



**Wooster City
School District**

Inspiring World-Class Academic Achievement



2019-2020

STUDENT HANDBOOK

**Edgewood Middle
School**



Welcome to Edgewood Middle School for the 2019-20 School Year!

A. Important Telephone Numbers:

Main Office:	330/988-1111, ext. 7170
Athletic Office:	330/345-8760
Attendance Office:	330/345-6475, then PRESS 2
Transportation (Bus Garage):	330/264-4060
Board Office:	330/988-1111
EWMS FAX	330/345-8237

B. Edgewood Middle School – Office Hours 7:30 a.m. Through 4:00 p.m.

C. Edgewood Middle School Administration:

Mr. Brad Warner - Principal	330/988.1111, ext 7164
Mr. Marty Yoder – Associate Principal	330/988.1111, ext 7204

D. Edgewood Middle School web page

School information, news, calendars, including all activities and athletic events, are available on the EWMS web page:

<http://www.woostercityschools.org/edgewood/edgewood-middle-school>

Wooster City Schools Board of Education, Policies and Guidelines, can be located at:

www.neola.com/woostercity-oh



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EDGEWOOD MIDDLE SCHOOL DAILY BELL SCHEDULE

REGULAR SCHEDULE - 7 th Grade				
Period	Start	End	Time	Notes
0	8:00	8:44	0:44	Attendance taken ASAP
1	8:47	9:33	0:44	Announcements Read
2	9:36	10:20	0:44	
3	10:23	11:07	0:44	
4	11:10	11:54	0:44	7 th Grade Lunch
5	11:57	12:41	0:44	
6	12:44	1:28	0:44	
7	1:31	2:15	0:44	
8	2:18	2:43	0:25	Exploratory Period

4th	7 th Grade Lunch					
L/Flex	11:10	11:32	0:22	11:32	11:54	0:22
Flex/L	11:10	11:32	0:22	11:32	11:54	0:22

REGULAR SCHEDULE - 5 th & 6 th Grades				
Period	Start	End	Time	Notes
1	8:47	9:33	0:44	Attendance take ASAP & Announcements Read
2	9:36	10:20	0:44	
3	10:23	11:07	0:44	
4	11:10	11:54	0:44	
5	11:57	12:41	0:44	5 th Grade Lunch
6	12:44	1:28	0:44	6 th Grade Lunch
7	1:31	2:01	0:30	Exploratory Period
8	2:04	2:48	0:44	
9	2:51	3:35	0:44	

5th	5 th Grade Lunch					
L/Re	11:57	12:19	0:22	12:19	12:41	0:22
Re/L	11:57	12:19	0:22	12:19	12:41	0:22

6th	6 th Grade Lunch					
L/Re	11:57	12:19	0:22	12:19	12:41	0:22
Re/L	11:57	12:19	0:22	12:19	12:41	0:22

2 HOUR DELAY - 7 th Grade				
Period	Start	End	Time	Notes
0	10:00	10:27	0:27	Attendance taken ASAP
1	10:30	10:57	0:27	
2	11:00	11:44	0:44	
3	11:47	12:14	0:27	
4	12:17	12:44	0:27	
5	12:47	1:14	0:27	
6	1:17	1:44	0:27	
7	1:47	2:15	0:28	
8	2:18	2:43	0:25	Exploratory Period

2nd	7 th Grade Lunch					
L/Flex	11:00	11:22	0:22	12:22	12:44	0:22
Flex/L	11:00	11:22	0:22	12:22	12:44	0:22

2 HOUR DELAY - 5 TH & 6 TH GRADES				
Period	Start	End	Time	Notes
1	10:47	11:14	0:27	Attendance taken ASAP & Announcements Read
2	11:17	11:44	0:27	
3	11:45 [12:34]	12:07 [1:02]	0:22 [0:28]	Note: 5 th & 6 th Grade schedules split. 5 th grade's start and end times, along with time length, are denoted by being bracketed and italicized (e.g.- [2:32]).
4	12:08 [1:05]	12:31 [1:33]	0:23 [0:28]	
5	1:21 [11:47]	1:54 [12:31]	0:43 [0:44]	
6	12:34 [1:36]	1:18 [2:04]	0:44 [0:28]	
7	1:57 [2:07]	2:22 [2:32]	0:25 [0:25]	
8	2:25 [2:35]	2:59 [3:03]	0:24 [0:28]	
9	3:02 [3:06]	3:35 [3:35]	0:33 [0:29]	

[5 th Grade]	5 th Grade Math					
L/Re	11:47	12:09	0:22	12:09	12:31	0:22
Re/L	11:47	12:09	0:22	12:09	12:31	0:22

6 th Grade	6 th Grade Math					
L/SH	12:34	12:56	0:22	12:56	1:18	0:22
SH/L	12:34	12:56	0:22	12:56	1:18	0:22



SECTION I - ATTENDANCE (BOE POLICY 5200)

A. Reporting Absences From School

The Attendance Office phone number--330/345-6475, then PRESS 2.

When a student is absent from school, parents must notify the school of the reason for the absence in one of two methods. (BOE Policy 5200)

Method #1--The parent/guardian of the student who is absent must notify the school prior to 9:00 a.m. on the day of the absence. The attendance phone line is available 24 hours a day with voice mail.

Method #2--Please send a written statement to school with the student on the next day of attendance to verify the absence. Notes must be turned in within a week of return to school.

****Either a phone call or written statement is needed***

Per House Bill 410, student absences will now be measured in hours.

B. Student Absences And Excuses

An excused absence from school may be approved on the basis of any one or more of the following conditions:

- Personal illness
- Illness in the family
- Quarantine of the home
- Death of a relative
- Observance of religious holidays
- Emergency or set of circumstances which in the judgment of the Superintendent of Schools constitutes a good and sufficient cause for absence from school.
- Special circumstances with prior notice to the attendance office and in writing to the principal requesting permission

C. School Notice Of Absences

Letters will be sent home notifying parents of student absence at:

- 30 *unexcused* hours,
- 38 *excused or unexcused* hours in a month,
- 42 *unexcused* hours in one school month,
- 65 hours *excused or unexcused* hours in a year,
- 72 *unexcused* hours in a year.



Ohio law defines a *habitual truant student* as a student with:

- 30 or more consecutive hours of unexcused absences
- 42 or more hours of unexcused absences in a month
- 72 or more hours of unexcused absences in a school year

Ohio law defines an 'excessive absent' student as a student with:

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

Students arriving late or leaving early from school prior to 2:30 (7th Grade only) or 3:15 (5th & 6th Grades only) will have hours counted towards total hours of school missed.

All absences after 62 hours will require a medical excuse from a health care provider.

Note: The state of Ohio requires 93% attendance for all students. This means that after 72 hours of school are missed, a student and parent can face school and legal consequences per the Ohio Revised Code. The ORC states clearly that it is the responsibility of the parent for a student to be in attendance at school.

D. Planned Absences

Absences due to unusual circumstances will include absences of a responsible nature such as structured educational experiences, vocational planning, visitation to college campus, registration, and testing, but will not include absence for recreation or convenience purposes, etc., such as hunting, shopping, sporting events.

E. Vacation Request And Procedure - Boe Policy 5200

Consideration will be given to those families, who because of unavoidable circumstances, must take their vacation during the school year. Prearranged, approved vacations will not exceed a total of five (5) school days during the school year.

The vacation days may be granted under the following conditions:

- A. The student has continually demonstrated a good attendance record.
- B. The days missed by a student will not be detrimental to their academic standing in their current courses or educational program. The final three (3) days and/or the beginning three (3) days of a semester (or trimester) will not be approved for vacation.
- C. At least one (1) parent/guardian will be accompanying the student during the vacation, unless extenuating circumstances deemed appropriate by the principal
- D. Any vacation days must be approved at least two (2) weeks in advance of the beginning date of the vacation.
- E. Students must make up work missed according to a schedule of one (1) day per each vacation day granted.
- F. Failure on the part of the student to make up work will result in a grade of zero (0) for the work missed.



- G. Days missed in excess of the prearranged vacation will be unexcused.
- H. Vacation days will not be granted (marked unexcused) during state mandated tests.

F. College Visitation And Career Experience Absences

Edgewood Middle School supports the opportunity for students to visit the workplace environment of a parent or guardian to introduce the student to real-life, authentic learning, such as Take Your Daughters and Sons to Work Day in April. Only students having a scheduled tour/meeting/job shadowing, verified by the university or business in advance will be eligible for a prearranged excused visit.

In order to have an excused absence for a college visit or career shadow, a note from the college visited or the person shadowed (on official paper) must be presented upon return to Edgewood Middle School.

G. Make-Up Work For Absences

It is the responsibility of the student to request their assignments before, during, or immediately upon return when absent.

The minimum number of days to be given for make-up work is to be equal to the number of school days the student was excused absent. A teacher may allow more than this if it is deemed necessary.

Students and teachers should make specific plans for all make-up work following absences in order to avoid misunderstandings or misinterpretations of the section.



H. Tardiness To School

Students who report to school after the 8:00 a.m. tardy bell (7th Grade only) or 8:47 (5th and 6th Grades only) will be considered tardy to school.

A warning tardy bell will ring at 7:55 a.m. (7th Grade Only) and 8:44 a.m. (5th & 6th Grades only). At that time students are expected to be moving toward their first classes of the day.

The tardy bell rings at 8:00 a.m. (7th Grade) and 8:47 (5th and 6th Grades) and students should be in their first period classroom by that time. Tardiness to school will be calculated on a quarterly basis.

Tardies due to personal or family illness or emergency will be excused if a note is sent or a phone call made. Excused tardies will not count towards consequences unless this becomes excessive.

NOTE: Failure to comply with being in school by 8:00 a.m. (8:47 for 5th & 6th Grades) will result in the following disciplinary consequences being issued for tardiness to school each quarter or grading period:

Tardy Policy and disciplinary consequences - tardies to school will be calculated on a nine-week basis.

- 1-3 warning
- 4-5 lunch detention that day
- 6-7 after school detention
- 8+ referral to grade level administrator for further consequences, which can include lunch restriction, after school detention, alternative placement, Saturday School, and/or out of school suspension.

NOTE: Any student refusing to serve the consequence assigned or failing to appear in detention will meet with administrator and have an additional consequence issued which may include any consequence or a combination of consequences.

