

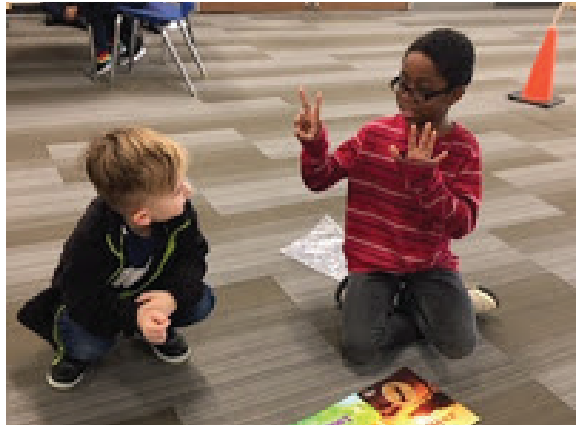


**STUDENT SUPPORT GUIDELINES  
AND  
CODE OF CONDUCT  
2019/2020**

**NWLSD PRIDE**  

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**WE ARE NWLSD**



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## NWLSD BOARD OF EDUCATION'S MESSAGE

*Dear NWLSD Families,*

*Welcome and thank you for choosing Northwest Local School District! At NWLSD we believe deeply that each student has a unique story and is important in the value they add to our school district. Our staff work purposefully toward creating highly engaging learning environments in which every child, every day, engages in an ideal balance between rigorous and relevant learning opportunities. At the same time, students enjoy the focused concern of caring adults. This board-adopted Student Support Guidelines - Code of Conduct is designed to help our families, students, staff, partners, volunteers, and neighbors understand how we can work together to build safe, supportive, and equitable learning environments, which encourage personal responsibility, commitment to one another and a communitywide partnership. In doing so, we will ensure every student has the opportunity to thrive in school and be prepared for a wide range of pathways in the world beyond NWLSD. We look forward to working with you in our mission to educate all students with rigor and care in a culture of excellence and to develop engaged citizens who are prepared for life.*

*Sincerely,*

*NWLSD Board of Education*



## NWLSD SUPERINTENDENT'S MESSAGE

*Dear NWLSD Families,*

*It is an honor to continue to serve as Superintendent of the Northwest Local School District. I want you to know that our Student Support Guidelines/Code of Conduct aims to create and maintain a positive school climate, where staff and students are engaged and respect the rights of others. We are dedicated to giving our students and staff places to learn and work that are safe, orderly, and culturally respectful. We also want to provide our students with the support they need to stay in school as they continue to learn and mature. The Guide/Code is aligned with our district's positive school culture plan, a best-practice model that aims to prevent issues by giving students clear expectations on how to behave with an understanding of student experience that comes by being trauma-informed. Each school adopts its own positive school culture plan using Positive Behavior Intervention and Supports that reinforce good behavior. One component of our PBIS model is the use of Restorative Practices, which reinforces positive behavior and conflict resolution by teaching children respect and appropriate behavior in school and in their community. Using a restorative approach with students increases our ability to build strong relationships. Strong relationships help staff keep minor situations from becoming larger. The removal of a child from school is an option of last resort. If you have questions about our NWLSD Student Support Guidelines/Code of Conduct, please feel free to contact us at 513-923-1000. We look forward to serving your family, and wish all of our students an excellent school year full of growth and achievement.*

*Sincerely,*

A handwritten signature in black ink that reads "Todd Bowling". The signature is written in a cursive, flowing style.

*Todd Bowling  
Superintendent  
Northwest Local School District*

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## NWLSD HOW TO REACH US

Please do not hesitate to reach out to us at NWLSD. Below is contact information to reference if assistance is needed.

<b><u>SCHOOL</u></b>	<b><u>ADDRESS</u></b>	<b><u>PHONE NO.</u></b>
Colerain High	8801 Cheviot Road, 45251	385-6424
Northwest High	10761 Pippin Road, 45231	851-7300
Northwest Passage	3242 Banning Road, 45239	674-0731
Colerain Middle	4700 Poole Road, 45251	385-8490
Pleasant Run Middle	11770 Pippin Road, 45231	851-2400
White Oak Middle	3130 Jessup Road, 45239	741-4300
Colerain Elementary	4850 Poole Road, 45251	385-8740
Monfort Heights Elementary	3711 West Fork Road, 45247	389-1570
Pleasant Run Elementary	11780 Pippin Road, 45231	825-7070
Struble Elementary	2760 Jonrose Ave, 45239	522-2700
Taylor Elementary	3173 Springdale Road, 45251	825-3000
Houston Early Learning Center	3308 Compton Road, 45251	385-8000
NWLSD Administrative Center	3240 Banning Road, 45239	923-1000
<ul style="list-style-type: none"> <li>• Business Services</li> <li>• Curriculum</li> <li>• Human Resources</li> <li>• Student Services</li> <li>• Superintendent</li> <li>• Technology</li> <li>• Treasurer</li> </ul>		
Houston Educ. Service Center	3310 Compton Road, 45251	522-6700
Enrollment Center	3310 Compton Road, 45251	522-6700 ext. 7
Food Services Department	3310 Compton Road, 45251	522-6700 ext. 5
Special Education Department	3242 Banning Road, 45239	522-6700 ext. 9
District Nurse Supervisor	3240 Banning Road, 45239	648-4065
Maintenance Department	4700 Poole Road, 45251	385-4829
Transportation Department	3113 Springdale Road, 45251	825-4600

## GETTING HELP

### Personal Concerns

For help with personal concerns that may impact a student's school life or activities.

