, a student will not be permitted to leave the school building during school hours to use the equipment.

It is our goal to work with parents to balance the need to have access to electronic communication devices and maintain a proper learning environment.

#### **ATHLETIC ELIGIBILITY REQUIREMENTS**

Triway Junior High is a member of the Ohio High School Athletic Association and abides by all rules and regulations governing athletics. To maintain eligibility a student must maintain a cumulative passing grade in

75% of those subjects, which meet 5 days per week all year. Eligibility is based on a nine-week grading period. Students must also maintain a 1.0 cumulative G.P.A.

#### **FIRE DRILLS AND TORNADO DRILLS**

If weather permits, fire drills will be held at least once a month. Quick and orderly fire drills add to the safety of our students in time of emergency.

1. Always regard the ringing of the fire bell as denoting danger.
2. Rooms are to exit in double lanes. Hurry but do not run. Exits to be used are indicated in each room
3. Do not talk until the signal is given to return to the building.

The state requires schools to conduct several tornado drills, as well as fire drills, each year. Students will be assigned certain areas within the building to report to during these drills. Students will follow the instructions of their classroom teachers during a drill or the actual event.

#### **GUIDANCE**

A school counselor is available three times a week to serve students. Students may meet with the counselor during study halls or between classes.

The Triway Jr. High guidance program provides instruction in: drug and alcohol prevention, personal growth, career planning, and group testing.

Individual and group counseling is available upon request to best meet the student's needs. Parents may also call the counselor at (330) 264-2114 to discuss concerns about their child.

The counselor's office contains a variety of brochures and information for students about area services and employment opportunities. Students are welcome to visit and help themselves to any material they can use.

### HALL PASSES

Students should not be in the halls or outside the building during class unless they have a hall pass issued by the teacher.

### HONOR ROLL AND MERIT LIST

The Honor and Merit Roll is published at the close of each nine week period.

To be included on the **Honor Roll** a student must earn at least a 3.5 point average for the grading period. To be included on the **Merit Roll** a student must earn a 3.0 – 3.49 point average for the grading period.

### INSURANCE

Every year the opportunity is given to subscribe to an accident plan of insurance. The filing of claims is the responsibility of the student and parents. Claim forms are available in the office.

### LEAVING SCHOOL GROUNDS

Students will be excused from the last period class each day to the buses. At the conclusion of the last period, students will report to their lockers and go directly to their bus. If the bus you ride has not arrived, wait at the bus parking space until it arrives. **No student is permitted to go to the High School unless permission is obtained through the office.**

***An early departure must be reported to the office and should be accompanied by a written excuse from your parent (unless it is due to emergency or personal illness). Students are required to sign out in the office.***

### LOCKERS

Lockers are provided for pupils' use, and all lockers must have a combination lock (physical education). For your locker in the educational wing, your combination is registered with your first period teacher. Make certain no one else knows the

combination of your lock. Lockers are for your convenience, and you must keep them clean for they are occasionally inspected by your teachers. They should be kept clean inside and outside. Students may use lockers only before school, at lunchtime and at the end of the day.

If your locker is not functioning properly, it should be reported to the Principal's office. Gym lockers will be assigned by the physical education teachers. Students are required to rent a lock for the gym lockers. **DO NOT SHARE YOUR LOCKER COMBINATION WITH ANYONE. KEEP YOUR LOCKER LOCKED AT ALL TIMES.**

The student lockers are part of the school building, and as such are under the supervision and jurisdiction of school officials. The right of inspection of students' school lockers or articles carried upon their persons and interrogation of individual student is inherent in the authority granted school boards and administrators and should be exercised so as to assure parents that the school, in exercising its in "loco parentis" relationship with their children, will employ every safeguard to protect the well-being of those children, nevertheless, the expertise of that authority places unusual demands upon the judgment of school officials. That authority, therefore, is to be exercised sparingly, and only when such inspection search is reasonably likely to produce anticipated tangible results to aid in the educational process, preserve discipline and good order or promote the safety and security of persons and their property within the area of the school's responsibility. Student lockers are the property of the district, and since and random searches have a positive impact on reducing drugs and other criminal activity, it is the policy of the Board to permit the building administrator to search any locker and its contents as the administrator believes necessary.

### LOST AND FOUND

All lost and found items should be turned in and claimed at the Principal's Office. At the end each nine weeks, unclaimed items will be given to a charitable organization.

### **LUNCH FEES:**

Lunch Fees may be paid to the cafeteria's cashier in the morning during breakfast or at lunchtime. Parents are also able to pay for school lunches on-line. Please see school's website for directions.

### **LUNCH ROOM CONDUCT**

While waiting for lunch, stand in a single line and do not talk above a normal tone. Try to have your lunch money ready so the line can move as quickly as possible.

Students are to remain in the cafeteria until excused by the person in charge.

NOTE: The boys' and girls' washrooms, in the multi-purpose room, are the only ones that should be used during your lunch period. The educational wing is off limits.

