Norwood Public Schools
Student Handbook



2026-2027

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Malisha Reed Secondary Principal and Kimberly Lanham Elementary Principal

Forward

The Norwood Public Schools Student Handbook is designed to provide a resource for some of the basic information that parents and students will need during this school year. The handbook is a general reference guide only and is designed to be in alignment with board policy. Please be aware that it is not a complete statement of all policies, procedures, or rules that may be applicable in a given circumstance.

In case of conflict between board policy or the Student Handbook, the current provisions of board policy or the Student Code of Conduct are to be followed. From time to time, complaints arise. In the event of a complaint in regards to an administrative decision please refer to District Policy KE, "Public Concerns and Complaints." Also, please be aware that the handbook is updated yearly, while policy adoption and revision may occur throughout the year. Changes in policy or other rules that affect the handbook provisions will be made available to students and parents through various communications. The district reserves the right to modify provisions of the handbook at any time, whenever it is deemed necessary. Notice of any revision or modification will be given as is reasonably practical under the circumstances.

Although the handbook may refer to rights established through law or district policy, the handbook does not create any additional rights for students and parents. It does not, nor is it intended to, create contractual or legal rights between any student or parent and the district.

If you or your child has questions about any of the material in this handbook, please contact the administration.

Mission Statement

The mission of the Norwood Public Schools is to foster success in all students by educating them in a safe and respectful environment.

Our Vision
In partnership with home and community:

- Provide a quality education for all students
- Provide a safe, cooperative learning environment
- Nurture respectful, confident individuals
- Promote responsible citizens
- Engage students in authentic learning
- Promote independent thinking for students to become lifelong learners
- Prepare students
- to enter the workforce

School Hours
Student hours are from 7:45 a.m. to 3:40 p.m., Monday through Thursday. Students should not arrive at school before 7:30 a.m. or remain on campus later than 3:45 p.m. unless they are participating in a supervised activity. School staff hours are from 7:30am to 4:00pm. Please schedule meetings and appointments with school personnel during these hours.

Multi-Tiered Systems of Supports
In Colorado, a Multi-Tiered System of Supports (MTSS) is defined as:

> *a prevention-based framework of team-driven data-based problem solving for improving the outcomes of every student through family, school, and community partnering and a layered continuum of evidence-based practices applied at the classroom, school, district, region, and state level.*

Norwood Public Schools has implemented the Colorado MTSS framework. Through our MTSS leadership team we use science-based research to funnel new initiatives to ensure a fit for our district.

The 5 essential components of MTSS are

Team-Driven Shared Leadership: Teaming structures and expectations distribute responsibility and shared decision-making across school, district, and community members (e.g. students, families, generalists, specialists, district administrators, etc.) to organize coordinated systems of training, coaching, resources, implementation, and evaluation for adult activities.

Data-Based Problem Solving and Decision-Making: A consistent process is used by stakeholder teams and applied at multiple levels to analyze and evaluate relevant information to plan and implement strategies that support sustainable improved student and system outcomes.

Family, School, and Community Partnering: The collaboration of families, schools, and communities as active partners in improving learner, classroom, school, district, and state outcomes.

Layered Continuum of Supports:Ensuring that every student receives equitable academic and behavioral support that is culturally responsive, matched to need, and developmentally appropriate, through layers that increase in intensity from universal (every student) to targeted (some students) to intensive (few students).

Evidence-Based Practices: Approaches to instruction, intervention, and assessment that have been proven effective through research indicating improved outcomes for students.

Proactive Behavior Interventions and Supports (PBIS)

PBIS is an evidence based, three-tiered framework to improve and integrate all of the data, systems, and practices affecting student outcomes every day. The Norwood PBIS Leadership Team works to ensure a positive culture and climate at Norwood by addressing academics and behavior using proactive, data based, student-centered strategies and interventions.

PBIS Key Practices :

School-wide Positive Expectations (3RS) are Defined and Explicitly Taught:

- **Respect**: Acting in a way that shows you care about yourself, others and your school.
- **Responsibility**: Be dependable and hold yourself accountable for your actions.
- **Readiness**: Be ready to learn by being prepared and managing your time.
- **Safety**: Keep yourself, others, your things, and your school safe by being aware of your surroundings and reporting any unsafe activities.

Location-Based Behavior Expectations are Defined and Explicitly Taught

- The PBIS team creates and maintains the 3 school-wide behavior matrices that feature the expected behaviors for students in each location of the campus consistent with the 3RS.
- Staff members explain & model expectations for each location of the campus and provide opportunities for students to practice expected behaviors in each location using the matrix based lesson plans.
- Students will receive ongoing feedback on their ability to meet behavior expectations via formal and informal positive acknowledgements, proactive reminders, re-teaching, and research based interventions.

Procedures for Encouraging Expected Behavior in Students

- Staff will utilize the school-wide formal acknowledgement system as well as individual or school-wide informal positive acknowledgements. (Ex. Class dojo, token economy, verbal praise, non-verbal signifiers)
- Staff will ensure that feedback is specific to the 3Rs expectations and/or the behavior matrix.
- Students may be given opportunities to reflect on misbehaviors and make reparation with affected parties following the Flowchart for Supporting Student Behavior.

- Following the Flowchart for Supporting Student Behavior, guardians will be given opportunities to partner with staff in supporting expected behaviors.
- Staff will keep accurate and secure records of student behavior support and track student behavior data using approved software.
- The PBIS Team will analyze student behavior data to anticipate and respond to problem areas.
- Behaviors classified as Major will be office-managed following the Flowchart for Supporting Student Behavior.

PBIS Student & Family Collaboration:

Student Advisory Committee: Students are invited to partner with the PBIS team in the decision making process by joining the PBIS Student Advisory Committee. The Committee will be comprised of students representing each school. PBIS members will facilitate regular meetings to allow students to give feedback on topics relating to PBIS.

Family Resources: Guardians are encouraged to extend proactive behavior supports (such as setting clear positively stated expectations) into the home and community environments to maintain consistency and greater student success. PBIS resources for parents can be found on the school's website and through Norwood PBIS Social media channels. Additional resources may be provided on request. To request additional PBIS Family resources or support, please contact the PBIS Team Lead, Kelly Sutherlin.

Middle School and High School Bell Schedule

Period	Start	End
Breakfast	7:30	7:42
1	7:45	8:45
2	8:48	9:48
3	9:51	10:51
4	10:54	11:54
Lunch	11:54	12:34
5	12:34	1:34
6	1:37	2:37
7	2:40	3:40

Nutrition and Health Services

Breakfast

A nutritious breakfast is available to students K-12 every morning, free of charge. Elementary students are served breakfast in their classrooms first thing after the morning bell, and middle and high school students have access to breakfast in the cafeteria 7:30-7:42 am.

Lunch

All students at Norwood Public Schools will have access to free healthy, nutritious school meals. If students want only milk or juice, they will incur a charge. Milk is $.60, and Juice is $.50.

Elementary and middle school students must remain on campus for lunch and may only leave if signed out and accompanied by a parent or guardian. Students in grades 9-12 will have an open-campus lunch privilege pending grade and behavior eligibility.

Health Services

In order to attend public school, each child must have the required vaccinations on file. Our school nurse keeps track of student immunization records and will contact parents if a student is overdue for his/her vaccinations. Failure to provide proof of the proper vaccinations will lead to the student being excluded from school until the updated records are received. It is very important that the school has updated parent and emergency contact information. We MUST be able to reach parents in case of illness or injury. Please update contact information if it changes during the school year.

Medication Policy

Medication can only legally be given by trained school personnel. The following must be in place before medication may be administered to students:

- Medication must be in the original pharmacy or pharmaceutical properly-labeled container. If it is a prescription medication, the student's name, name of drug, dosage, time for administering, name of physician and current date shall be printed on the container.
- The medication must be brought to school by a legal guardian and **NOT** by the student.
- The school shall have received written permission from the doctor or dentist to administer the medication. Form JLCD-E shall be used to secure this permission.
- The school shall have received written permission from the parent/guardian to administer the medication. When such a request is made by the parent/guardian, a full release from the responsibilities pertaining to the administration and consequences of such medication also must be presented.

Form JLCD-E shall be used to secure this permission.
- Procedures and regulations, as outlined in Form JLCD-E, shall be followed when administering medication to students.

Self-Carry

- The student and parent need the provider's permission in writing (inhaler, epi-pen).
- The main office must be informed of the students who self-carry.

Parent/Teacher Conferences

Formal Parent/Teacher Conferences are held twice per year at the end of the first and third quarters. We feel strongly that individual conferences regarding student progress are meaningful and important. These meetings help us to understand the needs of each student better and help parents better understand their child's progress at school. Parents are also welcome to contact their student's teachers at any time to schedule individual conversations if they should desire.

Locks and Lockers

Lockers are assigned randomly prior to registration. If valuables are kept in lockers, lockers should be closed and locked. Numerous instances of theft from student lockers in the hall and locker rooms have been experienced in the past. The school is NOT responsible for the theft of valuables from lockers in the hall and locker rooms. It is recommended that you leave your valuables at home. In the event of a locker search, school district personnel may remove locks via any means necessary. Students must provide their own lock for hallway and gym lockers.

Media Release

Throughout the school year, students may be highlighted in efforts to promote Norwood Public Schools' activities and achievements. For example, students may be featured in materials to train teachers and/or increase public awareness of our school through the school website, social media, YouTube, the web, newspapers, radio, TV, DVDs, displays, brochures, and other types of media.

Internet and Cellular Device Use

Norwood Public Schools makes available to students access to computers and the Internet. Students are expected to use computers and the Internet responsibly and for school-related purposes only. All students and parents **must** sign the District's Acceptable Use Agreement that specifically outlines students' use of the internet.

Use of the Norwood Public Schools network is a privilege. Violation of conditions of use may result in that privilege being taken away in whole or in part by school district

personnel. All other related student policies are applicable, and other consequences, including suspension or expulsion, may follow.

Dances

Several dances may be offered throughout the school year for Norwood School students. In our efforts to keep the school setting safe and alcohol-free during dances, students will be required to take an alcohol test(breath or strip) prior to entering the dance. If a student refuses to participate in the test, they will be denied the opportunity to attend the dance. If a student is found to be under the influence of alcohol or drugs, law enforcement will be notified, parents will be contacted and asked to come provide safe transportation home from the event, and school consequences will be administered according to school district policy (District Policy Manual). Doors close within one hour of the start of the dance, and if a student or guest leaves the dance, they will not be allowed re-entry. Guests are allowed under the following conditions:

1. Guests must be currently enrolled in middle or high school and be in good behavior and academic standing. Previous Norwood High School graduates will be allowed to attend as a guest of a current student within one year of graduation with approval from the principal. Middle school students will not be allowed to attend high school dances.
2. All guests must be approved by the principal and their school of record prior to the event.
3. Final approval of guest attendance is at the discretion of the administration.

Dancing at all dances should be appropriate and non-offensive to anyone attending the dance or supervising the dance. The final judgment of appropriate dancing is the discretion of those supervising the dance.

Dances are a privilege. Students must be in good academic standing with no office discipline referrals in order to attend. Students failing a class or that have 3 D's will not be eligible to attend dances.