- Discussion of the concern between parents or guardians and the student, if possible.
- Parent/guardian or the student communicate with school counselors; they are trained to offer help with personal problems and may lead students to other resources.

### Peer Relationship Problems/Bullying

- Speak directly with your student's school counselor or administration team.
- Complete the Harassment Intimidation Bullying Form (HIB). Form can be found on NWLSD Facebook page, your school's website, or in any of the office spaces.

### Self Harm Concerns

It is critical for the school counselors to know if your student is experiencing thoughts around self-harm. Your school counselor will help you navigate supports and connect you to resources. You may also call or text our Safe Hotline at 513-857-1335 for assistance.

### Social Work and Non-Academic Supports

For help with daily living resources (basic needs), our School Social Workers are your best contacts.

- They work to create wrap around services that support students and families - particularly for non-academic factors that create barriers to learning.
- In addition to physical needs (basic needs) they may also help a family with psychological and/or behavioral needs.
- To contact our district social workers, call 923-1000 or email Lindsey Gibson at lgibson@nwlsd.org

### Academic Barriers

For help with academic concerns, the student/parent or guardian should:

- Contact the teacher who teaches the subject.
- If the problem remains unresolved to the parent/student's satisfaction, contact the school counselor or principal.

### Athletics/Extracurricular Activities

For help with issues involving extracurricular activities, the student/parent or guardian should:

- Talk to the advisor assigned to the club or activity.
- For middle school/high school athletics, follow the chain of coaching command. If that does not resolve the issue, speak to the school's athletic director.
- If the problem remains unresolved, speak with the principal.

## NWLSD COMMUNITY RESOURCES

Please do not hesitate to reach out to us at NWLSD. Below is contact information to reference if assistance is needed.

### **Emergency Contact Numbers**

See Something/Say Something	(513) 857-1335
24 hour Mobile Crisis Team	(513) 584-5098
Child Abuse Reporting	(513) 241-KIDS
Ham. County Dev. Disabilities Emer. Line	(513) 794-3308
24 Hour Crisis Line Talbert House	(513) 281-CARE
Psychiatric Intake Response Center (PIRC)	(513) 584-5098
Trevor Project Crisis Line - LGBTQ	1-800-4-U-TREVOR
National Suicide Prevention Lifeline	1-800-273-TALK
Colerain Township Non-Emergency	(513) 321-COPS

### **Abuse/Domestic Violence**

YWCA Domestic Violence Shelter	(513) 872-92598
Shalom Center for Elder Abuse	1-888-295-7453

### **Clothing and Household Items**

Freestore Food Bank	(513) 241-1064
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### **Support Groups for Families and Caregivers**

NAMI of Southwest Ohio	(513) 351-3500
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## POSITIVE SCHOOL CULTURE

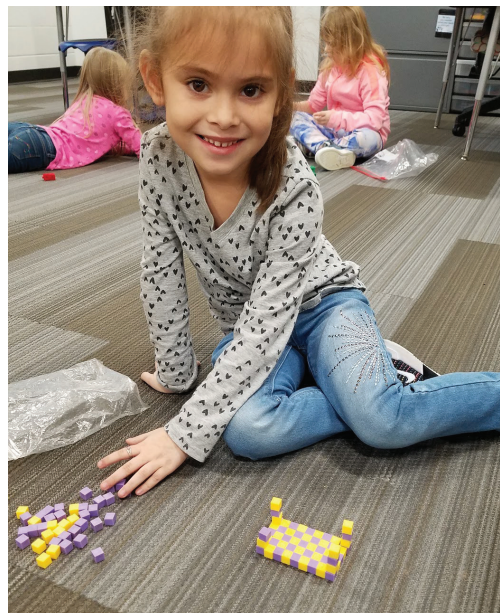
At NWLSD, we believe that all students have the right to learn and grow. The goal of the NWLSD Student Support Guide is to ensure all students' right to an education in a safe, civil, and caring environment. We collaborate with students and families to create a culture and climate where everyone feels valued, cared for and respected. Such an atmosphere has been proven to decrease interruptions to learning and increase academic achievement.

A positive school culture can be recognized by the mutual respect shown among all staff and students, aimed at creating a school that maximizes learning and provides support to overcome barriers.

NWLSD staff utilize a Positive Behavior Intervention Supports (PBIS) model with a restorative approach to ensure a positive school culture where students are held accountable for their actions and words, and supported in their growth by our staff. As part of that approach, all of our staff members have been trained in the use of Restorative Practices.

Restorative Practices vary based on a student's behavior concerns and needs. The best results are achieved when students willingly engage in the interventions that are put in place. Restorative Practices consist of positive interventions to encourage improved behavior. Restorative Practices promote:

- Self-accountability and reflection of misbehavior
- Conflict resolution among students
- Development of a teacher and student relationship
- Reduction of poor behavior