I. Tardiness To Class

Tardiness to class is defined by the student not being in the designated area as defined by the teacher/staff when the tardy bell rings. Students are expected to be at each class on time. If students are detained by a teacher or the office, a pass must be issued to admit the students to enter class without being considered tardy. It is the responsibility of the student to obtain the pass.

NOTE: Failure to comply to being in the assigned area when the tardy bell rings will result in the following disciplinary consequences, all teachers will follow the established plan listed below:

Tardies are cumulated by quarter.

- 1st and 2nd tardy to class: verbal warning by teacher/staff.
- 3rd, 4th, and 5th tardy to class: teacher consequence issued AND will contact the parent and guardian BEFORE referral to office.
- All tardiness after 5: referral to administration for Lunch Detention, Saturday School, Alternative Room, ISS, or other consequences based upon the amount of tardiness.
- Periodic hall sweeps may be conducted by the administration to address students who are in the halls without permission. Automatic consequences will be assigned for students caught in the hall sweep.

NOTE TO TEACHERS: For 1st period it is possible a student is on time to school (arrived before 8:00 am for 7th grade, or 8:47 for 5th & 6th Grade) but is tardy to 0 or 1st period class. If a student comes to your room without an admit slip from the School Office, do not send them to the office. Allow entrance to your room and apply Part Q of Section II – Discipline Information.



J. Cutting Class

If a student is more than 5 minutes late to class, they are considered skipping class (truant from class) and will be assigned an appropriate consequence.

K. Partial Day Absence - Athletics

Students are to be in school by 10:30 a.m. in order to participate in any after-school activity or athletic practice or contest. Details can be found in the Athletic Handbook.

L. Signing In And Out Of School - Procedures When Leaving School Or Arriving

NOTE: This section applies to all students

A note from the guardian or parent must be presented to the attendance office before school begins on the day of the appointment.

The note should contain:

- the name of the student,
- date,
- destination,
- time of return,
- signature of the parent/guardian,
- if applicable--the name of the doctor and the doctor's office telephone number, or other appropriate information for any type of appointment.

The student will be given a release slip to show their classroom teacher. At the time of the dismissal the student must then report to the school office to be picked up and signed out by an approved adult. The student may not sign him- or herself out, only the approved adult picking up the student may do this.

Students returning to school following a scheduled appointment must SIGN IN at the school office immediately upon their arrival back to school. A pass will be issued for admittance to class. Failure to follow proper procedures may result in disciplinary action.

M. Special Notation About Appointments

All students must present to the attendance office a note from the doctor, dentist, or from a court appearance upon returning to school to receive an excused absence for the time they were not in school. Failure to do so will result in an unexcused absence. The note must be turned in within one week of the absence.

Release for hair appointments, job interviewing, child care and most other outside activities, are not excused under Ohio school law and will not be permitted.



Appointments of a sensitive or personal nature should be handled by calling an associate principal, guidance counselor, or school nurse to make the necessary arrangements.

Note: Faxes are acceptable directly from the Health Provider. Our FAX number is: (330) 345-8237



SECTION II - DISCIPLINE INFORMATION (BOE Policies: 3217, 5500, 5516, 5517, 5600, 5610, 5610.01)

A. Student Code Of Conduct

It is necessary in all well-organized communities for certain policies and procedures to be followed by everyone. Since our school is a rather large and closely knit community, it is especially important that everyone be aware of what is expected of him or her as a member. The following policies and procedures pertain to the entire building and grounds, all classrooms and corridors, school provided transportation and established bus stops. It must be understood that rules apply to any and all school activities. In addition, classroom teachers, monitors, aides and other staff will have specific rules and regulations that they will enforce.

B. Assembly Procedures (BOE Policy 8220)

School-wide assemblies will be scheduled periodically for both curricular and co-curricular activities. Students' responsibilities during assemblies are as follows:

- All students must attend unless their absence has been approved by administration.
- Students will sit in their appropriate assigned area if requested.
- Courteous and respectful behavior is expected at all times.
- Students whose religious or cultural beliefs prohibit them from attending assemblies may get advanced permission from a principal to go to an alternate supervised area.

C. Breakfast/Lunch Guidelines

All food/beverages must be consumed in the cafeteria area. Food/beverages may not be taken outside. Students must be seated at tables and remain seated until the bell rings ending the lunch period. The classroom areas and hallways of the building are off limits for students during lunch periods.

- No food is to be consumed in the academic area or designated classrooms, or special areas such as the Gym and Library.
- Energy Drinks are not permitted to be consumed during the school day.
- Food must be packed and brought from home or purchased in the middle school cafeteria. Fast food and pizza are not permitted to be delivered during the lunch period without prior permission from administration.
- NO cutting in line or saving places for other students. Students are to clean up their table when they have finished eating. All trash and food items must be properly disposed of and trays, dishes and utensils returned to the appropriate areas.
- Throwing of any items is strictly prohibited.
- No outside guest will be permitted in the cafeteria during lunch unless approved by administration.

NOTE: Violations of the breakfast/lunch guidelines may result in disciplinary action.



D. Bus Safety And Rules (BOE Policy 8630)

The Board of Education requires that student safety and welfare be ensured during the time students are being bused to school. The Board holds that busing is a privilege, not a right, which may be removed from any student who violates the rules of the District, or who conducts himself/herself in a manner which is considered dangerous to persons or property or a threat to the safe operation of the school bus.

The school bus driver shall be responsible for discipline of students while they are being transported to or from school. When a problem in student conduct requires stringent discipline, the driver shall report it in writing to the building principal. A student may be suspended from bus transportation by the principal for disciplinary reasons, in which case the parents are responsible for the student's transportation.

BUS SAFETY AND RULES

Wooster City Schools provides bus transportation for many of its students. It is the goal of the Wooster Board of Education to provide transportation to and from school in a safe and efficient manner. For the safety of all, the following behaviors are expected of students:

Prior to loading (on the road and at school) each student shall:

- Be on time at the designated loading zone 5-10 minutes prior to scheduled time.
- Stay off the road at all times while walking to and waiting for the bus.
- Line up single file off the roadway to enter.
- Wait until the bus is completely stopped before moving forward to enter.
- Restrain from crossing a highway until the bus driver signals it is safe.
- Go immediately to a seat and be seated.

During the trip each student shall:

- Obey the instructions of the driver.
- Go directly to his/her assigned seat.
- Observe classroom conduct.
- Do not eat, drink or chew gum.
- No profanity.
- No use of any type of tobacco products.
- Keep head, hands and feet inside the bus.
- Do not shout or throw objects out the windows.
- Keep the aisles clear and the bus clean

Leaving the bus each student shall:

- Remain seated until the bus has stopped.
- Cross the road, when necessary, at least 10 feet in front of the bus, but only after the driver signals that it is safe.
- Be alert to a possible danger signal from the driver.
- Students are to enter school immediately upon arrival.



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

A student who becomes a discipline problem on the bus shall be subject to the appropriate consequences which may include among others: parent contacts, referral to the principal, detention, in-school suspension/alternative room placement, bus probation, and temporary or permanent suspension of riding privileges.

Very serious problems, such as fighting on the bus, disrespect, or refusal to listen to the driver may result in the dispatching of the Wooster City Police and bus suspension, even for a first offense.

If a student is suspended from the bus his/her parent(s) shall be required to furnish transportation to and from school during the entire period of suspension. Parents' cooperation in working with the schools will help create a safe and pleasant bus riding experience for the students.

VIDEO RECORDING ON SCHOOL BUSES - The Board of Education has authorized the installation of video cameras on school buses for purposes of monitoring student behavior. If a student is reported to have misbehaved on a bus and his/her actions were recorded on a videotape, the tape will be submitted to the administration and may be used as evidence of the misbehavior.

E. School Sponsored Dances (BOE policy 5850)

Any school sponsored dances must be approved by Edgewood Middle School administration.

- Only Edgewood Middle School students will be eligible to attend. No outside guests will be permitted to attend.
- Times for the dances must be approved by the administration.
- Each dance must be sponsored by a school organization, and the advisor of the group sponsoring the dance shall make arrangements and be present to take care of the admissions, decorations, and chaperones. All forms for chaperones must be completed and turned in to the principal's office two weeks prior to the dance. If a sufficient number of chaperones cannot be found, the dance will be canceled. These guidelines will be established by administration.
- Students must be in the dance location within the first fifteen minutes of the dance. Once admitted to the event, students are required to remain present through the remainder of the event. Students will be allowed to leave at fifteen minutes before the end of the event. Any student needing to leave earlier will need to be picked up by an authorized person as designated on the student's documentation on file in the Edgewood Middle School office.
- During school dances, all school rules apply. Students are expected to follow the directions of all adults in attendance. Anyone violating these rules in the code of conduct will be removed from the dance, may be subject to further disciplinary action, and will not be given a refund.
- Dancing while on someone's shoulders is prohibited. Additionally, "moshing" and "grinding" and similar styles of dancing that encourage pushing, throwing, and unacceptable contact are not permissible, including provocative dancing.
- Students' behavior should not endanger or bother other students.
- Dance Dress Code: The School Dress Code is in effect. Students are encouraged to dress more formally than regular school attire.
- Alcohol Screening/Search Notice: Students attending Edgewood Middle School sponsored dances are subject to being screened for alcohol use/abuse. In addition, students entering the dance are subject to search and seizure policies.
- The Administration has the right to deny student attendance at dances based upon disciplinary issues.



F. Dress Code (BOE Policy 5511)

The Wooster City Schools Board of Education recognizes the rights of a student with regard to expression and to regulate his or her appearance within the bounds and standards of common decency and modesty. Therefore, regulations covering student dress and expression including, but not limited to, hair, clothing, physical gestures, written materials, and other symbols and expressions shall be aimed at minimizing and/or preventing those situations that negatively impact the learning environment.

Dress, grooming, and hygiene are items that need addressed by the parent/guardian and student every day BEFORE arriving at school. Any item listed or addressed that does not meet our school dress policy, or that disrupts the education process, or constitutes a threat to the safety and health of the student or other students is in violation of the Ohio Revised Code. Any type of gang related items of any kind will be strictly prohibited, and the authorities of such.

The administration reserves the right to judge what is acceptable or not acceptable.