Social Media

Social media use by students is a personal responsibility, and Norwood Public Schools is not responsible for students' use of social media. However, if the use of social media disrupts the educational process of any student, disciplinary action may be taken. Misuse of social media that is considered harassment of another student may be referred to law enforcement.

Visitors

Parents are welcome to visit Norwood Public Schools. Please check in with the office upon arrival and get a visitor's pass from the secretary. Student visitors are allowed at Norwood Public Schools with administrative approval. This policy is to provide a safe environment

for students at all times.

Attendance

Norwood Public Schools recognizes that daily attendance is critical to academic achievement and therefore expects every student to attend school and class on time every day.

Because students who have good attendance records are more likely to achieve higher grades and enjoy school life to a greater degree, it is extremely important for students to be in attendance each day. Therefore, the school recommends that doctor and dental appointments, family vacations, etc., be scheduled after school or on days when school is not in session if at all possible. Parents/guardians who choose to have their son/daughter absent from school for an extended period of time for a family vacation should realize that their child's grades may suffer due to missing the interactions, discussions, labs, cooperative group work, etc., that go on in each classroom. Some missed activities are not possible to make up.

School staff, students, families, and the community share responsibility for student attendance. To assure student safety and accountability, families need to know daily if their students are absent from school. When making decisions about their students' schooling, families have the responsibility of notifying the school about their student's attendance.

Procedures for Absences

If a student misses school because of the reasons listed in the next section, a parent or guardian must notify the school via phone call of the absence. A medical absence slip is also appropriate to be submitted after an appointment.

If a student needs to leave the building for a scheduled appointment, the parent/guardian must contact the school via phone, indicating the time for the student's release. The student should then sign out of the building in the office log. When a student returns to school, he/she must report back to the office for an admit slip to class.

Please note that even 18-year-old students, or those students who are considered independent students as defined by section 152 of the Internal Revenue Code, are required to abide by Norwood Public Schools attendance rules and regulations.

In School Detention and Out of School Suspensions are excused absences, and students will be permitted to complete make-up work for missed classes. Students may earn full credit for work assigned and completed during in-school detentions or suspensions on a day-for-a-day basis.

In accordance with the law, the district may impose appropriate penalties that relate directly to classes missed while unexcused. Penalties may include a warning, school detention, or in-school detention.

The administration shall develop procedures to implement appropriate strategies and penalties. The school administration shall consider the correlation between course failure, truancy, and a student dropping out of school in developing these procedures and shall implement evidence-based strategies to re-engage students with a high number of unexcused absences.

School Excused Absences
DO NOT count toward maximum 9-absence policy or truancy per semester, but should be within a reasonable duration

- School-sponsored curriculum or extracurricular activities (Extracurricular Activities = Any interscholastic athletic or school-sanctioned event or other activities as approved by administration)
- Authorized appointments with school personnel
- Death in the student's immediate family or of a close relative or friend
- Illness or Medical Appointment – ***original documentation required by medical personnel***
- Illness in student's immediate family – **original documentation required from medical personnel**
- Legal/court appearances – **original documentation required from the court system**
- Religious holidays
- Physical emergency conditions such as fire, flood, or storm

Absences without required documentation submitted in a timely manner or without prior approval will be counted as unexcused.

Excused Absences
VERIFIED BY PARENT/GUARDIAN – count towards maximum 9-absence policy per semester

Unexcused Absences
UNVERIFIED BY PARENT/GUARDIAN – count towards a maximum 9-absence policy per semester

Chronic Absenteeism
Excessive absences will negatively impact a student's academic success. For this reason, a student who has 20 total absences in a school year, whether the absences are excused or unexcused, may be identified as "chronically absent" by the principal or designee. Absences due to suspension or expulsion shall not be counted in the total number of absences considered for purposes of identifying a student as "chronically absent."

If a student is identified as "chronically absent," the administration shall develop a plan to improve the student's attendance. The plan shall include best practices and research-based strategies to address the reasons for the student's chronic absenteeism. When practical, the student's parent/guardian shall participate in the development of the plan. Nothing herein shall require the administration to identify a student as "chronically absent" prior to declaring the student as a "habitual truant" and pursuing court proceedings against the student and their parents/guardians to compel the student's attendance in accordance with state law.

Consequences for More than 9 Non-School Excused Absences per Semester
The maximum absence policy is enforced if a student exceeds 9 excused and/or unexcused absences from a class in one semester.

Consequences for more than 9 non-school excused absences per semester are as follows:

1) A student may forfeit all credit for the semester regardless of status in class and receive a "Loss of Credit" (LC) due to absences from the class. A "Loss of Credit" *does not* affect a student's GPA
2) A student may be removed to In-School-Detention for the remainder of the semester to complete an existing course or an alternative course.
3) A student may be required to make up time outside of school hours or during their lunch period.
4) The administration may meet with students and their parents based on attendance limits being reached throughout the school year.

Students will not be allowed to change or drop classes to avoid the consequences of poor attendance. Those who do change classes for legitimate reasons will have their attendance record follow them to the new class.

There are NO sanctioned "skip days" at NPS. Student-organized "skip days" undermine the educational process.

Notification of More than 9 Non-School Excused Absences per Semester
Students and parents are expected to be aware of their own status in regard to tardies and absences in classes each semester. They will receive the following information to assist them in this expectation:

- If a student is absent from class 5 times (excluding school excused absences) during a semester, a written notice from the Principal will notify the parent/guardian.
- If a student is absent from class 7 or more times (excluding school excused absences) during a semester, a written notice from the Principal will notify the

parent/guardian. This notification is in regard to the maximum absences rule. This notification will also inform the student and parent(s)/guardian(s) of the potential loss of credit according to the maximum absence rule and information on the appeals process.

Truancy

A student is considered truant when they are absent from school, class, or any school day assembly without permission from parent/ guardian and school staff. Truancy is a serious issue and will be handled as both an attendance issue and a discipline issue. Examples of truancy may include, but are not limited to:

1. Skipping a class
2. Being more than 15 minutes late to a class
3. Leaving school grounds without proper permission and procedure
4. Being on school grounds at a location other than indicated on the student's schedule without permission
5. Having an unexcused absence after 48 hours

Absences counting toward truancy are cumulative throughout the school year and are not restricted to a particular semester.

Colorado Statute (CS22-33-107) states that a student who is absent from school without lawful excuse for 10 partial or full cumulative school days within a school year (nonconsecutive) is considered to be truant. It may be necessary for school authorities to file truancy with the San Miguel County Attorney's Office in these cases.

- If a student has had 3 unverified absences or more in total class periods over three school days, a letter from the Principal will notify the parent/guardian. The student will be assigned one (1) Friday detention.
- If a student has been absent 5 or more class periods on five school days without a valid excuse, a letter from the Principal will notify the parent/guardian to inform them of a required meeting with the school and a county official (juvenile services).
- If a student has been absent 10 or more class periods on ten school days without a valid excuse, truancy will be filed with San Miguel County.

Tardiness

Norwood Public Schools is committed to student promptness as being educationally sound and as an important aspect of success. Promptness in appearing for class is one indication of the student's commitment and attitude toward his/her academic experiences. Therefore, Norwood Public Schools expects every student to be in class on time and will make every effort to see that each student meets his/her responsibility. There should be no students out of class during the first and last 10 minutes of an instructional period.

In case of inclement weather, the school may exercise discretion in admitting tardy students to class. Teachers will also maintain a complete record of tardiness, similar to absences, which the administration can use in conferring with students and parents. A student tardy due to unavoidable circumstances, as determined by the administration, may be given consideration on an individual basis.

If a student is late to school, he/she is to report to the office for an admit slip.

Tardy to class is defined as not being in a scheduled classroom at the bell. An unexcused tardy is considered late to class up to 10 minutes, after which it becomes an unexcused absence and cumulative through each semester.
Habitual tardiness can result in disciplinary action appropriate to the number of offenses. Discipline may range from lunch detentions to ISS.

Prearranged Absences
Prearranged absences are appointments or circumstances of a serious nature that cannot be taken care of outside of school hours and still count toward the maximum nine-day attendance policy. It is encouraged that prearranged absences are communicated to the teacher for college visits, family trips, court appearances, and other absences for which the student has prior knowledge. A parent or guardian should notify the school at least three (3) school days in advance of the scheduled absence requesting missed work. A prearranged absence homework form will then be initiated by the office for students to have signed by their teachers and Principal. Students will be expected to find out what work will be missed and to make arrangements with their teachers for making up missed assignments. Make-up work may not be available for students prior to their absence if their teachers have not been given at least three days' notice through the prearranged absence form.

- Students who are absent for an extended period of time due to an illness and are not able to make-up the work may receive an Incomplete (I) for the term. All work must be made-up within two (2) weeks after the end of the quarter. Teachers must change the Incomplete to a grade within one (1) week of receipt of the make-up work.

- Field trips are considered an essential part of a student's educational experience. However, a student's attendance, behavior, and classroom performance may affect a student's ability to participate in a field trip. Proper student conduct is expected, and NPS school rules apply. Parental permission slips must be signed and returned to the appropriate staff member. Participation in a field trip is voluntary, but an alternative assignment may be given if students do not attend.

- Any participant in an extra-curricular activity, including but not limited to

sporting events, competitions, field trips, and anything that requires a student to miss class time, must obtain classwork prior to the day of departure and submit any work that is due on the day of departure. Participants are responsible for scheduling time and working with teachers to make up quizzes and tests prior to the day of departure unless otherwise agreed upon by the participant and the teacher.

Makeup Work for Excused Absences

If a student is absent (1) one day only, make-up work, including tests, will be due the following day. (Ex.: A student is in attendance on Monday and absent on Tuesday. When the student returns on Wednesday, he/she is responsible for all work assigned on Monday. Any work assigned on Tuesday would be due on Thursday.) Students absent more than one day will receive an equal number of school days to make up the work. In cases where an assignment is given with a due date of 4 days or more in advance, and the student has been properly communicated about the due date, it is the responsibility of the student to get the assignment in on time. If the assignment is not turned in on time, the class policy for late work may be enforced. If there is a test or quiz scheduled four days in advance and the student is absent on the day of the test, they will be responsible to complete the test or quiz upon returning to class.

Make-up work shall be allowed, at the teacher's discretion, allowing an unexcused absence or following a student's suspension from school with the goal of providing the student an opportunity to keep up with the class and an incentive to attend school. This work may receive full or partial credit to the extent possible as determined by the principal and/or teacher.

Unless otherwise permitted by the principal make-up work shall not be provided during a student's expulsion. Rather, the District shall offer alternative education services to the expelled student in accordance with state law. The District shall determine the amount of credit the expelled student will receive for work completed during any alternative education program.