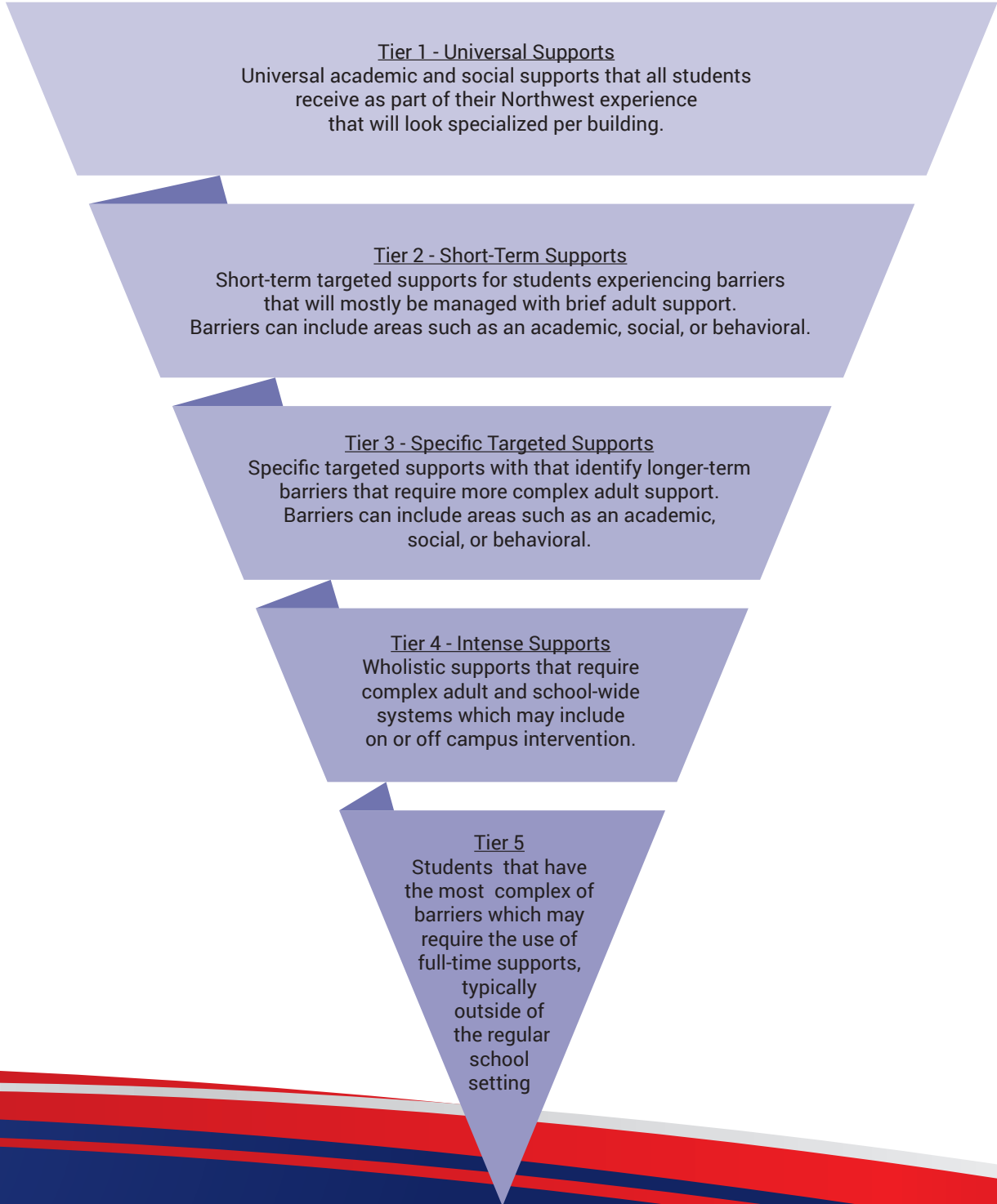


## STUDENT SERVICES

NWLSD has both in-house and outsourced services to help our students and families navigate and break through barriers keeping them from their best learning experiences. Northwest Local has the support of two social workers, a behavioral specialist, counselors at all of our elementaries and secondary buildings, relationships with school-based mental health services, and connections to outside treatment facilities. It is best to work with your student's school-based support team to identify the necessary supports for your student.

We utilize a tiered approach to the services available to students and families with an increase of supports as steps are taken for student success moving up the tiers. These tiers serve as a guide to help our staff and families support students to perform at their best level.





## DESCRIPTION OF SERVICES AT NORTHWEST LOCAL SCHOOL DISTRICT

### Tier 1

- Trauma Informed Care/Restorative Practices:
  - > Being trauma informed means that staff take an empathetic approach to the experiences many of our students may have as a part of their childhood. There is a recognition that those experiences impact the manner in which students approach the world around them.
  - > Restorative Practices focus on healing harm done to a community when there are situations that have an impact on the learning environment. It is a manner of building staff and student relationships with all students. All students benefit from positive relationships with staff and by working on relational skills. Relationships are a critical part of community.
- Counselors at both elementary and secondary buildings
  - > Counselors are available to your student for both academic guidance as well as social/emotional and career planning needs
  - > Counselors are also a great resource to start with in activating further services.

### Tier 2

- Response to Intervention Plan (RTI)/ Behavior Intervention Plan
  - > Created in collaboration with the family and student support team at the school for academic and/or behavior support.
- Restorative Supports in the Alternative Learning Placement (ALP) setting.
  - > Used to reteach the behavioral expectation.
- Attendance Intervention Team/Plan
  - > A plan created with the family and school support team to help improve student attendance.
- NWLSD Parent Mentor, Vicky Coleman
  - > Provides support and guidance with parents particularly for students that receive special education services. Contact Vicky Coleman at [vcoleman@nwlsd.org](mailto:vcoleman@nwlsd.org).