When students arrive at school, staff will attempt to address immediately any student not dressed in an acceptable manner. To address the issue, we have several options:

1. We will call the parent/guardian to notify and ask that the parent/guardian deliver a change of clothing. Until the clothing arrives the student will sit in a designated area.
2. We will provide alternative clothing to wear if the student cooperates with us.
3. We will ask the student to remove the item (jewelry, etc.) or turn the item inside/outside (t-shirt).

RULE OF THUMB - IF A STUDENT IS UNSURE ABOUT WHETHER OR NOT THE ITEM(S) BEING WORN ARE ACCEPTABLE OR NOT, THEN THEY SHOULD NOT WEAR THAT ITEM.

Students are not to wear clothing that represents or implies alcohol, tobacco and other drugs; gang-related, inappropriate/vulgar language or design.

Students are not permitted to wear or carry hats, caps, head coverings, hoods, combs/hair picks, masks, make-up that covers features of the face or disguises the identity, or sunglasses inside the school building between the time the student arrives until 2:43 p.m. (7th Grade) or 3:35 p.m. (5th and 6th Grades), nor at any educational assembly or program.

Students are to dress so that undergarments are not exposed (i.e. sagging pants, transparent clothing, etc.).

Students are not to wear clothing that exposes bare midriffs (bottoms and tops must overlap), bare shoulders, and bare backs (i.e. no tank tops or spaghetti straps). Students can wear hemmed sleeveless tops that cover the point of the shoulder. Undergarments and excessive skin will be covered. No article of clothing shall be worn that distracts from the educational process.



Students are to refrain from wearing sleepwear.

Shorts and skirt lengths must be mid-thigh.

Students are to refrain from wearing clothing that is ripped or torn above the knee.

Shoes are required at all times. Slippers and cleated shoes are not considered appropriate school attire.

Chains and jewelry that can be harmful to other students are not acceptable attire.

ATHLETIC/ACTIVITY CODE OF DRESS- The Students participating in athletics or activities may wear athletic attire as approved by the director of athletics and administration. Athletic/Activity Code of Conduct Handbook addresses the parameters and limitations of “Game Day” approved apparel. Students are expected to follow the head coach or activity director’s guidelines prior to wearing any kind of apparel that signifies their membership to a specific group or team. In all instances, the school dress policy will be enforced. Uniform tops or team t-shirts may be worn.

G. Personal Communication Devices (PCDs) (BOE Policy 5136)

Edgewood Middle School is committed to helping students learn to utilize their personal electronic devices effectively and responsibly. In order to accommodate 21st Century technology, allow parents/guardians an opportunity to contact their children during the school day, and teach students responsible use of PCDs, our PCD guidelines allow students to use their devices in the office under supervision. Otherwise, PCDs should be turned off and placed in their lockers.

Teachers also have the option to allow students to use their devices in class for academic purposes.

Students may not use their PCDs in any way that violates school policies, including bullying, intimidation, inappropriate photos/games, or cheating (texting, recording, or photographing academic material).

No cameras, sound recording, photo or video recording equipment are to be used during the school day. Students using photo devices to record events that are disruptive or violate BOE policies and guidelines and school rules are subject to discipline and device confiscation. In addition, the student may face consequences, whether the action took place on school property or the result of the action created a disruption on school property. Cyber-bullying in the form of text, picture, e-mail, or internet/social media (Facebook, Twitter, etc.) will not be tolerated. The school will discipline these acts when it can be determined that the harm or disruption occurred with a student.

PCDs are to be used in the office, exploratory/flex (w/ teacher permission), and library (w/ teacher permission). These devices are to be used for educational purposes only. Misuse of these devices may result in disciplinary consequences, including confiscation of the device. Consequences are as follows:

- 1st offense of PCD misuse – Teacher/Administrative warning to put the device away (not necessarily a daily warning)
- 2nd/3rd offense of misuse – Device is turned in to the main office and apparent/guardian will need to come to pick up the device.
- 4th and following offense of misuse – student instructed to put device away, discipline referral created by the staff member for administrative intervention. Student will receive appropriate discipline as determined by Administration.

NOTE: Teachers may confiscate devices and hold them to the end of the period for any violation of the personal communication device policy or the teacher’s expectation of device use for their classroom.

BOE Policy 5136 states that PCDs may be subject to confiscation. If a student is issued a discipline referral for PCD misuse, the device will be confiscated by administration prior to reporting to Alternative Placement or when the student reports to Alternative Placement. Any act of insubordination involving a PCD will result in discipline referral, possible device confiscation, and stronger disciplinary consequences.



Please be advised that PCDs are subject to search and seizure, and not held to any expectation of privacy of the data contained. This includes, but is not limited to, camera cell phones, data storing devices, laptop computers, scanning devices, any type of text messaging devices, video cameras/still cameras, and audio devices, etc....

Edgewood Middle School is NOT responsible for any item stolen, broken, or damaged. Investigations will not be conducted by administration. Students are responsible for their own personal communication devices.

Students are not permitted to listen to music in the hallways or in any academic area, unless provided permission from the teacher. Additionally, all headphones and ear buds are not permitted to be worn during the school day (unless permission has been granted). Wearing them and failure to comply with directions to put away may lead to confiscation and/or disciplinary consequences.

H. Book Bags, All Large Bags, Oversized Purses

Book bags, shoulder bags or any type of large bags and oversized purses used for personal or school property will not be permitted to be carried during the school day and must be stored in the student's assigned locker. Oversized bags which are larger than a 12" x 16" size are not permitted. Purses/bags should be large enough to carry necessary personal items and not used as a book bag. In regards to book bags being carried to and from school, students and parents should be concerned about the amount of weight a student carries in his/her book bag, or other large bags. Medical opinion notes that misaligned and heavy book bags can cause serious and long-term injury.

Possession of any type of non-appropriate school related item at any time on school property or at school-represented activities could result in serious consequences being administered to the student.

The administration reserves the right to search the student, locker, bags, coats or any person and possessions who enters Edgewood Middle School at any time, while representing Edgewood Middle School at any site off of school grounds, or while on Wooster City Schools' transportation. Students and parents should check their book bags, large bags, purses, or persons for such items before arriving to school.

I. Hall Conduct (BOE Policy 5500)

Students are expected to conduct themselves in an orderly fashion in the halls before school, after school, and during class changes. It is expected that all students comply with the following rules:

- Students running, horse-playing, shoving, yelling, using inappropriate language and gestures, and loitering will result in disciplinary action.
- Food and/or beverages should only be consumed in the commons unless special permission is granted from administration.
- Students must secure a hall pass from the staff member giving permission to be in the halls during class time.
- Students should report to class/study hall to receive permission before reporting to the office and/or clinic.
- Periodic hall sweeps--see tardy to class section.



J. Loitering

All students can enter the academic areas of the building at approx. 7:50 a.m. Students can arrive at EWMS starting at 7:30 a.m., but must remain in the gym, unless arrangements have been made with a staff member. A pass should be issued for the student to enter the academic area before 7:50 a.m. Bused students must remain in designated areas until their bus arrives for departure. Students who have left school grounds may lose the privilege of riding the bus for that day.

- Students are expected to move directly to their next class period/lunch without delay.
- Students are not permitted to loiter on school grounds or in the school hallways.
- Students are to leave the school premises within a half hour of dismissal, (approx. 3:13 p.m. for 7th Grade; 4:05 for 5th and 6th grades) unless involved in a supervised school activity or waiting for a school bus.

K. Parking of Bicycles (BOE Policy 5515)

Student bicycle parking is permitted only in the designated area of the west parking lot on a first come, first served basis. Bicycles must be parked in the bike rack. The bicycle should be on the “track side” of the bike rack to prevent the blockage of foot traffic to and from buses in the mornings and afternoons. Students may not drive motorized vehicles to school, including motorized bicycles and scooters.

Bicycles that are parked or left on school property unattended for a prolonged period may be turned over to the Wooster Police Department.

All vehicles are to yield to school buses and pedestrians at all times.

The Wooster City Schools and the Wooster City School Board does not accept any responsibility for theft or damage to any bicycle/vehicle parked on school property. Vehicles are parked at owners’ own risk.

Note to all adult drivers of motorized vehicles: The speed limit on school property is 5 miles per hour.



L. Academic Integrity

Academic dishonesty demonstrates a lack of character that is inconsistent with the goals of the Wooster City School District.

Definition of Academic Integrity: All work that is prepared for evaluation by teachers (i.e., homework, quizzes, take-home exams, in class examinations, presentations and papers) falls under academic integrity. Students are required to submit such work for evaluation for various reasons:

- To help the students develop and express concepts, knowledge, and skills
- To inspire creative thinking and work
- To provide the teacher with feedback revealing whether or not students grasp the material presented
- To provide a record of the student's progress
- To promote the learning of new material and to reinforce old material

Edgewood Middle School students are expected to have high academic standards at all times, with emphasis on the need for attributing credit and for doing independent work when required/expected by the teacher. A violation of academic integrity may impact a student's selection for scholarships, leadership positions, membership in organizations such as National (Junior) Honor Society, or any other situation in which character is a part of the selection process. Violations will be recorded, and there will be more serious consequences for repeat offenders.

All work submitted to meet course requirements is expected to be a student's own work. In the preparation of work submitted to meet course requirements, students should always take great care to distinguish their own ideas and knowledge from information taken from sources. Whenever ideas or facts are taken from a student's reading and research, the sources must be indicated. The term "sources" includes not only published primary and secondary material but also information and opinions gained directly from other people. The responsibility for using the proper forms of citation lies with the individual student.

Quotations must be placed within quotation marks, and the source must be credited. All paraphrased material also must be correctly cited. The extent to which working with others is permitted in the completion of assignments can vary, depending upon the policy set by the teacher. Students must assume that working with others in the completion of assignments and tests is not allowed unless specifically stated by the teacher.

A paper or other work normally is submitted to only one course. If the same or similar work is then submitted to any other course, the prior written permission of the teachers involved must be obtained.

Cheating and plagiarism are forms of Academic Dishonesty, which are defined as follows:

1. *Intentional Plagiarism* occurs when writers or researchers are aware that they are using someone else's words or ideas as their own. Some specific examples of intentional plagiarism include but are not limited to the following:

- Using pre-written papers from the Internet or other sources and claiming them as your own.
- Copying an essay or article from the Internet, on-line source, or electronic database without quoting or giving credit, regardless of the language.
- Cutting and pasting text or graphics to create a paper/project without quoting or giving credit.
- Using Cliff's notes, Spark notes, or a similar source, either hard copy or online, without giving credit.
- Borrowing words or ideas from other students or sources without giving credit.