### **MEDICATION**

It becomes necessary for a student to take any form of medication at school, a signed statement from a DOCTOR must be presented to the Principal's office. All medication will be kept in and dispensed through the Principal's Office. **NO MEDICATION, INCLUDING ASPIRIN, WILL BE ISSUED WITHOUT THE DOCTOR'S SIGNATURE ON THE APPROVED FORM.**

### **NOTIFICATION POLICY OF NON-DISCRIMINATION**

The Triway Local School District hereby gives notice that it does not discriminate on the basis of race, color, national origin, sex, and disability in the educational programs and any activities operated by the district.

### **PASS AND RETENTION**

A student may be retained when they receive two or more "F's" as final grades in their subjects. A student may be placed into the next higher grade at the recommendation of the Principal after consulting with teachers and others concerned.

### **CELL PHONE USE**

Despite the fact that cell phones are an integral part of many students' lives, the presence of cell phones in school can be a major distraction from the educational process. In order to balance the perceived need of a cell phone by the student, and the integrity of the school environment, the following rules will be in effect. Cell phones are not to be out or in use between the hours of 7:30 am and 2:42 pm. This includes at lunch.

1. A student is not allowed to have a cell phone on his or her person in the classroom or hallway.
2. Any student in violation of these rules will receive: **1<sup>st</sup> offense** – Cell phone confiscated and returned to student. **2<sup>nd</sup> offense** – Cell phone confiscated, parent will pick up cell phone. **3<sup>rd</sup> offense** – Cell phone

confiscated, 1 day In School Suspension, parent pick-up cell phone. **4<sup>th</sup> offense** – Cell phone confiscated, 1 day Out of School Suspension. **5<sup>th</sup> offense** – Cell phone confiscated, 2 days Out of School Suspension and **6<sup>th</sup> offense** – Cell phone confiscated, 5 days Out of School Suspension.

### **TELEPHONE**

PLAN so that the need for telephoning can be kept at a minimum. School phones are business phones and are not to be used by the students except with the permission from the Office Staff. School phones may not be used to plan or arrange social activities, or to request to attend an after school activity.

## **REPORT CARDS TO PARENTS**

Students receive a grade card each grading period. All report cards will be posted on the Friday following the end of the nine-week period in progressbook.

Please make sure you have signed up for Parent Access in order to review your child's grades, missing assignments and attendance along with the grade card.

Hard copies will not be provided to students.

## **TRIWAY LOCAL SCHOOL DISTRICT SEXUAL HARASSMENT POLICY**

Sexual harassment is inappropriate, offensive and detrimental to the creation of healthy educational environment. All students have a right to be educated in an environment free from sexual harassment and all Board employees have a right to work in an environment free from sexual harassment. In addition, all persons coming in contact with the district have a right to experience an environment free from sexual harassment.

The Triway Local School District Board Of Education prohibits sexual harassment of or by any student or Board employee. This prohibition encompasses sexual harassment, which may occur between employees, between students, between a student and an employee, or between an employee and a member of the public coming in contact with the District. This policy applies to conduct during and relating to school and school sponsored activities.

## **SNOW DAYS/CALAMITY DAYS**

All notices regarding the closing and opening of school because of emergencies (snowstorms, etc.) will be aired over Wooster Radio Station (960 AM, 104.5 FM). After school activities are canceled whenever school is called off early or canceled.

## **MTD (Middle of the Day)**

The purpose of MTD is set for 30 minutes either before or after lunch in the student's homeroom. During this time, students will work on ALEX a few days a week, Leader In Me one day a week and Study Hall.

## **TEXTBOOKS**

The Board of Education supplies all textbooks. When books are issued by the classroom teacher at the beginning of the year, their general condition is listed. When books are collected at the end of the year, a charge will be made for damages, excessive wear, or if it is lost. All textbooks are to be covered with a book cover.

## **VISITORS**

All visitors must check in at the office upon entering the school.

## **WITHDRAWAL FROM SCHOOL**

When a student withdraws from school he must request a withdrawal slip from the office. This form must be picked up before school and signed by all of student's teachers on this last full day of school. A parent's signature & reason for withdrawal is required.

## **STUDENT CONDUCT CODE**

### **Part I Rights and Responsibilities**

Students attend Triway Schools under the direction of state laws and with full benefits of constitutional protection for their rights as citizens. This code, published in conformity with O.R.C. 3313.661, specifies the school's expectations. Students have a right to reasonable treatment from the school and its employees. The school, in turn, has a right to expect reasonable behavior from students. Freedom carries not only rights but accompanies responsibilities for all concerned.

### **PART II CONDUCT CODE**

A violation of any rule may result in disciplinary action, including corporal



punishment, suspension, expulsion, or permanent exclusion from school.

#### **Rule 1 Disruption of School**

A student shall not by use of violence, force, coercion or threat, cause disruption or obstruction to the carrying on of the educational process. Some examples of disruption would include unusual dress and appearance, bomb threats, the setting off of fire alarms, strikes or walkouts, the use of stink bombs, the impeding of free traffic to or within the school. This list of examples is not exhaustive but serves only to give the student an idea of some of the actions that are disruptive.

#### **Rule 2 Damages to School or Private Property**

A student shall not cause or attempt damage to school property or to private property on school grounds at any time or at a school sponsored activity on or off school property, or the deletion of files and knowingly introducing computer viruses.