### Tier 3

- Children's Home of Cincinnati School Based and Agency Based Services
  - > Provides a variety of community-based treatment services in meeting student/family needs.
  - > Behavioral health therapy with a focus on individualized counseling services to help children and their families maintain a healthy mindset, while improving functioning at school and home.
  - > Care Coordination--A linkage to connect community and school resources.
  - > Counseling for caregivers-- Agency based supports for parents who are dealing with challenging behaviors at home and/or school.
  - > Nurse Practitioner Psychiatric services-- Provides initial medication evaluation, review, and follow-up services.
- Restorative Alternative Setting
  - > A service offered to secondary students removed from school due to suspension or expulsion.
- District Social Workers
  - > Used to activate additional supports for student and family needs that may include academic, behavior, or the basic daily living needs.
- District Behavior Specialist Intervention
  - > Provides direct support to teachers and students.
  - > One-on-one consultation with teachers and students.
  - > Provides support to specialized behavioral units.
- Parent Project
  - > Seasonal ten-week program designed as a support group for parents and to offer additional tools for to promote more positive outcomes.

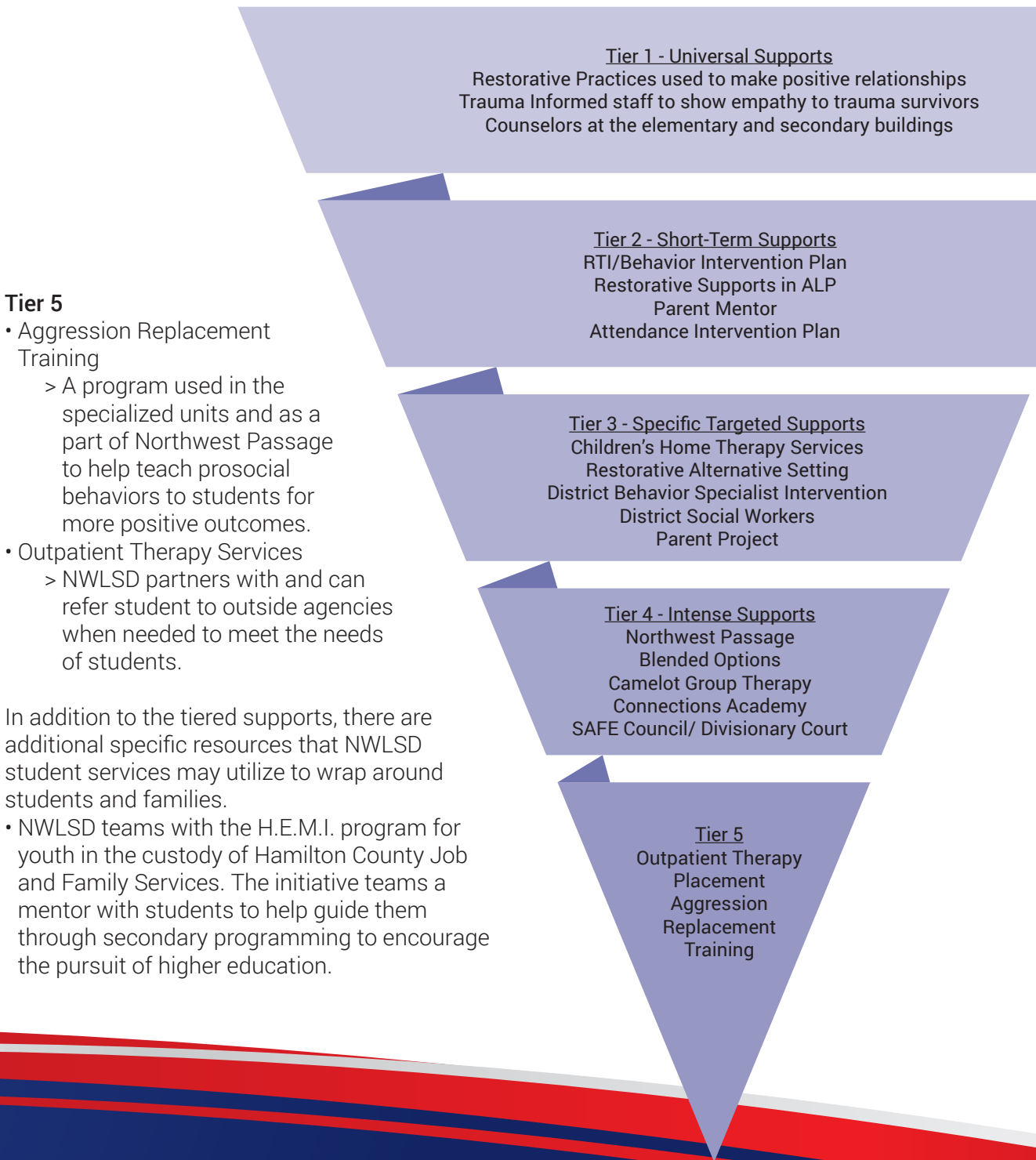




#### Tier 4

- On-Campus Alternative Setting for Secondary Students
  - > Offered each of the high schools primarily designed for credit recovery.
- Northwest Passage (NWP) for Secondary Students
  - > Alternative academic programming that includes options of on-campus and home-based online opportunities.
- Blended Learning Option for Secondary Students
  - > Students engage with curriculum through at-home online resources in addition to weekly on-campus check-in at the alternate site or home school site.
- Camelot Group Therapy for Elementary and Middle School Students
  - > Provides therapeutic group therapy.
- Connections Program for Elementary Students
- Specialized behavior support program for elementary age students.
  - > Student and Family Engagement Council
  - > NWLSD Diversionary Court
  - > Works to identify barriers to success for students, address concerns, develop a support plan helping students make better choices and attend school regularly.