Academics

Grading Scale

Letter	Minimum %	Point	Weighted*	Credit
A+	97%	4.0	5.0	Yes
A	93%	4.0	5.0	Yes
A-	90%	3.7	4.7	Yes
B+	87%	3.4	4.4	Yes
B	83%	3.0	4.0	Yes
B-	80%	2.7	3.7	Yes
C+	77%	2.4	3.4	Yes
C	73%	2.0	3.0	Yes
C-	70%	1.7	2.7	Yes
D+	67%	1.4	1.4	Yes
D	63%	1.0	1.0	Yes
D-	60%	.70	.70	Yes
F	59%	0	0	No

*Grades earned in an approved dual-credit course are weighted on a 5.0 scale. Student transcripts will reflect the letter grade assigned by the instructor; however, the numeric calculation of the grade into the GPA will be indicated in the weighted GPA on the transcript.

Final Grades

Honor Roll

To be eligible for the honor roll, a student must receive at least a 3.0-grade average and

may not have any grade lower than a B for the semester. Currently, all courses and work-study hours count for the honor roll. Semester honor rolls are announced.

National Honor Society Membership

Membership is open to Freshman, Sophomores, Juniors, and Seniors who have attended the school for the equivalent of one semester and who have a cumulative GPA of 3.4. Students who meet the scholastic requirement (after first semester grades are calculated) will be invited to submit an application to be considered for membership. Completing the application is no guarantee of membership. Students who meet the scholastic requirements are then evaluated by the faculty council on the basis of demonstrated leadership, service, and character.

Academic Letter

Requirements:

1. Weighted GPA of 3.75 or better for the current year.
2. Enrollment in 3 core academic courses each semester chosen from English, math, social studies, science, foreign language, or dual-credit courses.
3. Students will be awarded an academic letter and certificate the first year they earn an academic letter. They will receive a gold bar for subsequent years.

Valedictorian and Salutatorian

- The Valedictorian and Salutatorian will be calculated and announced once all grades are posted for the 1st semester of the senior year.
- Pass/Fail courses (Student Aide, Study Hall, and open periods) do not factor into calculations.
- To be considered for these honors, students must have been full-time Norwood High School students for the previous four semesters prior to 2nd semester of senior year (beginning 2nd semester of their 10th-grade year).

Scholarship Counseling Process

- The following process will be provided to support our students seeking college admissions and scholarship opportunities:
- SAT/ACT scores and GPAs are reviewed for all junior and senior students each year for admissions and scholarship decisions.
- Students are encouraged to apply for colleges and trade programs as early as the summer between their junior and senior years.
- Students are presented with the opportunity to apply to all available scholarships annually.
- Scholarships are added to the counselor's web page and sent to students' emails when they become available throughout the academic year.
- Students are counseled on the academic, leadership, service, and character requirements for the admissions and scholarship processes

as a group and individually.
- Counselor will establish a schedule to work with students based on admissions and scholarship deadlines. Students are responsible to contact the counselor for assistance when needed.
- Counselor will provide time during the academic year to support and facilitate student participation in both processes.
- Counselor will collaborate with teaching staff to help support the student application and scholarship processes.
- Students will be expected to utilize the scheduled times made available for admissions and scholarship assistance.

Assignment of New Students to Classes and Grade Levels

New students entering Norwood School District R2-JT from public school and private schools accredited by the Colorado Department of Education or proper accrediting agencies from other states shall be placed in grades and classes on the basis of their grade placement/credits in the school from which they are transferring. The district administration, through academic achievement tests and other evaluation measures as necessary, shall determine the appropriate grade level/credit status of students transferring into the Norwood School District R2-JT from home schooled or private schools that have not been accredited by the Colorado Department of Education. The administration will then place the student in the proper grade as determined by such testing. Such students must demonstrate proficiency in the district-adopted content standards at their appropriate placement level.

Emergency Procedures

Norwood Public School District is committed to providing a safe and effective learning environment for every child and every staff person, every day. Unexpected emergencies may occur. However, the likelihood of effectively managing an emergency is increased with an established emergency plan. Throughout the school year, we will have several drills so that staff and students are aware of emergency procedures. The following situations include general emergencies that may arise at school and how we plan to handle them.

School Closure

In the event that weather or other conditions are such that the safety of the children may be compromised when bussing students to or from school, or when the students arrive at school (i.e., power outage,) the following procedure will be followed:

- The Transportation Director or designee will evaluate the road conditions in the school district by contacting the sheriff and county transportation director.
- If conditions are such that a decision must be made to possibly close the school, the Transportation Director will contact the Superintendent for a final determination.
- The decision to cancel school will be made by 6:15 a.m.
- The district Facebook page and website will be updated as well as an all-call to

staff and parents will be made.

Delayed Start
Sometimes, a delayed start of the school day is called for when weather and road conditions are not safe early in the morning but are forecasted to improve within a couple of hours. We will follow the same procedure as we do for school closure. A two hour delay means we will start exactly two hours later than usual. Therefore, bus pick up would be two hours later than normal, and the school start time would be 9:40 am. Morning preschool will be closed for the day, and breakfast will not be served. Lunch will be served at the regular time, and school will dismiss at the regular time.

Hold
Clear the hallways and remain in the room or area until the "All Clear" is announced. Staff should close and lock the door and account for all students.

Secure
This means that students and staff are free to move about the building, but no one is allowed in or out of any of our campus buildings. Outside doors are locked and supervised until the threat passes. The most typical uses of a lockout would be severe weather, reports of a law enforcement concern in the vicinity of the school, dangerous condition of the school grounds, or outdoor air quality issues.

Lockdown
This means that staff and students remain in the classroom (or wherever they are at the time) and do not move about the building. If necessary, students may be directed to move away from windows and doors. Students will be directed to turn off the volume and limit cell phone use. Any students outside of their classroom at the time of the lockdown will be directed to the nearest classroom. In the event of an extended lockdown, the district and law enforcement will communicate with parents.

Evacuation

We practice two types of evacuation drills. The first one is simply a building evacuation, such as a fire drill, where everyone remains on school grounds until they are given the "all clear" to return to class. The second evacuation procedure is more involved because every student and staff member actually vacates campus and walks to an alternative location. During this kind of off-campus evacuation, students and staff will relocate to a safe location per the superintendent.

Shelter
A shelter is called when personal protection is necessary. This might include such events as tornadoes, earthquakes, and hazmat.

Student Conduct

The Board of Education believes school is an appropriate setting for all children and youth. Students have the right to an education without the interference of others.. It is the responsibility of each student to respect the rights of all who are involved in the educational process. Members of the school community, students, parents, and school staff have the responsibility to promote regular attendance at school, orderly conduct, and behavior, freedom from fear of insult, harassment, or injury, and to provide maximum opportunities for learning for each student.

These guidelines include behaviors and disciplinary actions that indicate to the student and parent(s) the seriousness of the behavior and, at the same time, provide the school personnel with an additional opportunity to aid the student in developing better self-discipline. In all situations, parental/guardian contact shall be made to provide for communication and cooperation in developing positive student behavior. This section applies to conduct occurring on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose, or in a vehicle being driven for a school purpose by a school employee or his or her designee or at a school-sponsored activity or athletic event.

The School District may suspend or expel a student who engages in one or more of the following specific activities while in school buildings, on District property, when being transported in vehicles dispatched by the District or one of its schools, during a school-sponsored or District-sponsored activity or event and off school property when the conduct has a reasonable connection to the school or any District curricular or non-curricular event. The following enumeration shall be illustrative but shall not be exclusive.

Declaration of Habitually Disruptive Students (JK-R)

A student may be declared "habitually disruptive" if, three or more times during the course of the school year, the student causes a material and substantial disruption on school grounds, in a school vehicle or at a school activity or sanctioned event. (CRS 22-33-106)

1. The principal will inform the superintendent when a student causes a second material and substantial disruption.

2. The student and the student's parent/guardian will be notified in writing of each disruption which counts toward declaring the student habitually disruptive. The student and parent/guardian will also be notified in writing and by telephone or other oral communication of the definition of "habitually disruptive student."

3. A student who has been declared habitually disruptive may be suspended and/or expelled in accordance with Board policy concerning student suspensions, expulsions, and other disciplinary interventions.

Due Process in Relation to All Student Discipline

The following rules of due process apply when a student is or is about to be disciplined at Norwood Public School:

- The student will be told of the alleged violation or misconduct, and evidence to support charges will be presented.
- The student will be given the opportunity to respond to the charges, and based on the information gathered, a decision will be made.
- The student will be informed of the immediate action to be taken as well as any consequences.
- The student's parents will be contacted at the earliest possible time, informed of the nature and severity of the problem, and presented the school's position regarding the problem. Alternatives may be discussed in dealing with the problem.
- At the request of a student or his/her parents, school officials, and staff members will be available for consultation and case review.

Out-of-School Suspension

An out-of-school suspension (OSS) is the most serious consequence assigned by building administrators. The student is sent home, and a parent conference with an administrator is required prior to the student being allowed to return to school. The length of the suspension may vary with the seriousness and/or frequency of the infraction. Suspension is from one to five and up to ten school days in length for serious offenses. The superintendent of schools may extend suspensions for longer periods of time. **During the time of suspension, a student may not be at any district facility, attend any athletic practices or contests, attend any district or school-sponsored activity, or be on campus without the prior approval of that building principal or facility manager.** The out-of-school suspension prohibits the student from attending or participating in any classes and/or activities or being on any district property during the suspension period. Out-of-school suspension, all school work missed will receive 75 percent credit of earned grade.

In-School Detention

An in-school detention (ISD) is a serious consequence assigned by building administrators. The length of the detention may vary with the seriousness and/or frequency of the infraction.

During the time of ISD, a student will remain in the assigned room from 7:40-3:45 pm. The student needs to bring work as he/she will not be allowed to move about the campus. No cell phones, iPods, computers, etc., may be accessed during the detention without permission from the principal. During the time of in-school detention, a student may not attend any athletic practices or contests, attend any district or school-sponsored activity during the school day or after school hours without the prior approval of that building

principal or facility manager Students will receive full credit for all school work assigned that day and will be able to complete any tests and/or projects that are due on that day.

After-School Detention

An after-school detention (ASD) is a disciplinary consequence assigned by building administrators. Students who are referred to the office for disciplinary concerns that do not result in an In-School Detention (ISD) or Out-of-School Suspension (OSS) may be assigned an after-school detention at the discretion of the administrator.

After-school detention will be held for one hour after the regular school day during the week on a date determined by administration. During detention, students are expected to remain in the assigned location, work quietly, follow all school rules, and complete school-related work or reflection activities as assigned. Cell phones, headphones, electronic devices, and other non-school related items may not be used during detention.

After the second ASD the office referral will result in ISD.

Failure to attend an assigned after-school detention, repeated disciplinary referrals, or disruptive behavior during detention may result in additional disciplinary consequences, including ISD or OSS. Students participating in athletics or extracurricular activities may not attend practices, competitions, or school-sponsored events on the day of their assigned detention until their detention has been served.

Students involved in minor disturbances with teachers or other students could be asked to spend time either before or after school or during their lunch period in a detention situation. This time could be used for teacher conferences, doing school work, or helping clean our campus. Failure to report for detention will result in the student being referred to the office for further disciplinary action.