#### **Rule 3 Assault**

A student shall not cause physical injury or behave in such a way, which could threaten to cause physical injury to any other person or themselves while under the jurisdiction of the school.

#### **Rule 4 Dangerous Weapons and Instruments**

A student shall not possess, use, handle transmit, or conceal any weapon or instrument which might be considered a dangerous weapon or instrument capable of inflicting harm to another person while under the jurisdiction of the school.

#### **Rule 5 Narcotics, Alcoholic Beverages and Drugs:**

A student shall not possess, use, transmit, conceal, or be under the influence of any alcoholic beverage, drug, narcotic, or mind or body altering substance which is not directly prescribed for that student by a person licensed to prescribe medication, counterfeit drugs, look-a-like drugs and related

paraphernalia while at any school sponsored activity which is on or off school property.

#### **Rule 6 Tobacco**

A student shall not possess, use, transmit, or conceal any tobacco product or device to use tobacco products on school property or at a school sponsored activity or event on or off school property.

#### **Rule 7 Insubordination**

A student shall not fail to comply with direction of any authorized personnel or school regulations while under the jurisdiction of the school.

#### **Rule 8 Frightening, Degrading, Disgraceful Acts or Profanity**

A student shall not engage in any act which frightens, degrades, disgraces or is profane or tends to frighten, degrade, disgrace or be profane to any other person or themselves by written, verbal, pictorial, or by gesture while under the jurisdiction of the school.

#### **Rule 9 Truancy**

A student shall not be truant from school for part or all of a day. Truancy is declared when a student is absent from school, study hall, class or any other property.

#### **Rule 10 Tardiness**

A student shall not be tardy to school, classes, study halls, or assigned activities.

#### **Rule 11 Theft**

A student shall not cause or attempt to take into possession the property of the school or any person's private property, which is on school property at any time while under the jurisdiction of the school. This includes copyright infringement and unauthorized copying.

#### **Rule 12 Repeated Violation**

A student shall not repeatedly refuse to comply with the direction of any authorized school personnel or school regulations while under the jurisdiction of the school

**Rule 13 Violation of Law**

A Student shall not violate any law or ordinance or civil, state, or federal law while under the jurisdiction of the school.

**Rule 14 Forgery**

A student shall not falsely use, in writing, the name of another person, or falsify times, dates, grades, addresses, or other data on school forms or correspondence directed to the school or school personnel. The hacking into unauthorized computers, sites, or other information databases is prohibited.

**Rule 15 School Bus Rules and Regulations**

A student shall not violate any rule or regulation that is established for the use of bus transportation.

**Rule 16 False Reports**

A student shall not falsely report incidents, or make accusations, or give false testimony to authorized school personnel.

**Rule 17 Distribution of Printed Materials or Sale of Material Goods**

A student shall not display, distribute, or sell any type of printed or written material, or any material goods on school property without the authorization of school personnel.

**PUBLIC DISPLAY OF AFFECTION**

Public displays of affection are not appropriate in the school setting or on school grounds. Such displays of affection can result in discipline, including suspension.

**TRIWAY JR. HIGH CHEMICAL USE POLICY**

No student shall possess, use, or be under the influence of any unprescribed chemical, alcohol or drugs, on school grounds or during school sponsored activities. The following procedures will be followed with students violating this policy:

**I. Possession, Use, or Under the Influence**

- A. First Offense
  - 1. The Principal will suspend the student for ten (10) days in compliance with due process procedures.

**II. Sale or Distribution**

- A. First Offense
  - 1. The Principal will suspend the student for ten (10) days and recommend expulsion.
  - 2. The offense will immediately be reported to the proper law enforcement agency.

**III. Procedures for "Suspected" Chemical Use**

- A. Behavior tracing forms will be completed by the suspected student's teachers and returned to CORE Team.

CORE Members will review the data with the Principal to determine if the concern should be discussed with the student or family.

No student shall possess, use, or be under the influence of cigarettes, chewing tobacco, snuff or any tobacco products. The following procedures will be followed with students violating this procedure:

- A. First Offense
  - 1. The Principal will suspend the

Student for one day in compliance with due process procedures.

- B. Second or Subsequent Offense
2. The Principal will suspend the student for three (3) days in compliance with due process.

<u>CLASS PERIOD</u>	<u>BELLS</u>
Homeroom	7:33 - 7:49
Period 1	7:52 - 8:37
Period 2	8:40 - 9:25
Period 3	9:28 - 10:13
Period 4	10:16 - 11:01
Period 5A	11:04 - 11:34
Period 5B	11:52 - 12:22
Period 6	12:25 - 1:10
Period 7	1:13 - 1:58
Period 8	2:01 - 2:46

**\*SCALE USED TO DETERMINE FINAL GRADES:**

Percentage Scale	Letter-Grade
A = 92 - 100	A = 3.50 - 4.00
B = 83 - 91	B = 2.50 - 3.49
C = 74 - 82	C = 1.50 - 2.49
D = 65 - 73	D = .50 - 1.49
F = 0 - 64	F = 0 - .49

**DAILY BELL SCHEDULE**