**Tier 5**

- Aggression Replacement Training
  - > A program used in the specialized units and as a part of Northwest Passage to help teach prosocial behaviors to students for more positive outcomes.
- Outpatient Therapy Services
  - > NWLSD partners with and can refer student to outside agencies when needed to meet the needs of students.

In addition to the tiered supports, there are additional specific resources that NWLSD student services may utilize to wrap around students and families.

- NWLSD teams with the H.E.M.I. program for youth in the custody of Hamilton County Job and Family Services. The initiative teams a mentor with students to help guide them through secondary programming to encourage the pursuit of higher education.

## NWLSD CODE OF CONDUCT GUIDELINES

NWLSD recognizes its responsibility to provide all students with an environment conducive to the development of their maximum learning potential. The Code of Conduct supports this endeavor. The Code of Conduct is adopted by the Board pursuant to state law.

Any student engaging in the following types of conduct either specifically or generally like the type of conduct listed below is subject to suspension, expulsion, emergency removal or permanent exclusion from curricular or extracurricular activities pursuant to State law. This Code of Regulations applies while a student is in the custody or control of the school, on school grounds or closely proximate thereto, while at a school-sponsored function or activity or on school-owned or provided transportation vehicles. In addition, the Code of Regulations governs a student's conduct at all times, on or off school property, unless specifically limited to school property as stated in a regulation, when such student conduct is reasonably related to the health and safety of other students and/or school employees, or such conduct would unreasonably interrupt the educational processes of the District.

The NWLSD Progressive Discipline Code is divided into four levels. Each level represents progressively more serious misbehavior and consequences. The level of discipline shall be based on the severity of the misbehavior and the number of infractions involved with each referral. **The Administration reserves the right to skip levels of discipline depending upon the violation.**

The law requires that students are provided with a written notice of intent to suspend prior to being suspended. State law also requires that students and parents are provided with a written notice of intent to expel.

The written notice of intent to suspend shall be given to the student at an informal hearing. The notice of intent to expel shall be sent to the student and the parents and the students and parents will be provided an opportunity for an informal hearing prior to a decision to expel.

A student or the parents may appeal any decision of the District administration to suspend a student from school to the Superintendent/designee. A student or parent must request a **suspension appeal** in writing within **10 days** after the discipline measure takes effect. A student or the parents may appeal an expulsion from school to the Board/designee. A student or parent must request an **expulsion appeal** in writing within 14 days after the discipline measure takes effect. Appeal paperwork is located in each school office as well as the Administrative Offices. The appeal process includes an additional informal meeting with a hearing officer. The student and parents may be represented in all appeal hearings. Pursuant to State law, a student or parents may further appeal an expulsion or suspension to the Hamilton County Court of Common Pleas.

It is the policy of the Board that students shall not be permitted to return to school pending any appeal process with the administration or the court. The District will make every effort to promptly hear all appeals to minimize a student's absence from school. Should the Board, the Superintendent, or their designees reverse or modify a discipline decision and permit a student to return to school, such student shall be permitted ample time to make up all assignments and work missed as a result of his/her absence.



# NWLSD CODE OF CONDUCT

**The Administration reserves the right to skip levels of discipline depending upon the violation.**

The types of conduct prohibited by the Northwest Local School District Code of Conduct are as follows:

## **Level I Discipline:**

Level I discipline is used for minor acts of misconduct which interfere with orderly school procedures, school functions, extracurricular programs, approved transportation, or a student's own learning process. Most level I infractions are expected to be taken care of through student compliance with staff responses. If a student fails to follow basic staff directives in the classroom, they will be referred to the office for further intervention

## **Staff Responses:**

- Verbal Warning using Restorative Practices and Affective Language
- Parent/Guardian Contact
- PBIS Classroom Consequence (points, card flip, etc)
- Teacher Assigned AM or PM Detention
- Use of Temporary Alternative Setting
- Office Referral for Repeated Violations

## **Administrative Responses:**

- Administrative Warning
- Demerit
- Administrative Detention
- Use of Temporary Alternative Setting

Code	Description
101	Misbehavior which disrupts or interferes with any school activity.
102	Disrespect to a student.
103	Disregard of reasonable directions or commands by school authorities.
104	Tardy to Class.
105	Failure to abide by reasonable dress and appearance codes as established by administration and the Board of Education.
106	Tardy to School
107	Non-Approved Use of Technology

**Level II Discipline:**

Level II discipline offenses are intermediate acts of misconduct that require administrative intervention. These acts include, but are not limited to, repeated, but unrelated, acts of minor misconduct and misbehavior directed against persons or property but which do not seriously endanger the health, safety or well-being of others. Consideration of necessary behavior support services should be given, if not already provided. Due process procedures required by federal and state law will be followed. These may include such procedures as the procedural safeguards provided by the 2004 Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act of 1973.