Student Discipline

1. **Violations Against Persons**

a. Weapon (Guns, Knives and Other Dangerous Weapons)

Carrying, bringing, using or possessing any weapon, including dangerous weapons, on district property, when being transported in vehicles dispatched by the district or one of its schools, during a school-sponsored or district-sponsored activity or event (in-person or virtually), and off school property when the conduct has a reasonable connection to school or any district curricular or non-curricular event without the authorization of the school or the School District is prohibited. Ref. NPS J16

Dangerous weapons shall include:
(A) A firearm, whether loaded or unloaded, or a firearm facsimile that could reasonably be mistaken for an actual firearm;

(B) Any pellet or BB gun or other device, whether operational or not, designed to propel projectiles by spring action or compressed air;
(C) Any knife with a blade that measures longer than three inches in length ; or
(D) Any object, device, instrument, material, or substance, whether animate or inanimate, used or intended to be used to inflict death or serious bodily injury.

First Offense: Shall be grounds for expulsion from or denial of admission to a public school, or diversion to an appropriate alternate program: Suspended until expulsion hearing. Law Enforcement will be contacted when appropriate. A student's first offense without ill-intent determined, will result in parent contact, and pickup of the weapon. A district level threat-assessment may also be conducted.

b. Bullying

The Board of Education recognizes the negative impact that bullying has on student health, welfare, and safety and on the learning environment at school. Bullying is prohibited on all district property, at district or school-sanctioned activities or events, when students are being transported in vehicles dispatched by the district or one of its schools, and off school property when such conduct has a nexus to school or any district curricular or non-curricular activity or event.

"Bullying" means any continual/persistent written or verbal expression, physical or electronic act or gesture, or a pattern thereof, this is intended to coerce, intimidate, or cause any physical, mental, or emotional harm to any student. Bullying is prohibited against any person for any reason, including but not limited to any such behavior that is directed toward a student on the basis of his or her academic performance; or against whom federal and state laws prohibit discrimination. C.R.S. Ref. 22-32-109 (a)(X)(B)

All administrators, teachers, classified staff and students share the responsibility to ensure that bullying does not occur at any district school, on any district property, at any district or school-sanctioned activities or events, including, but not limited to virtual-learning platforms, when students are being transported in any vehicle dispatched by the district or one of its schools, or off school property when such conduct has a nexus to school or any district curricular or non-curricular activity or event.

Toward that end:

- All persons who believe they have been victims of bullying in any such circumstance shall immediately report it to an administrator or teacher at their school.
- All persons who witness student bullying in any such circumstance shall immediately report it to an administrator or teacher at their school.
- All administrators and teachers who have any incident of bullying reported to them shall promptly forward the report(s) to administration for appropriate action.
- All administrators, teachers, and classified staff who witness student bullying in any such circumstance shall immediately take appropriate action to stop the bullying, as prescribed by the district and building principal, and shall promptly report the

bullying to the principal or principal's designee for appropriate action.

- Each building principal or principal's designee shall ensure that all reports involving student bullying in any such circumstance are promptly and thoroughly investigated, and that appropriate action potentially including a threat-assessment is taken which may result in suspension or recommendation for expulsion.
- Any person who takes retaliatory action against another person who reports in good faith an incident of bullying shall be subject to disciplinary consequences.

SAFE-2-TELL
Safe-2-Tell provides students in all Colorado schools with an increased ability and opportunity to prevent and report violence and other inappropriate activities by making anonymous calls to1-877-542-SAFE. The proactive and anonymous features of the program and hotline are critical. Safe-2-Tell provides the means for children and youth to take a stand, without fear of retribution, and to make a difference! For more information on this program, please go to http://safe2tell.org/

First Offense: Bullying Threat Assessment Evaluation
If Identified as Bullying: Penalties can range from or may include 1-3 day OSS. Possible referral to outside agencies., Parent Meeting

Second Offense: Bullying Threat Assessment Evaluation
If Identified as Bullying**:** may range from or include 3-5 days OSS. Contact Law Enforcement, Possible Referral for a Pre-Expulsion Hearing

Third Offense: Bullying Threat Assessment Evaluation
If Identified as Bullying**:** Suspended with potential of Expulsion Hearing.

c. Hazing

Any student participating in a hazing/initiation activity will be suspended from school by the Principal or Superintendent and shall be ordered to appear before the Board of Education. The Board may suspend the student from all extra-curricular activities for one semester. Law enforcement will be contacted.

Hazing/initiation is defined as any act that is imposed upon a student of Norwood Schools by other students of the school system because they are an undergraduate, a new student to the school system, a new participant in the District's sport or extra-curricular activities programs, or for any other reason which is degrading to the dignity, self-worth, health, and/or well-being of the individual.

First Offense: 1-3 days OSS. Referral to Law Enforcement appear before the Board of Education.

Second Offense: 3-5 days OSS Referral to Law Enforcement appear before the Board of Education

d. Assault (w/injury)

For the purpose of this subdivision, a student's intent may be inferred from the words and acts of the student. The term personal injury includes the infliction of pain for which first aid or medical attention is sought. Recklessness involves the creation of an unjustifiable risk of harm to others and a conscious (and sometimes deliberate) disregard for or indifference to that risk. Assault on a School Employee or School Volunteer includes any one of the following:

1. Knowingly and intentionally using force to cause personal injury;
2. Knowingly and intentionally using force in attempting to cause personal injury;
3. Recklessly causing personal injury;
4. Intentionally placing a school employee, student, or school volunteer in reasonable apprehension of immediate personal injury or otherwise physically threatening a school employee or school volunteer.

First Offense: Suspension with the potential of an Expulsion Hearing, Law Enforcement may be contacted. Injuring a school employee who is attempting to break up or prevent a physical confrontation

Students are prohibited by the use of violence or force to cause personal injury to any person who is attempting to break up or prevent a physical confrontation. Such use of violence or force constitutes substantial interference with school purposes.

First Offense: Suspension with the potential of an Expulsion Hearing, Law Enforcement may be contacted.

e. Sexual Assault

For purposes of this subdivision, sexual assault shall mean sexual assault in the first degree and sexual assault in the second degree as defined in Colorado Statutes 18-3-402. Sexually assaulting or attempting to sexually assault any person or if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person is a violation of this document. Sexual assault or attempting to assault any person sexually is a violation of this document regardless of where or when the assault occurs.

First Offense: Suspended until Expulsion Hearing, Law Enforcement will be contacted.

f. Assault-Student (No Injury)

Attempting to cause injury to another person; intentionally placing another person in reasonable apprehension of imminent personal injury.

First Offense: May result in One to Three Day OSS. Law Enforcement may be contacted.

Second Offense: May result in Three to Five Day OSS. Law Enforcement may be contacted.

Third Offense: Suspended with potential of Expulsion Hearing, Law Enforcement will be

contacted.

g. Fighting

Fighting is mutual, physical combat.

First Offense: May result in One to Three Day OSS. Law Enforcement may/will be contacted.

Second Offense: May result in Three to Five Day OSS. Law Enforcement will be contacted.

Third Offense: Suspended with potential of until Expulsion Hearing, Law Enforcement will be contacted.

I. Verbal or Written Abuse to Staff (Threatening)

Disrespectful language to a staff member, student, or school volunteer that is threatening in nature.

First Offense: May result in One to Three Day OSS. Law Enforcement will be contacted.

Second Offense: May result in Three to Five Day OSS. Law Enforcement may will be contacted.

Third Offense: Suspended with potential of until Expulsion Hearing, Law Enforcement will be contacted.

j. Verbal, Written, or Behavioral Abuse (Non-threatening)

Language or behavior that is disrespectful to a staff member.

Consequences for each of these behaviors will be issued at the administration's discretion and can range from 1-3 days of ISS/OSS and could result in expulsion after multiple offenses.

k. Harassment

Harassment on another student or school employee, agent or official on the basis of the person's gender, sexual orientation, race, color, age, religion, national origin, marital status or disability. Harassment includes any physical or verbal conduct or graphic/written material which is related to a person's gender, sexual orientation, race, color, age, religion, national origin, marital status or disability and which:

- Has the purpose or effect of creating an intimidating, hostile or offensive school environment;
- Has the purpose or effect of substantially or unreasonably interfering with a

student's school performance; or
- Otherwise adversely affects a student's school opportunities.

1. *Unwelcome, intentional touching*

2. *Explicit and offensive sexual references or gestures*;

3. *Name calling or taunting on the basis of a student's gender, sexual orientation, race, color, religion, national origin or disability*;

4. *Language of any kind, including graffiti, which is disparaging ,demeaning or threatening to others on the basis of their gender, sexual orientation, race, color, religion, national origin or disability, such as epithets or vulgar or profane jokes*; and

5. *Any other verbal or physical conduct which, judged from the perspective of a reasonable student of the same gender, sexual orientation, race, color, religion, national origin, or disability as the student claiming he or she was harassed, creates a hostile school environment*.

First Offense: **May result in** 1-3 day ISD/OSS. Referral to Community Counselor. Law Enforcement will be contacted if such touching is sexual assault in the third degree or sexual assault on a child as defined in Colorado Statutes CRS 18-9-11, 18-3-402.

Second Offense: **May result in** 3-5 day OSS. Law Enforcement will be contacted if such touching is sexual assault in the third degree or sexual assault on a child as defined in Colorado Statutes CRS 18-9-11, 18-3-402. Possible Referral for a Pre-Expulsion Hearing

Third Offense: **May result in** Suspension until pending an Expulsion Hearing. Law Enforcement will be contacted.

l. False Allegations Toward Staff

Any knowingly or recklessly false allegation against a staff member, written, spoken or otherwise communicated which is harmful to the reputation of the staff member, or which may impede the ability of the staff member to perform assigned duties.

First Offense: The type of consequence recommended by the building administrator will depend on the severity of the offense.

2. Violations Against Property

a. Theft

Stealing or attempting to steal property of a substantial value greater than $25.00. The parent or guardian shall also be liable to the School District for all property belonging to the School District, loaned to the student, and not returned on demand of the employee of the District authorized to make the demand.

b. Willfully Causing, Assists in Causing or Attempting to Cause Substantial Damage to Property

Any student who willfully causes or assists in causing substantial damage or attempts to cause substantial damage in any way to any property, real or personal, is subject to disciplinary action. The parent or guardian shall also be liable to the School District for all property belonging to the School District, loaned to the student, which is returned to the District in substantially damaged condition. Substantial damage is defined as $25.00 or greater in material and/or labor to resolve the property damage.

First Offense: Restitution and may include up to 3 days ISD/OSS. Law Enforcement may be contacted.

Second Offense: Restitution and may include up to 5 days ISD/OSS. Law Enforcement will be contacted.

c. Arson

Intentionally setting or attempting to set a fire on or on school property.

First Offense: Suspended until Expulsion Hearing. Referral to Law Enforcement and the Fire Marshall.

d. Extortion

Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from such student.

First Offense: Restitution and may include up to 3 days ISD/OSS. Law Enforcement will be contacted.

Second Offense: Restitution and may include up to 5 days ISD/OSS. Law Enforcement will be contacted.

e. False Alarm/Bomb Threat

First Offense: Suspended until Expulsion Hearing and referral to Law Enforcement and the Fire Marshall.