- Allowing someone else to complete any part of an assignment given to an individual.
 - Presenting a technology-based foreign language translation as one's own work.
2. **Unintentional Plagiarism** occurs when writers or researchers unwittingly use the words or ideas of others by failing to give credit to the source. When in doubt, students must check with their teacher. Some specific examples of unintentional plagiarism include but are not limited to the following:
- Paraphrasing poorly: changing a few words rather than taking notes and rewriting the material.
 - Quoting poorly: putting quotation marks around part of a quotation but not around all of it or putting quotation marks around a passage that is partly paraphrased and partly quoted.
 - Citing poorly: omitting an occasional in-text citation or citing inaccurately.
3. **Cheating** is the act of obtaining or attempting to obtain credit for academic work through the use of any dishonest, deceptive, or fraudulent means. Cheating in Wooster City Schools includes but is not limited to the following:
- Copying, in part or in whole, from another's test or other evaluation instrument.
 - Submitting work previously presented in another course, without the written permission of both teachers.
 - Using or consulting during an examination sources or materials not authorized by the teacher (for example, saving examination information on a calculator).
 - Altering or interfering with grading.
 - Sitting for an examination for someone else or allowing it to happen.
 - Stealing a test, quiz, etc.
 - Committing any other act in the course of his or her academic work, which defrauds or misrepresents, including contributing to or sharing in any of the actions defined above.
4. **Homework Copying** occurs when students misrepresent their own work by copying from another student. In cases of homework copying, both the student who copies the homework and the student who allowed his or her work to be copied will be considered guilty.
5. **Consequences for Violating Policy**
- 1st offense- "F" on test or assignment AND teacher notifies the parent and administrator/counselor.
 - 2nd offense- "F" on test or assignment, placement in Alternative Placement, parent contact, administrative/counselor review for further course of action which could lead to failure for the grading period.
 - 3rd offense - parent contact, administrative/counselor referral. Administration and counselor may determine for removal from class with a Withdrawal Failure for the semester depending on the course.

NOTE: Any form of cheating may lead to removal from leadership positions and/or membership in the National Honor Society.

Additional NOTE: adapted from Wooster High School and Ashland High School Student Handbook.

M. Surveillance Cameras (BOE Policy 7440.01)

PLEASE BE ADVISED: All persons are duly informed that their behavior and movement may be monitored on school property and/or adjacent property by security cameras for purposes of safety of person, personal property, and Board of Education property.



N. Student Behavior For Substitute Teachers

Substitute teachers are guests in our school. They have a very difficult job to perform and students are expected to give them the utmost respect and cooperation. Students misbehaving for substitute teachers will be disciplined accordingly.

O. Student Conduct Off Of School Grounds (BOE Policy 5500)

Students are subject to the EWMS Code of Conduct levels of discipline for misconduct regardless of where it occurs if the misconduct is directed at a district official or employee, or the property of such official or employee.

P. Discipline/Consequences (BOE Policy 5600)

Due process in expulsion or suspension situations

Good conduct is based on respect and consideration for the rights of others. Students will be expected to conduct themselves in such a way that the rights of others are not violated. The students of the Wooster City School District will conform with school regulations and accept directions from authorized school personnel.

A student who fails to comply with established school rules or any reasonable request made by school personnel on school property and/or at school-related events will be dealt with according to approved student discipline regulations. The Board of Education has a “zero tolerance” for violent, disruptive or inappropriate behavior by its students and such behavior is prohibited as set forth in the Student Code of conduct. The Board also has a “zero tolerance” for excessive truancy, and truancy from school, classes or study hall will result in disciplinary action as set forth in the Board’s Student Attendance Regulation.

TYPES OF DISCIPLINARY ASSIGNMENTS

- **Warning:** A student receives notification either formally (in writing with documentation) or informally (in writing or verbal with no documentation) that their conduct is unbecoming of a Wooster City Schools student.
- **Behavior Plan:** A plan may be established by a teacher, guidance counselor, or administrator to hold the student accountable for their behavior with rewards and consequences determined. Parents and guardians may be involved in the process.
- **Letter or Essay:** A student may be directed to write a letter or construct an essay describing their conduct and explain why the conduct is not appropriate for school. The letter may be a letter of an apology.
- **Conference with Administrator or Guidance Counselor:** The student may be scheduled to meet at least one time in an effort to modify or change behavior that has led to the conduct requiring disciplinary measures.
- **Teacher Assigned Detentions:** Student will be given 24-hour notice unless agreed upon by the parent and student. (BOE Policy 5600)
- **Emergency Removal from School:** Students removed from school on an emergency basis will lose credit for the day and will be denied the privilege of after school activities.
- **Lunch/Recess/Flex Detention:** A lunch detention has been established for those students who have violated rules and regulations in the school.
- **After-School Detention:** An after-school 1-hour detention used as an alternative to Alternative Placement and in-school suspension. An after-school detention has been established for those students who have violated rules and



regulations in the school.

- **Alternative Room Placement:** Students assigned to the ARP for supervised study during the period/day will be required to bring all books and supplies with them. The student will be given the opportunity to complete all class work and receive credit. See section S on page 21 for additional rules governing ARP.
- **Community Service:** Community service can be assigned to a student that is an alternative to other disciplinary consequences.
- **Saturday School:** Saturday School (8:30 am to 11:30 am) can be assigned to a student as an alternative to other disciplinary consequences.
- **In-School Suspension:** 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 ISS.
- **Out-of-School Suspension (BOE 5610):** The student is denied all privileges. He/she is not to be in the building or around any Wooster City School campus, nor shall the student participate in or attend any school functions or activities.
- **Expulsion (BOE 5610):** The student is recommended to the superintendent or his designee for possible permanent expulsion from school.

NOTE: Any student who fails to serve assigned consequence or report to assigned consequence (i.e. lunch detention, after school detention, Alternative Placement, Saturday school, etc...) will be subject to additional consequences.

NOTE: Students are not permitted to participate in extracurricular activities while under in-school and out-of-school suspension.

Q. Suspension (BOE Policy 5610/5611 [Due Process])

NOTICE: If a student's behavior is such that it becomes necessary to consider suspension, due process requires that the student and his parents be given oral and/or written notice of the intention to suspend and the reasons for it.

HEARING: Should the student deny the charges, she/he will be given an explanation of the evidence which the administration has to support the charges; and the student will also be given the opportunity to present the student's side of the story. This will constitute the informal hearing requirement

APPEAL: An appeal may be addressed first to the Principal, then to the Superintendent. No suspension shall be for more than ten school days. An appeal will not disrupt or cease the disciplinary action administered.

EMERGENCY REMOVAL: Should the behavior of a student at anytime create a condition in which the very presence of the student in question poses a continuing danger to persons, property, or to the academic process itself, that individual may be immediately removed from the school without having followed the procedure outlined above. In such extreme cases, the necessary notice and hearing should be extended to the student within twenty-four hours or as soon after his dismissal as is practicable.

This policy, like others of the Wooster Board of Education, is applicable to all approved school activities regardless of whether they fall within the regular school day or not.

The following is a list of activities that may lead to detention, suspension and/or expulsion:

LEVEL 1: BEHAVIOR- *Conduct which impedes the orderly operation of a classroom or school which may result in such consequences as Warnings, Detention, Written Assignment, In-School Alternative Placement, Out-of-School Suspension, Confiscation of Items, Community Service, Suspension from Extra-Curricular Activities.*

- Truancy from class or to school.



- Improper dress or grooming. (See further detail in “Dress Code”).
- Unauthorized use of school or personal computers, personal communication devices (PCDs) phones or electronic technology.
- Excessive tardiness to class or school.
- Conduct and/or behavior unbecoming an Edgewood Middle School student which is disruptive to the orderly educational process of the classroom/school may include, but not limited to improper conduct in hallway, cafeteria or bus, littering, throwing objects, horseplay, talking. A combination of these types of behaviors may classify the conduct or behavior to a Level 2 Offense.
- Failure to serve other disciplinary actions.
- Public display of affection.

LEVEL 2: BEHAVIOR- *Illegal and/or serious misconduct – Not life or health threatening which may result in such consequences as Warning, Conference Referral, “F” grade on the assignment; report on file during the students time at Edgewood Middle School, loss of credit in the course for the grading period, semester or year (HS credit courses), In-School Alternative Placement, or Out-of-School Suspension.*

- Cheating to include but not limited to copying homework, use of “cheat sheets,” plagiarism from other’s work or internet, or electronic devices of any kind.
- Forgery or intentionally giving incorrect information to school personnel.
- Gambling or playing any game of chance or skill for money or items of value.
- Peer Conflict – Unauthorized touching, threats or challenges between students; Rude and Mean behaviors leading to bullying (See Definition of Bullying?) (ORC 2901.20, 2901.21, 2901.22)
- Disregard of authority, disrespect or insubordination to school personnel, including administration or school visitors.
- Use of profanity or obscene language, in any form, such as symbols, gestures, written, or with use of technology. Vandalism (Damage to school or personal property)
- Acting in a disrespectful and/or disorderly manner that disrupts the educational process of any class or school activity.
- Loitering or Trespassing - being in a school building in an unauthorized area or in the school building after school hours without staff supervision.

LEVEL 3 – BEHAVIOR – *Illegal and/or serious misconduct – Not life or health threatening. A student charged with behavior which is classified herein as Level 3 shall be subject to removal from the school immediately, and repeated offenses may be subject to a recommendation for expulsion from the Wooster Ciy School District and possible court referral. Depending on the severity of the offense, a student may be given a harsher penalty. Consequences may be include but are not limited to: Community Service, Counseling Referral, In-School Alternative Placement, Out-of-School Suspension, Recommendation for Expulsion, Court Referral, Restitution, Suspension from Extra-Curricular Activities.*

- Extortion – obtaining or attempting to obtain money or property from another, or forcing another to act by either physical force or intimidation (threat).
- Fighting, violence, hitting, unauthorized touching - inciting or encouraging others to fight or hit. Mutual participation in incident involving physical violence.
- Theft or unauthorized use/possession of another’s property.
- Hazing, Intimidating, or Bullying - meaning the planned, purposeful intent of accosting, threatening or harassing another person, (student, visitor or school employee) verbally, non-verbally, or physically hazing. May include Cyber-Bullying if conducted on school property or directly related to school activities.
- Unwelcome sexual contact or sexual activity including verbal, written, electronic, or printed material, or indecent exposure.