**Staff Responses:**

- Verbal Warning using Affective Language
- Office Referral

**Administrative Responses:**

- Demerit
- ALP– Elementary Alternative Learning Placement
- ASA– Secondary Alternate School Assignment
- Detention
- Out-of-School Suspension (OSS)

Code	Description
201	Disrespect to a teacher or other school authority.
202	Disrespect to a student.
203	Disregard of reasonable directions or commands by school authorities.
204	Any disruption or interference with school activities.
205	Cursing – use of indecent language in oral or written form.
206	Use of obscene gestures.
207	Forgery of school or school-related documents
208	Cheating or plagiarizing.
209	Distribution of pamphlets, leaflets, buttons, insignia, etc., without the permission of the proper school authorities.
210	Placing of signs and slogans on school property or at school events without the permission of the proper authorities.
211	Minor petty theft
212	Skipping class.
213	Leaving school property without permission of proper school authority.
214	Disobedience of driving regulations.
215	Presence in areas during school hours or outside school hours where a student has no legitimate business without permission of a school administrator or a teacher.
216	Engaging in activities that may cause fear or panic in an individual or group.
217	Refusing to receive or serve properly administered discipline.
218	Repeated non-approved use of technology or disruption of the educational process through the non-approved use of technology.
219	Repeated violations of the 100 Codes.
220	Repeated violations of the 100 Codes.

**Level III Discipline:**

Level III discipline offenses are serious acts of misconduct including, but not limited to, repeated misbehavior that is similar in nature, serious disruptions of the school environment, threats to health, safety, or property, and other acts of serious misconduct. These offenses must be reported to the principal. Such acts may also result in criminal penalties being imposed. Due process procedures required by federal and state law will be followed. These may include such procedures as the procedural safeguards provided by the 2004 Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act of 1973.

**Staff Responses:**

- Office Referral

**Administrative Responses:**

- Use of Behavior Intervention Process
- Out-of-School Suspension (OSS)

Code	Description
301	Willfully aiding another person to violate school regulations and/or interfering with school investigation.
302	Failure to report the actions or plans of another person to a teacher or administrator where these actions or plans of another person, if carried out, could or did result in harm to another person or persons or damage property, when the student has information about such actions or plans.
303	Misuse of chemical substances
304	Smoking, using, or possessing any substance containing tobacco, including, but not limited to cigarettes, cigars, a pipe, rolling papers, a clove cigarette, e-cigarettes, and chewing tobacco, or tobacco paraphernalia such as matches or lighters or use of tobacco in any other form. As provided in 3313.751, Ohio Revised Code, it shall be a violation of this rule to use or possess tobacco in any form while on school premises or at any school activity regardless of time or location.
305	Distributing any substance containing tobacco, including, but not limited to cigarettes, cigars, a pipe, rolling papers, a clove cigarette, and chewing tobacco, tobacco paraphernalia such as matches or lighters or use of tobacco in any other form. As provided in 3313.751, Ohio Revised Code, it shall be a violation his rule to use or possess tobacco in any form while on school premises or at any school activity regardless of time or location.
306	Fighting.
307	Hazing, threatening, harassment, intimidation or bullying of students based upon personal attributes or beliefs on/off school grounds, or engaging in activities that may cause fear or panic in an individual or group.  For purposes of this policy, the term "harassment, intimidation or bullying" means any intentional written, verbal, electronic or physical act toward a student has exhibited toward another particular student more than once and the behavior: (1) causes mental or physical harm to the other student; and (2) is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student.
308	Displaying excessive affection, inappropriate touching or other inappropriate behavior.

309	Falsifying of information given to school authorities in the legitimate pursuit of their jobs or interfering with the administrative investigation.
310	Possession of obscene, pornographic or libelous material.
311	Damage or destruction of school property on or off of school premises.
312	Damage or destruction of private property.
313	Demonstrations by individuals or groups causing disruption to the school program.
314	Gambling.
315	Theft or Possession of stolen student property.
316	Inappropriate use of computers and other technologies. Inappropriate use includes: vandalism, theft, or misuse of the hardware, plagiarism, unauthorized access to files not belonging to the student, tampering with security software or network privileges; logging onto the network with a fraudulent ID or password; using the facilities without proper supervision, installation of software on a computer or network, or unauthorized use, copying, or downloading of programs, files and/or pictures. Violations may result in revocation of access privileges, suspension, expulsion, other school disciplinary actions and/or appropriate legal action.
317	Any other activity by a student which the student knows or should know will disrupt the academic process or a curricular or extracurricular activity while on school premises or while in the control or custody of the school district regardless of whether on or off of school premises, or at a school-related activity regardless of location.
318	Audiotaping, videotaping, filming or photographing of any student or staff member without the explicit knowledge and permission of the student, staff member, and the school administration.
319	Disrespect to student that involves physical contact on the part of the individual.
320	Repeated violations of 200 infractions.

**Level IV Discipline:**

Level IV discipline offenses are the most serious acts of misconduct. These offenses must be immediately reported to the administration. These violations are so serious that they may require use of outside agencies and/or law enforcement. Such acts may also result in criminal penalties being imposed. Due process procedures required by federal and state law will be followed. These may include such procedures as the procedural safeguards provided by the 2004 Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act of 1973.

**Staff Responses:**

- Office Referral

**Administrative Responses:**

- Use of Behavior Intervention Process
- Multiple Day Out-of-School Suspension (OSS)
- Recommendation for Expulsion

Principals may suspend a student up to ten days. If a student is recommended for expulsion, the NWLSD Student Services Office will arrange for a hearing with the Superintendent or an established designee to determine if the situation requires further discipline beyond the ten days of suspension.