3. Violations Against Public Decency and Good Morals

a. Public Indecency

Staff will utilize the definition of Public Indecency as found in Colorado Statute 18-7-301, 18-7-302

First Offense: May result in 1-3 Day ISD/OSS. Law Enforcement may be Contacted; a safety plan may be enacted.

Second Offense: Suspended until Expulsion Hearing. Referral to Law Enforcement when appropriate.

Vulgarity/Profanity

Written or oral language that is disgusting and/or repulsive but does not constitute harassment.

First Offense: Student/parent(s) notification and agreed upon consequence.

Second Offense: May result in 1-5 Day ISD

Third Offense: May result in 3-5 Day OSS

b. Possession of Obscene or Pornographic Literature Materials or Electronic Image

Students are prohibited from possessing pornographic or obscene books, magazines, pictures, or material of any kind

First Offense: May result in 1-3 days OSS. Referral to Law Enforcement

Second Offense: May result in 3-5 days OSS Referral to Law Enforcement

Third Offense: Suspended until Expulsion Hearing. Referral to Law Enforcement

c. Sexting

The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing, etc.), may constitute a crime under state and/or federal law.

First Offense: May result in 1-3 days OSS. Referral to Law Enforcement

Second Offense: May result in 3-5 days OSS Referral to Law Enforcement

Third Offense: Suspended until Expulsion Hearing. Referral to Law Enforcement

d. Plagiarism

Turning in someone else's work as your own

- copying words or ideas from someone else without giving credit

- failing to put a quotation in quotation marks
- giving incorrect information about the source of a quotation
- changing words but copying the sentence structure of a source without giving credit
- copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not

Plagiarism incidents are cumulative over a student's time in middle school and starts over in high school and are cumulative during the student's high school career.

First Offense: Student, teacher, parent, and principal conference and resubmittal of plagiarized assignment for partial credit.

Second Offense: The student receives ZERO credit on the assignment, and parents will be notified. Future consequences are discussed.

Third Offense: Failing course grade for quarter

e. Cheating

Education is based on learning specific skills, forming lifelong work habits, and developing mature coping skills according to each student's unique abilities. Cheating includes:

- copying, faxing, emailing, or in any way duplicating assignments that are turned in, wholly or in part, as original work
- exchanging assignments with other students, either handwritten or computer generated, whether it is believed they will be copied or not
- using any form of memory aid, for example, a notecard, during tests or quizzes without the expressed permission of the instructor·
- using a computer or other means to translate an assignment from one language into another and submit it as an original translation
- giving or receiving answers during tests or quizzes. It is the student's responsibility to secure his or her papers so other students will not have the opportunity or the temptation to copy
- taking credit for group work when the student has not contributed an equal or appropriate share toward the final result
- accessing a test or quiz for the purpose of determining the questions in advance of its administration.
- using summaries/commentaries (*Cliffs Notes*, *Spark Notes*, etc.) in lieu of reading the assigned materials

Cheating incidents are cumulative over a student's time in middle school and start over in high school and are cumulative during the student's high school career.

First Offense: Student receives ZERO credit on the assignment/test/project

Second Offense: Student receives ZERO credit on the assignment; a meeting is called with administration, teachers, and parents. Other consequences are discussed.

Third Offense: Failing course grade for the quarter.

Violations Against Public Health and Safety
The Board of Education recognizes that the unlawful or unauthorized student use, possession, distribution, gift, purchase, exchange, or sale of alcohol or drugs is detrimental to the health, welfare, and safety of all students involved in such practices. Therefore, the Board of Education assumes its responsibility for adopting a policy that will minimize these detrimental effects by providing drug and alcohol abuse prevention programs designed to educate students regarding the harmful effects of drug and alcohol abuse and to develop decision-making skills regarding such substances.

Student possession, use, distribution, gift, purchase, exchange, sale or being under the influence of illegal substances, including controlled substances, alcohol, tobacco, steroids, in any form, including vaping devices, is prohibited on all district property, at district or school-sanctioned activities or events, when students are being transported in vehicles dispatched by the district or one of its schools, and off school property when such conduct has a nexus to school or any district curricular or non-curricular activity or event. The Board of Education believes that effective prevention and treatment of drug and alcohol abuse requires the combined efforts of parents and the district. Therefore, the Board of Education supports the concept that parents have a responsibility to cooperate with the district in attempting to prevent drug and alcohol abuse problems and to seek help from public and private agencies for students involved in drug and alcohol abuse.

f. Possession or Use of Drugs, Alcoholic Beverages, Controlled Substances or Imitation Controlled Substances or Being Under the Influence of Drugs, Alcoholic Beverages, Controlled Substances or Imitation Controlled Substances,

Possession includes any knowing and voluntary having, taking, receiving, or handling of drugs, alcoholic beverages, or controlled/imitation controlled substances. A student is considered to be under the influence when there is evidence the student has consumed an alcoholic beverage or a controlled/imitation controlled substance and/or there is an impairment of the student's ability to think and act correctly and efficiently. Evidence of consumption may include the odor of alcohol on the student's breath, the odor of marijuana on the student's breath or person, other physical signs of consumption, and the testimony of reliable witnesses that the student did consume alcohol or a controlled/imitation controlled substance prior to coming on to school grounds or on to a vehicle owned, leased or contracted by a school, being used for a school purpose or into a vehicle being driven for a school purpose by a school employee or by his or her designee or attending a school-sponsored activity or athletic event. Evidence of impairment of a student's ability to think and act correctly and efficiently may include rapid mood swings, vomiting, slurring of words, lack of motor control and balance, glassy eyes, and difficulty in orienting to time and place.

First Offense: May result in up to 3-5 day ISD/OSS and completion of a District substance abuse assessment, evidence of a meeting with school social worker, community counselor,

school counselor, or other District approved personnel, to review completed assessment.

Second Offense: Suspended until Expulsion Hearing. Law Enforcement will be contacted.

g. Selling, Distributing, Intent to Distribute, or Attempted Distribution of Drugs, Alcoholic Beverages, or a Controlled/Imitation Controlled Substance

Evidence of intent or attempt to distribute may include possession of quantities of prohibited substances greater than those reasonably considered for personal use; possession of paraphernalia associated with the distribution of prohibited substances, such as but not limited to possession of scales, bags, and foil; and evidence of an exchange of prohibited substances.

First Offense: Suspended until Expulsion Hearing. Law Enforcement will be contacted.

h. Tobacco/Nicotine or Vaping

Any product that contains nicotine or tobacco or is derived from tobacco and is intended to be ingested or inhaled by or applied to the skin of an individual, including but not limited to cigarettes, cigars, pipe tobacco, snuff, and chewing tobacco, and/or any electronic device that can be used to deliver nicotine to the person inhaling from the device, including but not limited to an electronic cigarette, cigar, cigarillo or pipe.

First Offense: **Confiscation of the item, May result in** 1-3 Days ISD/OSS

Second Offense: **Confiscation of the item, May result in** 1-3 days ISD/OSS

Third Offense: **Confiscation of item, May result in** 3-5 day ISS/OSS

Fourth Offense: Suspended until Expulsion Hearing.

4. Violations Against Traffic Regulations

a. Careless Driving

Driving on school grounds or for school-sponsored functions carelessly or without due caution so as to endanger a person or property.

First Offense: Law Enforcement contacted

Second Offense: **May result in** 1-3 Day ISD/OSS. Law Enforcement will be contacted.

5. Other Violations

Offenses not covered in the Policy Section or Guidelines Section may be subject to disciplinary penalties as administered in the past provided all students have been properly

notified of the school rules covering the offenses as well as the possible penalties for violating school rules. Administrative and teaching personnel may take actions regarding student behavior that are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include but need not be limited to, detention, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remains in school after regular hours to do additional work, law enforcement involvement, restriction of extra-curricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation.

a. Disciplinary Removal from Classroom

It is the goal of the Board to maintain classrooms in which student behavior does not interfere with the ability of the teacher to teach effectively or the ability of other students to participate in classroom learning activities.

Students shall be expected to abide by the student handbook adopted by the Board and any other appropriate classroom rules of behavior established by the building principal and/or classroom teacher for the purpose of maintaining order and a favorable academic atmosphere. This will include behaviors in accordance with school-wide expectations, 3 R's, and the classroom Behavior Flowchart. Any student who violates the student handbook or other classroom rules may be subject to removal from class and/or disciplinary action.

Student removal from class is a serious measure and should not be imposed arbitrarily, casually, or inconsistently. Behavioral expectations are always more constructive and more likely to be followed when communicated to students as clearly as possible. However, it is neither possible nor necessary to specify every type of improper or inappropriate behavior or every circumstance that would justify removal from class under this policy. Teachers are expected to exercise their best professional judgment in deciding whether removing a student from class in any particular circumstance is appropriate. All instances of formal removal from class shall be documented.

A teacher is authorized to immediately remove a student from the teacher's classroom if the student's behavior violates the Student Handbook adopted by the Board to the extent that;

1. it is dangerous, unruly, or disruptive; or
2. seriously interferes with the ability of the teacher to teach the class or other students to learn.

A student with a disability may be removed from class and placed in an alternative educational setting only to the extent authorized by state and federal laws and regulations.

Removal from class under this policy does not prohibit the district from pursuing or implementing additional disciplinary measures, including but not limited to detentions, suspensions, or expulsions for the conduct or behavior for which the student was removed. Principals are directed to establish procedures to implement this policy so that removals

from a classroom occur in a consistent manner throughout the district. Parents/guardians shall be notified of the student's removal from class in accordance with established procedures.
LEGAL REF.: C.R.S. 22-32-109.1(2)(a)(II) (policy required as part of safe school plan)

b. Student Interrogations, Searches and Arrests

To maintain a campus that focuses on the safety and welfare of all students, it may be necessary for the administration to search a student and/or their personal property. In addition, it may be necessary to seize property that may be detrimental to the student or the overall safety and welfare of the entire student body. Personal property includes but is not limited to, lockers, desks, other storage areas, purses, backpacks, book bags, briefcases, jackets, cars, etc. The District retains the right to utilize the services of the local Law Enforcement Authorities in detecting illegal drugs and/or contraband.

1. School lockers, student automobiles, and students persons

a. Student Lockers
Student lockers, desks, and other such property are owned by the school. The school exercises exclusive control over this school property, and students should not expect privacy regarding items placed on school property because school property is subject to search at any time by school officials. Students are responsible for whatever is contained in desks and lockers issued to them by the school.

b. Student Automobiles
Automobiles parked on school property are subject to search by the principal or the principal's designee if the principal or his or her designee has reasonable cause to believe that contraband is in or on the automobile.

c. Students' Persons
Students and their personal effects are subject to being searched by the principal or his or her designee if there is reasonable cause to believe that the student is in possession of contraband.