- Use, possession, sale or distribution of tobacco products in all of its forms or unauthorized possession of matches or lighters on school premises or school transportation. E-cigarettes and Alternative Nicotine Products (Vape pens or devices included), or possession of, will be treated as a tobacco infraction and subject to search and seizure board policy. Use, possession, sale, distribution of alcohol or under the influence of alcohol. (ORC 3313.751)
- Repeated/expanded violations of Student Code of Conduct, Acceptable Users Policy (PCDs/Electronic Devices) or Bus Rules.
- Slanderous or libelous acts.

LEVEL 4 – BEHAVIOR – *Illegal and/or Serious Misconduct – Life or health threatening.* *A student charged with behavior which is classified as Level 4 shall be subject to removal from the school immediately. Repeat offenses will be subject to a recommendation for expulsion from the Wooster City Schools District. Legal authorities may be contacted and court referrals may be made. Consequences will be Out-of-School Suspension and may include Restitution, Recommendation for Expulsion, Referral to Court System.*

- Use, possession, sale or distribution of a firearm or firearm lookalikes
- Use, possession, sale or distribution of dangerous weapon, explosive devices, incendiary or other, poison gas or other (such as a stink bomb), look-alike weapons, fireworks, smoke bombs, any type of sharp device that could be considered a form of a knife with the intent to use on another person.
- False alarms/bomb threats (verbal, written or electronic)
- Provoking or assaulting a student, visitor or school employee. Assault will result in a police referral by school officials.
- Use, possession, sale, distribution or under the influence of any drug including non-prescribed medication, over-the-counter stimulants or depressants, inhalants or use/possession of drug paraphernalia as defined by any item that may be used to consume/produce/distribute, or sell a drug on any property owned by the Wooster City Schools or at school event. E-cigarettes and/or Alternative Nicotine Products (Vape Pens included) may be included if determined to contain a drug-related substance.

R. Expulsion (BOE Policy 5610)

NOTICE: When it becomes necessary to consider expulsion, a student and his/her parent or guardian must be given written notice of the intention to expel and the reasons for it.

HEARING: A formal hearing will be held before the superintendent of schools or his/her designee, a written record of which shall be kept and if a parent or guardian or adult student should desire that counsel be allowed to take part in such hearing, such will be allowed.



APPEAL: Should the parent, guardian or adult student wish to challenge the decision of the superintendent after the expulsion hearing, they may do so by appealing in writing to the Board of Education. Parents, guardians and adult students have the right to bring legal counsel. The student or parents may ask for a private hearing before the board, but any action must take place at a public meeting. The reinstatement of a student demands a majority vote of the total board membership.

S. Rules Governing Alternative Room Placement (ARP) (BOE Policy 5610.02)

Students assigned to the Alternative Room must report to the designated room by 8:05 a.m. with textbooks and materials for the entire school day. Placement in the Alternative Room may include an In-School Suspension assignment.

Cell phones must be left in the students locker or surrendered to the staff member in charge at the beginning of the day.

Silence will be maintained unless permission to speak is given by the supervising staff member.

Restroom privileges will be given by the staff member in charge.

Lunches will be eaten in the Alternative Placement Room or as determined by staff member in charge.

If the student is absent on the day scheduled for he/she will serve the penalty on the first day in attendance, or when assigned by an administrator.

Students must be doing school work at all times. When all assignments are completed to the satisfaction of the classroom teacher, students will be assigned other available materials.

Students participating in work-study programs may not go to work.

When students are assigned to the Alternative Room for In-School Alternative Placement for disciplinary purposes, they may not participate in any school activities before, during, or after school. They must leave school property immediately after school unless they have previously scheduled detention.

Fire or disaster drill--students are to remain in a group with the supervising staff member. Students may make an appointment to see their counselor, nurse or principal after school is out or as required through medical documentation.

Students are to leave coats in their lockers before entering the Alternative Room.

Failure to comply with these rules will result in further consequences and/or additional time in ARP.

T. Detention (BOE Policy 5610.02)

All detentions will be served with the assigning teacher/administration at the time and date indicated by that teacher/administration.

The detention must be served on the date assigned. Only the teacher/principal who originally assigned the detention may make exception to that.

For After-School Detentions, parents/guardians and students will be given 24-hour notice by the assigning teacher/principal at time of notice. Parent/Student may agree to waive notice for immediate response to serve detention. (BOE policy 5600).



U. After-School Detention

During an After-School Detention Placement, the student will be required to report to the assigned room before 2:55 p.m. Transportation is the responsibility of the student and parents.

Students are to come with enough school work to keep working during the entire session. Students not ready to work at 2:45 p.m. for 7th grade or 3:40 for 5th and 6th grade, will not be admitted to After-School Detention.

Students may not bring non-educational materials to After-School Detention.

Students will be expected to follow all school rules. Unsatisfactory completion may result in further disciplinary action.

V. Bus Suspension (BOE Policy 5610.04)

Students on a bus or other authorized Board of Education transportation vehicles are under the authority of and directly responsible to the bus/vehicle driving. **The driver has the authority to enforce the established regulations for bus/vehicle conduct.** Disorderly conduct or refusal to submit to the authority of the driver will be sufficient reason for refusing transportation service to any student.

A student may be suspended from school bus/vehicle riding privileges for all or part of a school year for any violation of established regulations for bus conduct and/or for conduct occurring on the bus/vehicle in violation of the Student Code of Conduct/Student Discipline Code.

Before a suspension from bus/vehicle riding privileges is imposed, the Superintendent or other designated district personnel will provide a student with notice of an intended suspension and an opportunity to appear before the superintendent or other designated district personnel. Disciplinary suspension periods will be commensurate with the infraction(s) committed as determined by the superintendent or other designated district personnel.



SECTION III - ACADEMIC INFORMATION

A. Report Cards (BOE Policy 5420)

Pupil progress reports are sent for 7th grade students four times per year, or about each nine weeks. Interim report notes are also sent at the midpoint of each nine weeks.

All classes run on a semester schedule (7th Grade) or Trimester (5th & 6th Grades). For high school credit courses: credits are awarded and GPA is calculated at the end of each semester.

Description:

- Scale is set to round up any .5 or higher percentage
- Percentage grade for each grading period is translated into a Letter Grade and Point Value
- The final grade is based on the average of the point value received for each grading period - not the average percentage grade received each grading period
- In the case of an exam, grading period point values are 90% and exams are 10% of the final grade

Mark	Point Value	Percent Range	Point Range
A+	4*	96.5 - 100	4
A	4	92.5 - 96.49	3.86-4
A-	3.7	89.5 - 92.49	3.51-3.85
B+	3.3	86.5 - 89.49	3.16-3.5
B	3	82.5 - 86.49	2.86-3.15
B-	2.7	79.5 - 82.49	2.51-2.85
C+	2.3	76.5 - 79.49	2.16-2.5
C	2	72.5 - 76.49	1.86-2.15
C-	1.7	69.5 - 72.49	1.51-1.85
D+	1.3	66.5 - 69.49	1.16-1.5
D	1	62.5 - 66.49	0.86-1.15
D-	0.7	59.5 - 62.49	0.51-0.86
F	0	0 - 59.49	0-0.5

B. Progressbook

Students and parents will have access to on-line grading and attendance through Progress Book. Entry pass codes will be provided. The secretaries at Edgewood Middle School can assist with any Progress Book concerns. The Secretaries, Mrs. Lori Niro, Beth Ann Hart and Mrs. Lexi Smith, can be reached at 330/988.111, exts 7170 or 7168.

C. Academic Progress

Class rank is determined by the final cumulative grade point average as directed by BOE Policy 5430.

WHS school-wide common grade percentages/values. Students taking high school credit courses while at Edgewood Middle School should be familiar with this policy.



D. Academic Recognition (BOE Policy 5451A)

Honor/Merit Rolls: Students must be taking a minimum of three courses at Edgewood Middle School to be considered for honor rolls.

Distinguished Scholar Roll: Students having a 4.0 grade point average for the grading period.

Honor Roll: Students having a 3.500-3.999 grade point average for the grading period.

Merit Roll: Students having a 3.000-3.499 grade point average for the grading period.

Honor Cords: Graduation Honor Cords are given for the following cumulative grade point averages: (This honor is determined with cumulative GPAs after 8 semesters of high school at the end of the senior year.)

Top 10% Summa Cum Laude

Top 20% Magna Cum Laude

Top 30% Cum Laude

Academic Certificate: All students in grades 7 will have an opportunity to earn an academic certificate recognizing their academic achievement. These students will be recognized at an end of year academic awards program.

E. Special Education (BOE Policy 2460)

Special Educational programs such as remedial reading, speech and language therapy, developmentally and multiple handicapped programs, learning disabilities tutoring and class placement, psychological services, and counseling services are coordinated throughout the district by the Office of Pupil Services. Criteria for the utilization of these services are dictated by State of Ohio policies and procedures. In all cases, an intervention process followed by a screening and/or evaluation process is required before a child may be considered for special educational program services. By the same token, parent permission is required for school officials to proceed with an evaluation or for school officials to recommend placement in these programs. Because procedures must be followed, it may take an extended period of time before special educational services may be recommended to a child. Should parents have any questions regarding special educational services, they may contact the building principal or the Office of Pupil Services, 330-988-1111, ext. 1239.

F. Response To Intervention (RTI) (BOE Policy 5531)

Each building in Wooster City Schools has a Response to Intervention program. Teams are convened as necessary with teachers and other staff who are working with a particular student. The purpose of the team is to assist teachers with intervention strategies that will help the student succeed by with meeting the individual needs of the student. Parents will be asked to be a part of the team. The focus of the RTI is to improve the student's achievement and/or behavior in the classroom. RTIs work to find remedies for student's problems instead of or prior to referring a student for a multi-factored evaluation for a suspected handicapping condition.