Code	Description
401	Possession, conveyance or use of a firearm. Firearms are identified in Section 921 of Title 18, United States Code. (As provided in Ohio Revised Code 3313.66 and 3313.661 violations of the Code of Conduct involving firearms are subject to expulsion from school for one year).
402	Convey, attempt to convey, possess or use a weapon other than a firearm. The term "weapon" shall have the following meanings: (a) Any instrument, device or object which is designed or is specially adapted for use as a weapon, or which is possessed, carried or used as a weapon. Examples of "weapons" shall include, but are not limited to: firearms, explosive devices, incendiary devices, ordinances, ammunition, knives, grenades, brass knuckles, slingshots, crossbows, arrows, blowguns, etc. (b) The possession or use of objects which may render physical harm to another if improperly used, including, but not limited to: axes, hatchets, hammers, saws, chains, ice picks, screwdrivers and knives. An exception to this rule shall include the proper use of such objects while under the direct supervision and control of a duly authorized representative of the Northwest Local School District. "Knives," as defined in Northwest Board of Education policy include, but are not limited to, any instrument that possesses a pointed or sharp-edged blade of metal or other rigid material that is designed for or can be used for cutting, slicing, piercing, or stabbing. This definition shall include, but is not limited to straight razors, utility knives, box cutters, ice picks, pocket knives, switchblades, and buck knives. (As provided in Ohio Revised Code 3313.66 and 3313.661, violations of the Code of Conduct involving knives are subject to expulsion from school for one year.)
403	Sale/distribution of weapons. See term "weapon" as defined in Code 402.
404	Convey, attempt to convey, possess or use any instrument, device or object which is designed to look like a firearm.
405	Convey, attempt to convey, possess or use any instrument, device or object which is designed to look like any other type of weapon.

406	Sale/distribution of any instrument, device or object which is designed to look like a firearm.
407	Sale/distribution of any instrument, device or object which is designed to look like any other type of weapon.
408	Buying, using, possessing, or being under the influence of any controlled substance (drugs, narcotics, marijuana, etc.); or buying, selling, using, possessing, or being under the influence of any counterfeit controlled substance (any substance that is made to look like a controlled substance, or is represented to be a controlled substance, or that you think is a controlled substance), or possessing drug paraphernalia. Vaping contraband will be considered a controlled substance at all times.
409	Selling or distributing any controlled substance (drugs, narcotics, marijuana, etc.) or inhalant; or buying, selling, any counterfeit controlled substance (any substance that is made to look like a controlled substance, or is represented to be a controlled substance, or that you think is a controlled substance). Vaping contraband will be considered a controlled substance at all times.
410	Buying, selling, transferring or using any drug, alcohol, medication, inhalant, paraphernalia or other substance which can be taken internally where the student or students involved cannot show a legitimate health or other reason for the use of such substances. Vaping contraband will be considered a controlled substance at all times.
411	Possessing, using, or being under the influence of any alcoholic beverage or intoxicant of any kind.
412	Sale or distribution of any alcoholic beverage or paraphernalia or intoxicant of any kind.
413	Possession and/or discharge of any explosive substance or incendiary device.
414	Assault on student
415	Assault on school employee or other person.
416	Disrespect to staff that involves physical contact on the part of the individual.
417	Engaging in sexual acts.
418	Indecent exposure.
419	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, emailing or sexting, etc.) may constitute a crime under state and/or federal law which may result in arrest, criminal prosecution, and lifetime inclusion on sexual offender registries.
420	Violation of the district's sexual harassment policy. See policy number po5517.
421	Hazing, threatening or harassment of school personnel. Threats may be based upon personal attributes or beliefs, on or off school grounds, or the engaging in activities that may cause fear or panic in an individual or group.
422	Turning in false fire, tornado, bomb, or disaster alarms. (As provided in Ohio Revised Code 3313.66 (A) (5), a student may be expelled for a period of up to one year for making a bomb threat to a school building or to any premises at which a school activity is occurring at the same time of the threat. The period of expulsion shall extend as necessary into the next school year.) Oral, written or social media threats to harm individuals, groups, or school.
423	Extortion of a student or school personnel.

424	Arson or other improper use of fire.
425	Theft or possession of school property or school employee property.
426	Any type of prohibited activity listed herein engaged in by a student on school premises, on a school bus, or while in the control or custody of the school district regardless of whether on or off of school premises, or at a school-related activity regardless of location, shall be reason for expulsion, suspension or removal from school.
427	Commission by a student of any crime or infraction in violation of the Criminal Code, Traffic Code or Juvenile Code of the State of Ohio or, when applicable, of the State in which the crime or infraction was committed. This provision shall apply to any student while in the control or custody of the school district regardless of whether the act occurred on or off of school premises, or at a school-related activity regardless of location.
428	Repeated 300 code infractions.

**The administration reserves the right to skip levels of discipline depending on the number of infractions for each referral and the severity of the violation.**

## NWLSD DRESS CODE 2019-2020

The following dress code is board approved for all students for the 2019-2020 school year.

1. Clothing and accessories that could be interpreted as promoting hate or communicating a negative, profane, or vulgar message are not permitted. Additionally, jewelry and accessories that pose a safety concern for the student or others are not acceptable.
2. Undergarments should not be visible. Tops that expose the midriff or chest, tank tops, mesh tops, and shirts with no sleeves are not acceptable. Pants, shorts and skirts must be worn at the waist level.
3. No head coverings (hats, bandanas, hoods, etc.), or gloves should be worn during the school day.
4. No oversized coats are permitted during the school day.
5. Shorts, skirts, and dresses should reach to a length of mid-thigh or lower and not be overly revealing.
6. Footwear should be safe for the learning environment.