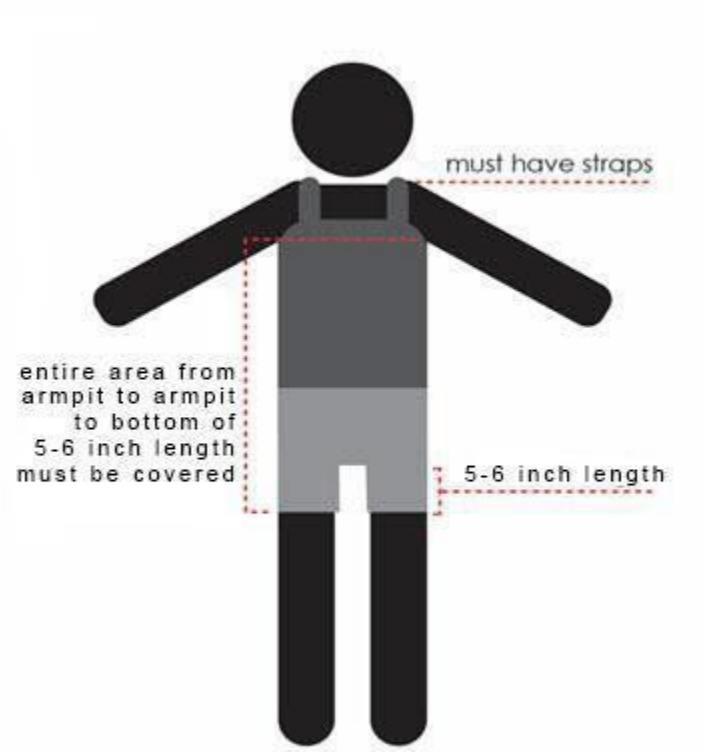
c. Cellular Devices

Technology and cellular devices are an invaluable resource. However, these items can be very disruptive to the learning process at school. Cellular devices, smart watches, and smart glasses will not be allowed in classrooms during the instructional day. Teachers will instruct students to place phones in an alternative location or in their lockers during the school day. If a cell phone or similar device is heard or used during class during the school day when it was not used for learning purposes, it will be confiscated. **The phone or device will be given to an administrator and may be picked up at the end of the day. On the second infraction, the phone will be given to an administrator and the parents of the student must come in to retrieve the phone. Continuous violations**

may result in disciplinary actions. School administration or law enforcement reserves the right to inspect any cell phone or device if there is a reasonable suspicion that a school rule or law has been broken. Parents/Guardians will be notified.

d. Dress and Personal Appearance

Norwood Public Schools respects students' rights to express themselves in their dress. All students who attend Norwood Public Schools are also expected to respect the school community by dressing appropriately for a K-12 educational environment. Student attire should facilitate participation in learning as well as the health and safety of students and the adults that supervise them. This policy is intended to provide guidance for students, staff, and parents.



1. Clothing must cover areas from one armpit across to the other armpit, down to approximately 5 to 6 inches in length on the upper thighs (see image above) - approximately mid-thigh or the length of one's hand as measured from the inseam. Tops must have shoulder straps. Rips or tears in clothing should be lower than 5 to 6 inches in length. When lifting your arms you shirt must cover your stomach.
2. Shoes must be worn at all times and should be safe for the school environment (pajamas, bedroom shoes, or slippers shall not be worn, except for school activities approved by the principal).
3. See-through or mesh garments must not be worn without appropriate coverage underneath that meets the minimum requirements of the dress

code.

4. Headgear including hats and caps are not allowed unless permitted for religious, medical, or other reasons by school administration. Hats may not be worn in the building between 7:40 am and 3:50 pm. The exception to this rule is Spirit Day. Spirit Day is every Thursday. Students who wear clothing with the Maverick logo (for example, team shirts) or wear clothing that is predominantly royal blue and/or white (for example, a royal blue t-shirt) may wear a hat of their choice. Red is an accent color only. Hats may be worn before or after school.
5. Unacceptable headgear will also include hoods or bandanas being worn over one's head/face.
6. Specialized courses may require specialized attire, such as sports uniforms or safety gear.
7. Clothing may not depict, imply, advertise, or advocate illegal, violent, or lewd conduct, weapons, or the use of alcohol, tobacco, marijuana, or other controlled substances.
8. Clothing may not depict or imply pornography, nudity, or sexual acts.
9. Clothing may not display or imply vulgar, discriminatory, or obscene language or images.
10. Clothing may not state, imply, or depict hate speech/imagery targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected classification.
11. Sunglasses may not be worn inside the building, with the exception of spirit week-themed days as appropriate.
12. Clothing and accessories that endanger student or staff safety may not be worn.
13. Apparel, jewelry, accessories, tattoos, or manner of grooming that, by virtue of its color, arrangement, trademark, or any other attribute, denotes membership in a gang that advocates illegal or disruptive behavior is prohibited.

The administration reserves the right to determine what constitutes appropriate dress. Students who choose not to adhere to these guidelines will not be allowed to attend class but may return to learning once appropriate changes have been made. Parents will be called if appropriate clothing is unavailable or the student refuses dress-code-appropriate clothing.

Standards of dress also include the wearing of caps and gowns by seniors at Commencement exercises. This public function is memorable for the graduating seniors of the Norwood Public Schools, and the wearing of caps and gowns lends the proper dignity to the occasion. In addition, for special school functions, such as Homecoming and Prom, appropriate attire will be expected. Students can wear special clothing on specific dress-up days throughout the year. These dress-up days are announced and approved by the Student Council and the administration. The group sponsoring the dances will determine dress codes with administration approval.

e. Displays of Affection

Students are asked to refrain from such actions on campus. Affectionate displays beyond hand-holding can result in disciplinary action, including parent conferences or detention.

f. Transportation

When a student chooses to disrupt the bus or other school transportation vehicles, he/she jeopardizes the safety of the other students, and disciplinary action will occur.

1st Offense: The student will be sent to the Principal, and a disciplinary form will be sent home for the parents to review, then sign, and the student will return it to school. (if the signed document is not returned, the student will not be able to ride the bus until the signed document is returned.) The student and the administrator will review behavior expectations for riding the bus.

2nd Offense: The student will be sent to the principal, and parents will be notified that their student will be suspended from riding the school bus for three days. A letter to the parents will indicate that continued violations will result in additional suspensions of bus riding privileges.

3rd Offense: The student will be sent to the principal for disciplinary action. Parents will be notified that bus riding privileges will be suspended for two weeks. Parents will be responsible for providing transportation to and from school. Before resuming the bus ride, a parent and/or child conference will occur.

Continued Violations: Continued violations will mean additional suspensions, which may lead to permanent suspension from bus riding privileges for the school year.

Extra-Curricular Activities and Athletics

Interscholastic Athletic and Extra-Curricular Activity Code of Conduct Philosophy
Norwood School officials, coaches of athletic teams, and sponsors of student activities believe that students who are selected for the privilege of membership on teams, squads, performing groups, clubs, and other school organizations should conduct themselves as responsible representatives of the school. In order to assure this conduct, coaches, and sponsors expect positive conduct. Furthermore, members of teams and organizations who fail to abide by these expectations and/or school expectations are subject to disciplinary action. Members of teams and organizations, coaches/sponsors must always serve as examples of high moral character and demonstrate appropriate academic commitment, which is expected from all students, coaches, and sponsors. As recognized representatives of their school, members, coaches, and sponsors are expected to exhibit appropriate behavior at all times.

Norwood Public Schools adheres to the InsideOut philosophy, and as part of InsideOut essential elements of character, building are intrinsic in the concept of the six core ethical values: TRUSTWORTHINESS, RESPECT, RESPONSIBILITY, FAIRNESS, CARING, AND

CITIZENSHIP (the "Six Pillars of Character"). The highest potential of participation is achieved by learning from the T.E.A.M. concept (Teaching, Enforcing, Advocating, and Modeling these values) and committing to the ideal of pursuing victory with honor. Good faith efforts to honor the words and spirit of this CODE will improve the quality of all programs and the well-being of all teammates.

Using and wearing the Norwood Schools logo “Mavericks” as affiliated with Norwood Schools is a privilege; it is not a right. Therefore, CHSAA and Norwood Schools expect all school regulations to be followed. A participant who is suspended from participating in an extracurricular activity may appeal for reconsideration following the guidelines listed in Due Process.

Definitions

- Coaches/Sponsors - school-approved individuals for any extra-curricular activity.
- Participants - any student who engages in a school-sanctioned extra-curricular activity and is interchangeable with athlete and student
- Activity - non-competitive event
- Competition - a competitive event which includes tournaments, duals, meets, triangulars, quads, and games. An event is done in one day. A tournament with four games in one day is one event, or a game played on one day versus one opponent is one event; for example, a volleyball game played on a weeknight against another school is an event.

Participant's Code of Ethics

1. I accept responsibility for my behavior on and off the field. I understand that what I do and say affects my teammates, my school, and other people, either positively or negatively.
2. I lead courageously and live with integrity by speaking up against injustice and on behalf of others, even when it's hard or unpopular.
3. I act with respect towards myself and the people and things around me, including my parents, my coaches, my sponsors, my teammates, my teachers, my opponents, and the spectators.
4. I do not put people in boxes according to their race, sex, religion, neighborhood, sexual orientation, or abilities. I judge people by the content of their character.
5. I act with empathy. I try to understand what is going on in the hearts and minds of others and what is causing those feelings so I can be supportive and encouraging. I ask, “How can I help you?”
6. I serve as a role model at all times by talking politely and acting courteously toward coaches, sponsors, teammates, opponents, officials, and spectators. I understand it is a privilege to represent my family, school, and community as a student-athlete.
7. I give 100 percent effort to practices, games, and events. I understand that the

effort demonstrated my commitment to the team and my respect for my coaches, sponsors, and teammates.

8. I display good sportsmanship. I acknowledge and applaud the efforts of others. I encourage my teammates with positive statements. I refrain from boasting to my teammates and "trash-talking" to members of other teams. I accept defeat graciously by congratulating my opponents on a game well played.

Spectator, Coach, and Sponsor Code of Ethics

1. Cultivate awareness that participation in athletics and activities is part of the total educational process, and as such, the coach/sponsor should neither seek nor expect academic privileges for the participants.
2. Emphasize the proper ideals of sportsmanship, ethical conduct, and fair play as they relate to the lifetime impact on the participants.
3. Develop a working awareness and understanding of all rules and guidelines governing competition, both in letter and intent.
4. Recognize that the purpose of athletics and activities is to promote the physical, mental, moral, social, and emotional well-being of the individual participants.
5. Avoid any practice or technique which would endanger the present or future welfare or safety of any participant.
6. Adhere to policies that do not force or encourage students to specialize or restrict them from participation in a variety of activities.
7. Refuse to disparage an opponent, an official, an administrator, or a spectator in any aspect of the activity.
8. Strongly encourage the development of proper health habits: the non-use of chemicals, including alcohol, steroids, tobacco, and any other mood-altering substances.
9. Exemplify proper self-control at all times, accepting adverse decisions without public display of emotion or dissatisfaction with the officials or judges.
10. Encourage all to judge the true success of the athletic and activities programs on the basis of the attitude of the participants and spectators rather than on the basis of a win or loss.

Philosophy

The Norwood Public School's mission for Athletics and Extra-Curricular Activities is to provide an opportunity for students to participate interscholastically, enhancing personal development through sportsmanship, character education, teamwork, leadership, and citizenship while maintaining high academic achievement. The purpose of Athletics and Extracurricular Activities is to attain the above mission through personal responsibility and integrity. It is the philosophy at Norwood Public School that all extra-curricular programs are an extension of the classroom and that learning is the main objective of each program. Interscholastic activities and athletics are an integral part of the educational environment

and provide a venue to foster the growth and well-being of individual participants.