SECTION IV - GUIDANCE INFORMATION

A. Guidance Department:

Mrs. Shannon Baldwin – Student last names beginning with Letters A - L - 330/988.1111, ext 7166

Mrs. Julie Ertl – Student last names beginning with letters K - Z - 330/988.1111, ext 7173

B. Guidance Services (BOE Policy 2411)

The Guidance Counselors provide the following services:

- Hold individual conferences, student or counselor initiated.
- Confer with parents and/or teachers when indicated.
- Make schedule changes when advisable.
- Sponsor RedFlags and other Educational and Social-Emotional programs.
- Serve as a liaison with community services when indicated.
- Conduct 5th grade orientation to Edgewood Middle School.
- Guide students through use of various group processes.
- Arrange student-tutor schedules as needed.
- Provide counseling for students with attendance problems.
- Administer a comprehensive testing program and interpret test results.

C. School Withdrawal Procedure (BOE Policy 5130)

If for any reason a student needs to withdraw, the following procedure should be followed:

- Student and parent/guardian must first schedule an appointment with the building principal to state reasons and for approval to withdraw from school.



- If approved by the principal, obtain a withdrawal form in the guidance office.
- The student will take the form to his/her current teachers for their signature, withdrawal grade, and to show that textbooks have been returned.
- Signatures also need to be obtained from the library (to show there are no books checked out), guidance counselor, and principal's secretary (to show if fees/fines have been paid).
- Locker cleaned out, AND verified by school personnel.
- Completed form will be returned to the Records' Secretary, Mrs. Lori Niro.
- Records will be released only if all school fees or fines are paid, and all textbooks are returned.

D. Financial Aid And Scholarships

Students taking courses at Edgewood Middle School for high school credit (7th Grade) should remember that their grades impact their high school Grade Point Average (GPA), which can have an impact on Financial Aid and Scholarship opportunities. An additional impact on Financial Aid and Scholarships is participation in community service opportunities both through Edgewood Middle School, Wooster City Schools and the Wooster-Wayne County area. Participation in National Junior Honor Society and Edgewood Student Council can contribute towards receiving Financial Aid and Scholarships as the student demonstrates longevity in participating in community service.

E. Transcript Requests

A transcript is an official legal record of a student's courses, grades, attendance, and test scores. Transcripts are mailed by the school to colleges, employers, scholarship committees, etc. Edgewood Middle School students should be aware that these items are used at the high school and prepare themselves by having outstanding attendance and doing their best. Once a student leaves the K-12 program items on the transcript will remain the same and can never be changed the rest of their life.

F. Schedule Changes

All requests for schedule changes will be governed by the following guidelines for the current school year.

1. Students will receive a copy of their schedule for verification in mid-May.
2. Students will have until June 1 for a "change of mind" schedule change. Review both first and second semesters.
3. After June 1, only the following changes will be allowed during the first eight (8) days of school and the first three (3) days of second semester.



- a. Level change--teacher recommendation only, i.e., Algebra I to 7th Grade Math or a foreign language level adjustment.
- b. A sound educational reason as evaluated by the guidance counselor and/or building administrator.

The following scheduling procedures also apply:

1. 7th Grade Students taking high school credit courses - Students will receive a “WF” on their transcript for courses dropped after the posted deadlines. The exception to this is approved level changes. In unusual cases the administration may change the student’s schedule and record a “W” for those courses dropped after the deadline.
2. Students will not be permitted to change to a different teacher for the same course without the consent of the principal. This rarely allowed change will only be made in extreme circumstances.
3. Year-long courses will not be split to accommodate schedule changes or course requests.
4. The Wooster City Schools will accept credit from other public and private high schools. These transcripts, along with those from parochial, military academies, schools abroad and other special schools will be evaluated with the right of the administration to deny credit for courses which fall outside the bounds of general public school education.

G. Graduation Requirements (BOE Policy 5460)

Some classes at Edgewood Middle School may be taken for high school credit. Therefore, students taking high school credit courses should be aware of the requirements for graduation and the impact Grade Point Average can have on future College Requirements and Scholarship opportunities. All students must earn a minimum of 21 high school units for graduation including those who attend the W.C.S.C.C. The following courses are required for graduation:

English	4.0 units
Math	4.0 units (inc. Algebra II)
Science	3.0 units (inc. Phy Sci, Biology, +1 more unit)
Social Studies	3.0 units (inc World Hist, US Hist, US Govt)
Health	0.5 units
PE	0.5 units (PE waiver may be available to fulfill this requirement)
Financial Literacy	0.5 units (this course must be completed during grades 9-12)
Fine Arts	1.0 units
Electives	4.5 units

At the high school level (grades 9-12) each student shall carry a minimum of six (6) courses each quarter unless otherwise approved by the guidance counselor and principal.

All students in classes 2018 and beyond are required to take seven End of Year Exams in Algebra, Geometry, Biology, English I, English II, Us History, and US Govt. This requirement is found in House Bill 487.



Requirements for class standing are as follows:

- At least 4.5 units of credit to be a Sophomore
- At least 9.5 units of credit to be a Junior
- At least 15 units of credit to be a Senior

However, students will be moved ahead to the next grade level homeroom regardless of number of credits earned each year, but will not move beyond the junior year homeroom unless they could potentially graduate that year.

For information regarding criteria for diploma with honors contact your counselor for a registration book.

Early Graduation (BOE Policy 5464) Students are required to submit a letter to the principal to request early graduation. The principal will meet with the student to review the request.

H. Educational Options (BOE Policy 2370)

Educational options in Wooster may include but are not limited to: independent study, tutorial programs, travel, mentoring, correspondence courses, credit flexibility, and college courses. Application and preapproval for any educational option must be initiated with the student's guidance counselor. Final approval will be determined by the building principal and superintendent after review of the proposed educational options plan. Educational options must adhere to these criteria and be submitted on the appropriate application form available from the guidance counselor:

- The parent(s)/guardian(s) must provide in advance written approval for students under 18 years of age to participate. A copy of the written approval must be retained in the school files. Students 18 years of age or older must submit in advance a written request to participate. This request will be kept on file.
- For independent study, tutorial programs, travel, and mentoring:
 - a. An instructional plan that contains written performance objectives must be submitted by the teacher/mentor in advance to, and be approved by, the building principal.
 - b. The instructional plan will include an outline specifying major instructional activities and identifying materials, resources, facilities, and equipment needed to achieve instructional objectives.
 - c. The instructional plan will include a written plan for the evaluation of student performance.
 - In tutorial programs, correspondence courses, and programs of independent study, a certified teacher will provide both the instruction and the evaluation of students. In travel and mentoring programs, a certified teacher or a mentor approved by the Board of Education will provide only the evaluation of student progress.
 - Such courses and programs will not compete with courses offered within the regular program of studies unless such are not available for the student when needed or are not being taken for credit.
 - The instructional plan will include a written plan, including a time line for the evaluation of the educational option. Continuance of the option will be determined by the results of evaluation.
 - Fees for educational options will be established as needed.
 - Participating students will be expected to pay fees upon beginning the option.



SECTION V - GENERAL INFORMATION

A. Student Identification Cards

At this time, Edgewood Middle School does not utilize Student Identification Cards.

B. Emancipation (BOE Policy 5780)

No student at Edgewood Middle School is eligible for emancipation.

C. Cafeteria Services

Wooster City Schools has a CLOSED LUNCH POLICY. This means that students are not permitted to sign themselves out and leave campus for lunch.

Consequence issued for leaving the school during the lunch period is one day of alternative room placement (leaving the school without permission).

Daily menus are posted at the serving line and are also available online.

D. Free & Reduced Lunch/Breakfast (BOE Policy 8531)

Wooster City Schools offers free and reduced priced meals for children unable to pay the full price of meals under the National School Lunch and School Breakfast Act. A new application must be completed each school year. Parents may fill out an application either on registration day or in the school office where the child attends to see if they are eligible for free or reduced meals. Notification of eligibility will be sent to parents from the District's Food Service Office.

LUNCH

- Point of Sale is available for students.
- Type "A" lunches as well as ala carte food items and beverages will be available.

BREAKFAST

- The EWMS cafeteria serves breakfast daily from 7:30 a.m. until 7:55 a.m. for 7th grade and 8:25 a.m. until 8:47 a.m. for 5th and 6th grade.
- Cost of breakfast \$1.25 (\$.30 for reduced) and lunch is \$3.10 (\$.40 reduced).



E. Change Of Address/Phone Number

Any time a student changes address or phone number during the year, the change must be reported immediately. Change of address verification must meet BOE policy.

F. Lockers (BOE Policy 5771)

Students are responsible for the proper upkeep of their ASSIGNED locker. Students are responsible for taking down signs and other locker decorations in a timely manner. Lockers are the property of WCS. School authorities have the right to inspect or search lockers at any time. **Lockers are not to be shared or changed without permission of the office.** Valuables should not be brought to school and stored in lockers. Coats must be put in lockers, not taken or worn to class. However, we ask that mobile phones should be turned off and placed in lockers.

G. Student Publications (BOE Policy 5721)

Publications such as the student newspaper, yearbook, and literary magazine are part of the overall school program and subject to editorial control by the school's authority. Any publication not authorized by school personnel is not allowed and will result in disciplinary action. Students are not permitted to post any item for public view without the permission of the building principal.

H. Technology Authorized Use Policy (AUP) (BOE Policy 5900)

Wooster City Schools and the State of Ohio have provided computers for all students to use. Each year students, staff and volunteers must sign an Acceptable Use Policy (AUP) form that states the user will use the computer within the guidelines set forth by the district. Violations of the AUP may result in loss of technology privileges and disciplinary consequences.

Failure to sign and return the AUP form may result in forfeiture of technology privileges.

I. Telephone Use/Messages/Deliveries

In the event of an emergency, students may request use of a phone in the guidance office. Phone messages will be delivered to students during the school day only in emergency situations. Other messages and deliveries will not be taken or delivered to students. Please do not have flowers, balloons, etc. delivered to the school to students as they will not be made available to students until the end of the school day.

J. Textbooks

Pupils are responsible for their own books as well as library books that are checked out in their name. It is recommended that all students cover their textbooks. Fines are assessed for damaged and lost books/workbooks.