Sportsmanship

- A spectator who is removed from an event will forfeit his/her privilege of attending future activities – either home or away. If removed from a game, the spectator may have an opportunity to meet with the athletic director to try to resolve the issue. If further conversation is warranted, a meeting with the building admin can be scheduled. If the spectator shows up at future activities without resolving the issue, he/she may be charged with trespassing.

- If an athlete acts inappropriately, the coach/sponsor is expected to take disciplinary action. This may include suspension for the remainder of the game or longer. Consequences for such behavior should be outlined in team rules and expectations and discussed prior to the competitive season.

- If a coach/sponsor acts inappropriately, the coach/sponsor will be dealt with by the Administrator and/or Athletic Director. Consequences may range from verbal reprimand to a written reprimand, suspension, or dismissal.
- Coaches/Sponsors are expected to set strong examples and should model expected behavior at all times

League Affiliations

Norwood Secondary Schools are members of the San Juan Basin League (SJBL). The SJBL operates under the guidelines established by the Colorado High School Activities Association (CHSAA), including all rules and regulations. Copies of the SJBL League Constitutions and
By-Laws are available upon request from the Athletic Director. League/district affiliations are listed below:

SPORT	HIGH SCHOOL	MIDDLE SCHOOL
Volleyball	San Juan Basin (1A)	San Juan Basin
Football	(8-Man)	San Juan Basin
Track & Field	San Juan Basin (1A)	San Juan Basin
Wrestling	San Juan Basin (2A)	San Juan Basin

Athletic and Extra-Curricular Activity Guidelines

Attendance

A participant must be in attendance at school for at least half of the school day to participate in any extra-curricular activity that is conducted on that day. Only in cases of emergency or extenuating circumstances shall the Principal or Athletic Director (designee) grant an exception to this limitation.

Athletes are expected to be at all practices. Coaches/Sponsors develop practice plans based on the attendance of all team members. Any unexcused absence could result in a reduction of playing time and/or no playing time during the next game after an unexcused absence.

Competition Day Attendance

Athletes must be in attendance at least half of the school day on the day (first hour through noon, or check in before noon and through the end of the school day.) of a competition (or the last day of the week for weekend competition), to be eligible to participate that day. Medical or pre-arranged absences must be approved by the Athletic Director or designee.

Communication

Schedules

Extra-curricular activities are posted on the district website at www.norwoodk12.org and the Norwood Athletics Facebook page. Activities and competitions are subject to time changes and cancellations with little notice. The Athletic Director, coaches, and sponsors will keep participants apprised of changes and cancellations. It is the participant's responsibility to relay this information to parents and guardians.

24-Hour Rule

The Norwood programs shall follow the 24-hour rule for athletic/activity meetings. Please refrain from scheduling meetings with coaches/sponsors 24 hours before or after a competition. Parents/guardians and family members should not approach a coach/sponsor for any reason before, during, or after a practice or game, in front of other students or parents for the purpose of questioning a decision made by the coach/sponsor. Failure to follow these guidelines will result in a penalty of reduced playing time for their athlete. We are here to set good examples for our participants. A second violation may result in a ban from practice and/or games. Please go home and talk with your participants about the situation and then follow the Chain of Command process.

Chain of Command

Parents, colleagues, community members, and participants shall follow chain-of-command to address any concern:

1) the Participant must talk to the Coach/Sponsor;

2) the Participant, Coach/Sponsor, and Parent

3) the Participants, Parent, Coach/Sponsor and the Athletic Director.

4) If the problem still exists, then a meeting with the participant, parent, coach/sponsor, Athletic Director, and Principal(s) will take place.

5) If the problem still exists, then a meeting with the participant, parent, coach/sponsor, Athletic Director, Principal(s), and Superintendent.

Physical Emergency

Should a participant become injured at an activity, the Head Coach or Sponsor shall be in-charge. The Head Coach/Sponsor will contact the EMTs and the Athletic Director if appropriate. As soon as possible, the Athletic Director or Head Coach/Sponsor will notify the parents or guardians and the principal of the participant's status.

Pre-Season Meeting

The Athletic Director shall host a parent meeting each August of each school year. The Head Coach/Sponsor shall host a pre-season meeting per sport each Fall, Winter, and Spring as applicable. The attendance roster shall be filed with the Athletic Director within one week of the meeting.

Conditioning

Every coach or sponsor is required to assess the health, physical and maturational readiness skills, and physical condition of athletes. Every athlete shall be medically screened in accordance with CHSAA and school Eligibility regulations before participating in practice or competition.

Injured athletes who require the services of a physician may not return to practice or competition without written permission from the physician.

Citizenship

In the judgment of the Principal and staff of the participant's school, he/she is representative of the school's ideals in matters of citizenship, conduct, and sportsmanship (CHSAA bylaw 1720.b). Participants in extra-curricular activities are subject to consequences outlined in both the Student Discipline section of this handbook and consequences outlined within the Eligibility section. Coaches and sponsors may impart additional consequences based upon team expectations.

Participant Misconduct During a Contest

(Reference CHSAA Handbook Article 22), Athletes receiving conduct violations during a contest may be immediately removed from the contest. In addition, the player shall not

play in the next regularly scheduled contest. With a second violation during a season, the athlete shall be excluded from the next two contests. Additional violations (in each sport) are outlined in CHSAA regulations, Article 22. A third violation will necessitate removal from the team.

Coach or Sponsor Misconduct During a Contest

(Reference CHSAA Handbook Article 22), A coach/sponsor shall maintain reasonable self-control and is responsible for player misconduct. A coach/sponsor ejected from a contest for committing an unsportsmanlike act shall be suspended from coaching/sponsoring the next regularly scheduled match or contest at any level and is placed on probation. A coach/sponsor placed on probation by CHSAA shall receive a letter of reprimand from the Athletic Director.
Additional violations (in each sport) are outlined in CHSAA regulations, Article 22. The coach/sponsor and the Athletic Director may develop a growth plan to assist and ensure the coach/sponsor models mature behavior at all times.

Office Discipline Referrals

A participant's negative behavior detracts from the integrity of the Norwood Secondary athletic/activity program. Any behavior referrals administered to a participant shall be forwarded to the Athletic Director. In the event this participant will no longer be participating in an extra-curricular activity during the current school year (i.e. graduating, end of the season, the last day of school), the Athletic Director and/or Principal may impart a different consequence.

In-School Detention and Out-of-School Suspension Consequences

Athletes/participants who are assigned ISD or OSS will be subject to the following consequences as they relate to the sport(s) or activities in which they participate, whether the violation occurs in or out of season once they've participated in a sport/activity the consequences below will be enforced for athletics and activities. If the student has not participated in a sport/activity their consequences will be subject to school activities . Violations may accumulate throughout a student's high school career and may be taken into consideration by administration when determining appropriate disciplinary action. Violations accumulated during middle school will reset upon entry into high school, allowing students to begin their high school eligibility with a clean record.

<u>First Offense</u>:

1. Suspended for 25% of the CHSAA or middle school allowable varsity competition dates for the applicable sport(s). Participation in junior varsity contests will not be permitted during the suspension period.
2. Required meeting of athlete/participant, head coach/sponsor, parent/guardian, Athletic Director & Principal.

Second Offense:

1. Suspended for 50% of the CHSAA or middle school allowable varsity competition dates for the applicable sport(s). Participation in junior varsity contest will not be permitted during the suspension period.
2. Required meeting of athlete/participant, head coach/sponsor, parent/guardian, Athletic Director & Principal.

Third Offense:

1. One calendar year expulsion from all athletic teams. (One calendar year is one year from the date that the athlete & parent/guardian are notified of the expulsion)
2. Required meeting of athlete/participant, head coach/sponsor, parent/guardian, Athletic Director & Principal.

Subsequent Offense:

1. Indefinite expulsion from all athletic teams and extra-curricular activities.
2. Required meeting of athlete/participant, head coach, parent/guardian, Athletic Director & Principal.

Participants involved in extracurricular activities that are not CHSAA-sanctioned or middle school athletics who are assigned ISD or OSS will be subject to the student conduct guidelines and/or expectations set by the sponsor in charge.

Competition Suspension

The athlete/participant will remain a member of the team (c team, junior varsity, and varsity) and must participate in all practices and team activities but may **not** play in any interscholastic scrimmages or competitions. Scrimmages DO NOT count toward fulfilling suspensions. The suspension will begin when the athlete is academically eligible to compete and will end when all requirements have been met.

The athlete must complete the sports season in which the violation occurred for any part of the suspension to count. If the athlete does not complete (i.e., quits the team) his or her commitment to the team that season, the entire suspension will carry over to the next sport season that the athlete participates in. If there are not enough games left in the sports season of violation to fulfill the percent of the suspension, the remaining percent will be carried to the next sport season that the athlete participates in. (Example: Athlete "X" is suspended from Football with only one competition remaining so misses 10% of the football schedule. The Athlete then joins Basketball and must serve a 20% suspension during the basketball season. They would be suspended for four basketball competitions.)

The number of events for which an athlete is suspended will be rounded to the next higher whole number if the percent is a fractional number of events.

25% of CHSAA allowable competitions: Football (3), Golf (3), Spirit (1), Volleyball (6), Basketball, (6), Wrestling (3 meets), Baseball (6), Knowledge Bowl (2), FFA (3), Cross Country (3), Track & Field (3).

50% of CHSAA allowable competitions: Football (5), Golf (6), Spirit (3), Volleyball (12), Basketball, (12), Wrestling (6 meets), Baseball (12), Knowledge Bowl (4), FFA (5), Cross Country (3), Track & Field (6).

Participation in practices

Students under school district suspension/expulsion will not be allowed to participate or practice for the duration of the suspension/expulsion.

Criminal Behavior

A participant charged by law enforcement with using drugs, alcohol, steroids, public affray, DUI/DWI, or any felony shall not participate until s/he is found not guilty of the offense or has repaid his/her debt and released by the court system.

Expulsion from School Grounds

No expelled individual shall participate in any Norwood Public Schools activities or CHSAA sanctioned athletic/activity. The individual is not allowed on school property for the period of the expulsion up to one calendar year.

Disciplinary Removal from Practice/Activity/Competition

A coach/sponsor is authorized to immediately remove a participant from practice/activity/competition if the participant's behavior violates the student handbook adopted by the Board to the extent that;

1. it is dangerous, unruly, or disruptive; or
2. seriously interferes with the ability of the coach/sponsor to maintain a safe and orderly environment

Participants who are removed from a practice/activity/competition may be suspended from all activities for the remainder of the school year.

Due Process

A participant accused of wrongdoing is guaranteed due process and given the opportunity to state his/her case. There are two approaches within the opportunity of Due Process: proactive and reactive. We encourage proactive response. When a participant is in violation of the Student Handbook, he/she may appeal for reconsideration by writing a letter for the appeal addressed to the Athletic Director signed by the participant and the parent/guardian with a copy to the Principal within three days of the violation. The appeal committee shall include the Athletic Director, Head Coach/Sponsors (of all activities),

Assistant Coach (if applicable), principal, and superintendent.

Eligibility

General Eligibility Requirements for CHSAA Sponsored Activities

Participation in interscholastic activities as part of a school's educational program is a privilege and not a right. (CHSAA bylaw 1710). It is recommended that schools imposing local standards of eligibility notify participating students of these standards; however, it **shall be the student's duty to inform himself/herself as to such standards and to ensure that he/she maintains eligibility (CHSAA by 1700.11).** Students wishing to participate are required to meet standards of personal behavior and academic performance, which are related to school purposes. If a student does not abide by the policies, he/she will be rendered as an ineligible participant.

Prior to Participation

Athletes may not participate in a practice, scrimmage, or game until the required clearance forms are on file with the Athletic Director

- A current physical form signed by a doctor
- A signed insurance form
- A signed emergency treatment form
- A signed parent permission form
- A signed Norwood Athletic Code of Conduct form

The Athletic Director's office shall collect and organize the forms alphabetically and file the documents with the Athletic Director. The Athletic Director shall file the original forms/check sheet attached prior to the first practice of the season. Student Transfer

Norwood High School shall follow the CHSAA Section 17, General Eligibility, Section 18, Student Transfer. Inform the Athletic Director if you have any student who:

- Is a transfer student from another school district or was home-schooled the previous year
- Is ineligible due to grades
- Is 19 years of age or older prior to August 1st
- Is expelled or negotiated a withdrawal from another school
- Is permitted to make up work after the semester
- Is in his/her 8th consecutive year of competition
- Is a foreign exchange student

Eligibility-Based Extra-Curricular Activities

- CHSAA Sanctioned Athletics (Volleyball, Football, Wrestling, Track, Cross Country, Basketball, Baseball, Cheerleading)
- Middle School Athletics (Volleyball, Football, Wrestling, Track, Cross Country, Knowledge Bowl, Basketball)
- Student Council

- National Honor Society (NHS)
- Future Farmers of America (FFA)
- Dances
- Homecoming Week Activities
- School Celebrations
- Field Trips
- School-Sanctioned Clubs

Academic Eligibility

The Athletic Director shall provide the ineligible list to coaches and sponsors each week. The Athletic Director shall monitor eligibility; however, the head coach or sponsor is responsible for ensuring his/her participants are eligible to participate.

The Athletic Director shall compile a weekly list of ineligible participants each Monday afternoon. Students must maintain a minimum cumulative Grade Point Average of 2.0 per each quarter and have no failing grades in any of their classes to remain eligible.
A 59% or below is a failing grade. Final eligibility will be conducted each Monday at 2 pm. Students must stay on top of their grades and may not beg, push or demand teachers to update their grades in order for them to be eligible. Teachers update their grades by lunchtime every Monday. The only exception is if a teacher indicates, in writing to the Athletic Director, by the end of the school day on Monday that an error was made in grading to no fault of the participant.

A warning week will be given once per semester to provide time for improvement. The first time a student is on the ineligible list, that student will be given a warning. The student will be allowed to participate during their warning week. The second or any future time the participant will be ineligible regardless of the class they are currently failing. The student will be ineligible for activities and contests for one week. If the student is still failing after one week, they will remain ineligible until they are passing. If they are passing on Wednesday, they will still be ineligible until the following Monday.

Ineligible participants (any F's in any class or 3 D's in 3 different classes for more than one week) will be notified each Monday by the Head coach/sponsor. The Athletic Director and the coach/sponsor are responsible for ensuring only eligible students participate in the sport or activity. Ineligible students are not allowed to travel to away games. They will not be allowed to suit up, sit on the sidelines, team bench, or dugout, or wear their game jersey.

High/Middle School students that receive a failing grade in any of their classes for the quarter shall be declared ineligible for the following two weeks. Regular weekly eligibility will remain in effect during and after the two-week period.

High School students passing all of their classes at semester, yet earning a cumulative Grade Point Average of less than 2.0, will still be allowed to participate in the activity or sport at the start of the next semester. Students must pass all classes at the semester grading, or they will be ineligible. If they fail the 2nd semester, they are ineligible until

National Federation of High School Sports (NFHS) calendar week 14 (October) ; if they fail the 1st semester, they are ineligible until NFHS calendar week 36 (March).

Eligibility for Activities Sponsored by Other School Districts

Any Norwood Public School students who participate in another district's extra-curricular activities will be held to Norwood Public School's eligibility guidelines.

Extra-Curricular Eligibility for Special Events

All Norwood Middle and High School students must meet academic eligibility expectations in order to participate in school-sponsored activities outside of the standard school day. This includes but is not limited to homecoming activities, winter formals, homecoming dance, The Prom, Year-End BBQ, field trips, and any other event that is outside the normal school day. Students who have a failing grade (59%) in the same class monitored by Norwood Public Schools for a duration of two weeks prior to the event will not be eligible to attend. This applies to both weighted and non-weighted courses. All attempts will be made to notify the student; however, it is incumbent that the student be aware of their grades. Eligibility for these events will be determined weekly at the same time as athletic eligibility. This applies to homeschooled students as well as out-of-district guests. All students attending the homecoming dance and The Prom will agree to a saliva-based alcohol test upon entry and abide by all expectations laid forth in this handbook.

A warning week will be given once per semester to provide time for improvement. The first time a student is on the ineligible list, that student will be given a warning. The student will be

allowed to participate during their warning week. The second or any future time the participant will be ineligible regardless of the class they are currently failing. The student will be ineligible for activities and contests for one week. If the student is still failing after one week, they will remain ineligible until they are passing. If they are passing on Wednesday, they will still be ineligible until the following Monday.

Equipment Eligibility

An athlete who has not returned his/her uniform and equipment will not be eligible to participate in the next season's sport. The most recent season coach shall ensure his/her athlete has returned any outstanding uniform or equipment before participating in the next season's sport.

Gate Fees

- All regular season home games are $8 for adults and $5 for 15 and under. All Norwood Public Schools students get in free.
- Entry Fees apply for all post-season games per CHSAA rules ($8 for adults, $5 for students and seniors 60+, four years and under free)
- SJBL cards can be given to those who attend all home games, and 50% of our away games and to those who attend playoffs/state games on their own can be approved for a CHSAA card. If you feel you are within these guidelines, please email kyle.dinsmore@norwoodk12.org.
- 10 east side endzone parking spots will be reserved for older individuals on a first come basis.

Lettering

Only one athletic letter may be given to an athlete/participant during his/her high school career. Each sport and/or year after that, if a letter is earned, a pin or service bar will be awarded.

All requirements, including completion of the season, are as stated by each sport:

Football: Play 21 quarters to earn a letter, or if the team makes it to the State Championship game, then all players letter.

Volleyball: A player may earn a varsity letter by participating in 41 sets during the varsity season. A player may also receive a varsity letter by participating in a regional or state game.

Boys Basketball: Your name has to be on the varsity roster for 60% of the games for the year to the letter. If they are ineligible for the week, their names will not be in the varsity book.

Girls Basketball: An athlete must participate in 60% of game quarters. Checking into a

quarter counts as playing for that quarter.

Wrestling: You must earn 12 points out of 22 total points available each season.
- 1 point for being a starter in each dual
- 1 points for competing in a one-day tournament as a scoring member of the varsity team
- 2 points for two-day tournaments. If you compete in a tournament as a non-team scorer, then you won't earn any points toward your varsity letter.

Track and Field: If an athlete participates in 60% of meets or scores 12 points at the league meet or qualifies for state.

Hardship Award

Any athlete who is injured or ill (during the course of the season) and who, in the opinion of the coach or sponsor, would have earned an award had the injury or illness not occurred may be considered for an award. If, because of an unforeseen problem in the family, an athlete is forced to discontinue competition and has not earned an award, the coach or sponsor may consider this athlete for an award. An athlete awarded a Hardship Award must be present for all games, events, and practices that he/she is able.

Team Formation

Athletes should take accountability for knowing where they stand in relationship to other team members and what their expected role will be. The coach/sponsor is expected to regularly communicate participant expectations and position on the team. The Junior Varsity team is considered the developmental team and as such, should not have Varsity players playing down for the explicit purpose of winning or as a consequence for varsity players. It is the philosophy of Norwood Schools that the athlete can only learn from game situations by playing the game for which s/he has practiced. Varsity teams should be consistent and established for the season. Fundamental skill development shall be the primary goal of middle school programs. The A teams shall consist of the highest skill level players, while the B/C teams shall be considered developmental squads. All players shall play in scheduled contests, with the exception of tournament play. At the high school level, athletic skill levels will determine squad placement. At both the middle school and high school levels, no advanced player shall play down. However, a coach/sponsor may move an advanced player down to ensure that there are sufficient players to complete the contest. The intent is to allow students to compete at their skill level.

Transporting Students

All participants shall travel with coaches/sponsors in district vehicles to all athletic contests sanctioned by the School District. A participant who misses the bus shall not compete at the scheduled event on that day. If the participant cannot travel with the team to the event, a pre-arranged transportation form must be submitted and approved by the Athletic Director or designee.

A participant may be excused from returning from the event on the school bus if s/he will be transported by their own parent or guardian by signing the check-out form from the head coach/sponsor. If students need to leave with a parent/guardian of another team member, the participant shall complete the permission process at least one day prior to the event. A Pre-Arranged Activities Release request form may be obtained from the office. The participant shall obtain the signature of the coach/sponsor, the Athletic Director, the parent/guardian, and the parent/guardian providing the transportation prior to submitting the request to the Principal. The approved/denied request shall be on file in the office. The participant shall check in with the appropriate coach/sponsor before leaving the event site.

Travel

Athletic and Activity Field Trip and Travel Procedures Getting Started:

- Participants are to be supervised at all times by the coach/sponsor.
- Parents can be chaperones provided they complete a background check with Norwood Schools.
- Participants are expected to read the Norwood Public Schools Handbook. Major violations will result in parent contact and may require the parent to pick up their student at their own expense.

Overnight Trips

- Luggage may be inspected by the Athletic Director/Coach/Sponsor or Principal before being loaded onto the bus. Luggage will not be unloaded until the bus reaches the destination.
- Luggage and rooms are subject to search at any time.
- If a participant leaves the bus before departure, the participant and their belongings may be rechecked before re-boarding the bus. This process will be followed anytime participants leave the bus.

Hotel Procedures

- Participants will be assigned to rooms before leaving on the trip. Anytime participants are in a room not assigned to them (working on a project, watching TV, etc.) the door must remain unlocked.
- Participants have a curfew and must be in their rooms at that time.
- All rooms will be checked at curfew. Chaperones will verify that the participants in the room are the participants assigned to the room, and chaperones must see all participants assigned to the room. (The chaperone will return to the room if a participant is in the bathroom or shower.) Chaperones will review the schedule for the next day with the participants.
- After bed checks have been completed it is suggested that chaperones meet to discuss any issues or concerns and the schedule for the next day. Rooms should be taped before chaperones go to bed and checked in the morning. (A room list will be submitted to the Athletic/ Activities Director)F