K. Visitors - BOE Policy & Administrative Guidelines 9150

All visitors (including parents) must sign in at the EWMS office upon entering the school to declare the nature of their business. All visitors are required to sign in and will be issued a temporary pass. Any visit to a classroom must be arranged with the teacher in advance. Such visits must be short in duration and infrequent, because of the possible distraction to students. Parents are asked not to drop in to talk with their child's teacher during instruction time, so as not to interrupt instruction. Requested conferences with staff should be arranged by appointment at least 24 hours in advance. NO VISITORS WILL BE PERMITTED IN THE CAFETERIA DURING LUNCH TIME.

L. Student Guests

No students' friends, relatives, etc. will be allowed to "shadow" or follow a student during the school day. Refer to BOE Policy and Administrative Guidelines 9150

M. Lost And Found

Edgewood Middle School is not responsible for lost or stolen items, including electronic devices. If something is lost please check at the office or coat rack to the band room to see if the item has been turned in.

N. Field Trips (BOE Policy 5850)

Throughout the school year students are offered the opportunity to participate in educationally oriented field trips. These field trips offer students the chance to experience educational opportunities that cannot be provided in the classroom. In order to participate in a field trip a student must have a current emergency medical form on file with the school and a parental permission slip. A blanket authorization may be obtained for trips that will consist of a series of trips during the school year. Students will not be allowed to participate in field trips without written parent permission. Verbal permission will not suffice. All school rules and code of conduct will be enforced on field trips.

Class assignments made during student attendance on a field trip will be due upon return. Students will need to check with their teachers before or on the day of the field trip to assure that assignments are picked up.

O. Display Of Information/Meetings By Students

Display of information to include posters, signs, etc., and posting and distribution of such, as well as scheduling of student sponsored group meetings must be approved by the building principal.



P. Health And Safety Emergency Information (BOE Policy 5341)

Parents/guardians must be sure that the school office has a phone number and the name of some other person to call in case of an emergency, when the school is unable to reach the parents/guardians. Also, if there is a change in a phone number or the emergency number, it is important and necessary that parents/guardians notify the school office at once. The school keeps this information in each child's folder and it must be up-to-date at all times. Schools must be able to contact parents or other responsible adults quickly if the need arises.

In the event of an accident/injury to a child, the office will notify parents or emergency contact persons according to the listing on the Emergency Form. If none of these people can be reached, one of the following procedures will occur:

- A note will be sent home describing the injury (minor injuries).
- The child will be transported to the hospital emergency room (major injuries)

Q. Emergency Exiting (Fire/Tornado Drills, Etc.) (BOE Policy 8420)

Instructions are posted in each classroom designating appropriate exit from the building in case of emergency. Tornado shelter areas are also posted. Specific instructions will be given to students by the teacher. These instructions are to be taken seriously. Unacceptable behavior will not be tolerated. When each class arrives at its station outside the building, attendance will be taken. A siren will sound indicating a fire drill. An announcement will sound indicating a tornado drill.

In special emergency situations that cause the building to be vacated parents will be notified of emergency procedures and information by the local radio station.

Handicapped students on the 2nd floor during a drill or emergency are to report to the designated areas at either end of the main hallway.

R. Emergency Situations

Initiation:

Refer to the ALICE section under ALERT found below.

Accountability:

If you are within a safe and secure environment/facility, you will report back to the Principal or designee where you are at and who is with you. The principal and/or superintendent will then report back to the safety command center.

Recall:

When a facility is deemed safe and the investigations are complete by the police/fire department, law enforcement will notify the Superintendent or designee. The Superintendent will then recall staff and students back to the environment.

Communication and Coordination:

When a secured area is determined based on the circumstances of the event, communication will take place via cell phone or two-way radio.

Safety & Security Drill/Evacuation Procedures:

Examples of use:

Stranger in the building

Potential for violent incident



Gunfire and/or active shooter in the building

You will hear this announcement on the PA:

“Staff and students we are in a lockdown.”

(If YOU visually can confirm an armed intruder or sense some level of danger—begin the lockdown at your room, and notify the office for the announcement.)

The first announcement will be followed up by a second, either:

“This is a drill. Please follow all lockdown procedures.

(OR)

“This is NOT a drill, repeat, this is NOT a drill. We have an intruder located at _____.”

Wooster City Schools staff have been trained in **A.L.I.C.E.** and respond in the following manner:

ALERT- make as many people as possible within the danger zone aware that a potentially life-threatening situation exists

LOCKDOWN - Prepare to Evacuate or Counter if needed. In the event of a violent situation in your immediate area, and the fact you are imminent danger, **USE ANY MEANS NECESSARY** to secure your area.

INFORM - Communicate the violent intruders location and direction in real time.

COUNTER – Create Noise, Movement, Distance and Distraction with the intent of reducing the shooters ability to shoot accurately. Counter is **NOT** fighting

EVACUATE - When safe to do so, remove yourself from the danger zone

If you're outside for class or recess: students evacuate to a safe place off of school property.

It is critical that our doorways be locked at all times. Staff should have their name tag displayed at all times.

S. Inclement Weather/Early Dismissal (BOE Policy 8420A)

In the winter months, the weather can change rapidly. Parents should talk with their children ahead of time about the procedure they are to follow, such as going to a neighbor's home if it would be necessary to dismiss the children from school early in the day due to a serious storm warning (something Wooster City Schools rarely do).

Parents and children should listen to either WQKT-FM, watch local TV stations, or visit the District Web Site to get school-closing information. A decision to close school is usually made by 6:00 a.m.

T. School Clinic (Boe Policy 5310)

All students will be required to have an Emergency Medical Authorization on file in the Clinic each year.

Students must report to their scheduled teacher to obtain a pass to see the nurse unless there is an emergency. If the nurse believes the student should be sent home, a parent or guardian will be notified. Only the nurses' office, main office or principal can notify a parent or guardian and sign the student out from school. In the event that the nurse is not in the building, the student should report to the principals' office. Under **NO** circumstances should an ill student remain in a restroom, or other unsupervised area or leave the school building or grounds without properly signing out at the attendance office. A disciplinary consequence will follow all violations of this rule.

Health screenings, including vision, hearing, height/weight, and blood pressure will be done on a routine basis in selective grades, for anyone new to the district, and for any student presenting a need for a health screening.



U. Immunization (BOE Policy 5320)

Immunization records are kept by the school. State law requires that pupils must be excluded from school if they have not had the required immunizations. Ohio law requires four-five doses of DPT, three-four doses Polio, two of each of measles, mumps, and rubella can be combined into one shot (MMR) and three doses Hepatitis B, one dose of Varicella, and one dose of Meningococcal (for grade 8), two doses Meningococcal for grade 12. Parents will be notified if their child needs more immunizations. Pupils will be put out of school if parents do not comply within fifteen days after notification.

V. Lice (Boe Policy 8451)

Procedures for the detection and treatment of head lice have been developed by Wayne County Health Department along with the schools throughout Wayne County. Students with head lice will not be permitted to attend classes.

W. Non-Prescription Medication (Boe Policy 5330)

A student in grades 5 through 7 may NOT possess and self-administer an over-the-counter medication.

Nonprescription medication must be in their original container and submitted to the school nurse in the office..

There is to be no sharing of medication between students.

(See O.R.C. 3313.711, 3313.712, 3313.713)

If a student is found with a medication in his/her possession, his/her record should be checked to determine if the proper authorization is on file (e.g.- epipen). If not, the matter is to be reported to the principal for disciplinary action.

X. Prescription Medication (Boe Policy 5330)

Many students are able to attend school regularly only through effective use of medication in the treatment of health conditions that will not hinder the health or welfare of others. If possible, all medications should be given by the parent at home. If this is not possible, it will be done in accordance to the following:

- The school nurse, the building principal, or the principal's designee will supervise the secure and proper storage and administration of medications. The medication must be received in the container in which it was dispensed by the prescribing physician, authorized healthcare provider with prescriptive authority or the pharmacist.
- Written permission must be received from the parent or guardian of the student requesting that the school district comply with the physician's or other prescribing healthcare provider's order. (Form 5330-A)
- The school nurse, the building principal or the principal's designee must receive and retain a statement which complies with R.C. 3313.713 and is signed by the physician or other prescribing healthcare provider.



- The parent, guardian or other person having legal care or charge of the student must agree to submit to the school nurse, the principal or the principal's designee a revised statement signed by the physician or other prescribing healthcare provider, if any of the information originally provided changes.
- No employee who is authorized by the board of education to administer a prescribed medication and who has a copy of the most recent prescriptive statement would be liable in civil damages for administering or failing to administer the medication, unless s/he acted in a manner that would constitute "gross negligence or wanton or reckless misconduct."
- No person employed by the Board of Education will be required to administer a medication to a student except pursuant to requirements established under this policy. The Board of Education shall not require an employee to administer a medication to a student if the employee objects.

Y. Family Concerns

The quality of a student's school work often reflects changes in the family - new baby, illness of a grandparent or other family member, divorce, remarriage, loss of a parent's job, etc. Parents/guardians are encouraged to inform the school of such changes, which may be of deep concern to a child. Confidentiality will be maintained. Knowing a special family circumstance will help the teacher handle the child with extra sensitivity. Please contact your child's guidance counselor with any family concerns.

AA. Harassment (BOE Policy 5517)

General Statement of Policy

Offensive speech and conduct are entirely inappropriate in the Wooster City Schools. It is a violation of board policy for any pupil, teacher, administrator, or other school personnel to harass a pupil, teacher, administrator, or other school personnel in any of the following ways:

A. Sexual Harassment

Verbal: The making of offensive written or oral sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, or threats toward a fellow staff member, student, or other person associated with the Wooster City Schools.

Nonverbal: Causing the placement of offensive sexually suggestive objects, pictures, or graphic commentaries in the school or work environment, or making of offensive sexually suggestive or insulting gestures, sounds, leering, and the like to a fellow staff member, student, or other person associated with the Wooster City Schools.

Physical Contact: Threatening, causing, or attempting unwanted touching or contact, including patting, pinching, pushing the body, or coerced sexual intercourse with a fellow staff member, student, or other person associated with the Wooster City Schools.

B. Racial/Gender/Ethnic/Religious/Disability and Other Harassment Verbal or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, race, national origin, religious beliefs, etc. that are offensive to a fellow staff member, student, or other person associated with the Wooster City Schools.

Nonverbal: Placing objects, pictures, or graphic commentaries in the school environment, or making insulting or threatening gestures that are offensive to a fellow staff member, student, or other person associated with the District.



AB. Reporting Procedures

Any person who believes he or she has been the victim of sexual, racial, or other forms of a harassment by a student, teacher, administrator, or other person associated with Wooster City Schools must report the alleged act immediately to the immediate supervisor or student's teacher, counselor, or principal. If the immediate supervisor or student's teacher, counselor, or principal is the alleged harasser, the staff member or student should contact the Title IX Coordinator or the Section 504 Coordinator, as appropriate. If the alleged harasser is a student of the district, the supervisor if not the student's principal should immediately inform the student's principal of the alleged harassment. The school district encourages the complainant to use the available report form, but oral reports will be considered complaints as well.

The school district will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.

A written summary of each report is to be prepared promptly by the staff member receiving the report and forwarded to the Title IX Coordinator or the Section 504 Coordinator, as appropriate.

AC. Investigation

Investigation of a complaint will begin immediately and will normally include conferencing with the parties involved and any named or apparent witnesses. The investigation may be conducted by Wooster City Schools' officials or by a third party designated by the school district.

In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents, past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred.

The investigation will be completed as soon as practicable. The Title IX or 504 Coordinator will make a written report to the Superintendent upon completion of the investigation.

AD. School District Action

If the investigation reveals that the complaint is valid, Wooster City Schools will promptly take appropriate action to prevent the continuance of the harassment or its recurrence. This may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation or termination. Any form of sexual harassment of a student is considered a form of child abuse and the abuser will be reported immediately.

The complainant will be notified of the completion of the investigation in accordance with state and federal law regarding records privacy.



AE. REPRISAL

Wooster City Schools will discipline or take appropriate action against any student, teacher, administrator or other school personnel who retaliates against any person who reports alleged harassment or any person who testifies, assists or participates in an investigation. Retaliation includes, but is not limited to, any form of intimidation, coercion, reprisal, or harassment.

AF. HAZING OF STUDENTS (BOE Policy 5516)

Hazing means doing any act of coercing another, including the victim, to do any act of initiation unto any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person.

NO PERSON shall participate in the hazing of another.

Those found guilty of hazing, a misdemeanor of the fourth degree, may be subject to school disciplinary action and may be liable for civil and criminal penalties in accordance with Ohio Law.

AG. BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR (BOE POLICY 5517.01)

Definition of Terms:

“Harassment, Intimidation, or Bullying” means any intentional written, verbal, graphic, or physical act that a student or group of students exhibited toward another particular student more than once and the behavior both:

- A. Causes mental or physical harm to the other student; and
- B. is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.

In evaluating whether conduct constitutes harassment, intimidation, or bullying, special attention should be paid to the words chosen or the actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim, and their motivation, either admitted or appropriately inferred.

A school-sponsored activity shall mean any activity conducted on or off school-property (including school buses and other school-related vehicles) that is sponsored, recognized, or authorized by the State Board of Education.

See Definition of Bullying Graphic found on next page.



Definition of Bullying?

CONFLICT	RUDE	MEAN	BULLYING
Occasional	Occasional	Once or Twice	Is REPEATED
Not planned; in the heat of the moment	Spontaneous: unintentional	Intentional	Is planned and done on purpose
All parties are upset	Can cause hurt feelings; upset	Can hurt others deeply	The target of the bullying is upset
All parties want to work things out	Based in thoughtlessness, poor manners or narcissism	Based in anger; impulsive cruelty	The bully is trying to gain control over the target
All parties will accept responsibility	Rude person accepts responsibility	Behavior often regretted;	The bully blames the target
An effort is made by all parties to solve the problem			The target wants to stop the bully's behavior; the bully does not
Can be resolved through mediation	Social skill building could be of benefit	Needs to be addressed/ should NOT be ignored	CANNOT be resolved through mediation



SECTION VI - ATHLETICS & ACTIVITIES – 7th Grade

Note: the complete athletic handbook is available in the athletic office and on-line.

A. Athletic/Activity Code Of Attendance

Students must be in attendance by 10:30 a.m. in order to participate in any manner with any school sponsored athletic team or activity.

Any student leaving school because of illness is not eligible to participate in any school sponsored athletic team or activity unless approved by the principal or his designee.

B. Available Athletics & Activities

The following extracurricular activities are available to all students at Edgewood Middle School. Some are district sponsored and some are non-district sponsored. Students are encouraged to participate in activities to create a balance in their educational program. School sponsored athletic activities are provided for 7th grade only; for younger grades, athletic opportunities are found within the Wooster community.

District Sponsored Activities/Clubs - BOE Policy 2430 – Current and previously sponsored Activities:

ATHLETICS:	ACTIVITIES:
Basketball (Boys & Girls))	Academic Challenge – 7th grade
Cheerleading	Drama Club
CrossCountry (Boys & Girls)	Math Club
Football	National Junior Honor Society – 7th grade
Golf	Writing Club – 7th grade
Track (Boys & Girls)	Speech and Debate
Volleyball	Student Council
Wrestling	Ski Club

Other areas of interest for clubs may be submitted to the Principal for review and consideration.

NATIONAL JUNIOR HONOR SOCIETY

The National Junior Honor Society is an honors service organization. After the first semester, eligible 7th grade students who have attained the GPA requirement will be given an invitation to apply to become a member. Selected students will then be inducted in February.



C. Guidelines For Students In Multiple School Sponsored Activities (BOE Policy 5730)

The advisors and coaches will cooperate and eliminate as many conflicts as possible. Communication and cooperation from the staff will aid the situation.

Athletic contests and musical performances will prevail over practice sessions.

Every effort will be made in the scheduling process to eliminate gross conflict between different activities.

In the event that students participating in multiple activities creates a situation in which one or more of the activities cannot function without their participation, then the students must choose prior to the beginning of the season which activity they plan to be active in.

When all efforts have failed to resolve the above conflicts the matter shall be directed to the Athletic Director and Principal. The Athletic Director and Principal shall resolve the issue in question and the decision shall be final and binding on all parties.

D. Student Co-Curricular Code Of Conduct (BOE Policy 2430.02)

Copies will be available in the school office or on the website. All students to whom this applies will receive an official copy.

The Board believes that school co-curricular activities are an important part of the school program and adherence to appropriate standards of behavior by students representing the District through participation in elective co-curricular student activities is important for the success of the program in the Wooster City School District.

Students do not have absolute rights to participate in student activities, including athletic and other co-curricular programs. Such participation is a privilege accorded to students that is encouraged by the Wooster City Schools and the Community.



SECTION VII - DIRECTORY & CONTACT INFO

A. District Information

District telephone numbers & addresses of Central Office personnel

- Dr. Michael Tefs, Superintendent
- Mr. Richard Leone, Director of Secondary Education
- Mrs. Karen Arbogast, Director of Elementary Education
- Mrs. Heidi Haas, Director of Pupil Services
- Mrs. Bonnie West, Treasurer
- 330-988-1111 is the district directory phone number

Central Office Address:

- Wooster City Schools
144 N. Market Street
Wooster OH 44691

Central Office Hours of Operation--8 a.m. through 4:30 p.m.

B. School Board Meetings

School Board meetings (time and place) are announced in the Daily Record and can be found on the district website. The public is invited.

C. Family Education Rights & Privacy Act (Ferpa)

- The Family Education Rights & Privacy Act (FERPA) provides parents the opportunity to review their child's school records. Requests to review records should be made directly to the principal who will make the necessary arrangements.

D. Directory Information (BOE Policy 8330)

The law states that schools must provide "directory-type" information about students upon request from anyone asking for this information. The directory information would include items such as name, address, telephone number, age, etc. If parents do not want this information given out, the law states that they must make their wishes known in writing. Please present your request to the Records Secretary in the Guidance Office.



E. Title IX And Section 504 Coordinator

As part of the compliance program of the Wooster City Schools to identify, remedy, and prevent discrimination on the basis of race, color, national origin, sex, handicap, and age, the following persons have been designated as coordinators of Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973:

1. Coordinator, Title IX: Mr. Richard Leone, Director of Secondary Education, Wooster City Schools, 144 N. Market St., Wooster, OH 44691, 330.988.1111.
2. Coordinator, Section 504: Mrs. Heidi Haas, Director of Pupil Services, Wooster City Schools, 144 N. Market St., Wooster, OH 44691, 330.988.1111.

The above persons, as compliance coordinators, are responsible to insure that federal and state regulations relative to Title IX and Section 504 are complied with and that any complaints are dealt with promptly in accordance with the law.

F. Equal Education Opportunity (BOE Policy 2260)

The Board of Education declares it to be the policy of this District to provide an equal opportunity for all children to achieve their maximum potential through the curriculum offered in this district regardless of race, color, creed, handicap, religion, sex, ancestry, national origin, place of residence, or social or economic background.

G. Community Resource Agencies

Although there are many community service agencies that address a number of community concerns, the following are some which provide assistance for children and parents:

- American Red Cross (330) 264-9383
Parenting classes, CPR, first aid, AIDS information, disaster assistance
- Children's Service Board (330) 345-5340
Reporting and investigating alleged child abuse, foster care, parent education, unwed parent counseling
- O.S.U. Extension - Wayne County (330) 264-8722
Health and nutrition, money management, parenting information
- The Counseling Center of Wayne & Holmes Counties
(330) 264-9029 Individual and family counseling
- Every Women's House (330) 263-6021
Shelter and counseling for women and children experiencing abuse
- Freedlander Speech & Hearing Clinic (330) 263-2541
Treatment of hearing and language disorders
- Your Human Resource Center (330) 264-9597
Drug, alcohol, mental health, and family counseling
- People to People Ministries (330) 262-1662
Emergency food, clothing, and financial assistance
- Salvation Army (330) 264-4704
Emergency food, supplies, and funds



- STEPS at Liberty Center (330) 264-8498 Alcohol information, referral, and counseling
- Wayne County Job and Family Services (330) 287-5800 General relief, ADC, medical assistance, and emergency transportation
- Wayne County Health Dept. (330) 264-9590 Health checkups, immunizations, well baby clinic SECTION III - ACADEMIC INFORMATION.

SECTION VIII - MISCELLANEOUS INFORMATION

Student Fees

Only band, choir and some extra-curricular activities have fees associated with them.

Parents and guardians should regularly check their student account with regards to purchasing breakfast and lunch to ensure there are no outstanding amount due.