\*\*\*Exceptions to these dress code items for religious reasons should be brought to administration at the beginning of the school year by parents and will require written documentation.





## NWLSD ATTENDANCE INFORMATION

Regular school attendance is critical for your student to experience their full potential of academic growth and achievement. Our own district research clearly shows that when students miss a concerning amount of time from the classroom, there are drastic drops in their growth rate on academic diagnostic tests including the state of Ohio required testing.

Each school year certainly has its own set of challenges, and we understand that illness often has an impact on student attendance. We also understand that there are additional factors that may have influence on your student's regular attendance at school. We wish to partner with you to help your student grow and achieve at their highest level. If you are facing challenges that prevent your student from attending school, please reach out to us as soon as possible so as to minimize the loss of academic growth.

There are some types of absences for which the state allows and those absences do not count towards the progressive steps in the state attendance plan. It is critical that medical, court, or funeral excuse notices are turned in to the school office if applicable within five days

of the absence. If you believe any of the information above is inaccurate, please reach out to the school attendance office as soon as possible.

It is also important for you to know that NWLSD does maintain a force failure policy, which may be enforced by the principal/designee for the following: students who miss four class periods in a quarter course, nine class periods in a semester course, or 18 class periods in a full year course.

The state of Ohio has recently become even more specific about the expectations regarding student attendance and the steps schools must take to monitor and assist families with challenges to avoid missed school time. Below are specific details regarding the steps Ohio schools must take to help improve student attendance under the requirements of House Bill 410. Please know that we are looking to partner with you so that your student may achieve at his/her highest level.

## OHIO HOUSE BILL 410 DETAILS AND REQUIREMENTS

Regular school attendance is required by Ohio Law and is a key factor for student success in school. House Bill 410, of the Ohio Legislature mandates that students attend school every day that school is in session. It is important to establish good attendance patterns early in a child's school experience. Custodial parents/guardians will be notified when a student incurs any of the following:

Excessive Absences

38 or more hours in any month  
(All Absences)

65 or more hours in a year  
(All Absences)

Habitual Truancy

30 or more consecutive hours  
(Unexcused ONLY)

42 or more hours in any month  
(Unexcused ONLY)

72 or more hours in a year  
(Unexcused ONLY)

Please keep in mind, only third-party and/or medically excused absence hours do not count toward unexcused absences (court notice, doctor note for example).

### House Bill 410 Required Action Steps

1. Any student who receives a letter pertaining to the Habitual Truancy guidelines or reach Habitually Truant criteria, will have an Absence Intervention Team convened within 14 days of this letter and the student will be referred to this group. The parent(s)/guardian(s) will be invited to attend the meeting. The purpose of the meeting will be to discuss the causes for absenteeism, and work together with the team to develop interventions that can be implemented at school and home to help address the absences and improve attendance in school.
2. The school and parent(s)/guardian(s) will work to develop a positive working relationship with open lines of communication to address the truancy, and will continue to actively monitor attendance from the date the plan is put into effect for the student.
3. If at any time since the implementation of this plan the student again incurs any of the triggering events described above for Habitual Truancy, the school will then file a complaint with the Hamilton County Juvenile Court and bring charges against the parent and/or student for truancy. If however, after 60 days of attempting this Absence Intervention Plan, the student does not incur any of the triggering events, but shows little progress in improving his/her attendance, the school can then also file a complaint with the Hamilton County Juvenile Court and bring charges against the parent and/or student for truancy.

If you have any questions, please call your student's school attendance office or NWLSD Student Services.

## NWLSD BUS GUIDELINES

The safety of our students is paramount for the NWLSD. Students that ride school buses must conduct themselves with safety in mind at all times. While on a school bus, the NWLSD CODE OF CONDUCT applies to student conduct, in addition students are expected to adhere to the following guidelines.

- Students must be at the bus stop at least FIVE (5) minutes before the students scheduled stop time; the bus must run on schedule and cannot wait for those who are late.
- Students should never stand in, or play on, the roadway while waiting for the bus.
- Students must be in their place of safety at the bus stop while waiting for the bus to arrive.
- Prior to boarding the bus, students must keep a safe distance from the bus while it is in motion AND REMAIN STILL.
- Students must not ATTEMPT TO get on or off the bus while it is in motion.
- Students must enter the bus without crowding or disturbing others, and occupy their seat immediately.
- Students must keep out of the driver's seat.
- In crossing the street at any time, students should look both to the right and to the left, WAIT FOR THE DRIVER'S SIGNAL (IF THE BUS IS PRESENT), and then cross the street..
- Students are permitted to talk quietly on the bus, and classroom conduct is to be observed while on the bus.
- Students must not call out to passers-by. They should not open the bus window without permission from the driver or extend head or arms out of the window.
- Students should not leave the bus without the driver's consent, except on arrival at their regular assigned bus stop or at school.
- Students should help to keep the bus clean, sanitary and orderly. They must not damage or abuse the equipment.
- Students must sit facing the front of the bus AND SHOULD NOT LAY IN THE SEATS or PLACE THEIR FEET ON OTHER SEATS.
- Students must not throw articles of any kind out of or around the bus.
- Students are not to eat or drink while on the bus.
- Students must remain in their seat and keep the aisle clear.
- Students must stay seated until the bus comes to a complete stop.
- Students are not permitted to tamper with emergency doors, controls, or windows.
- In approaching the bus or a bus stop along the highway, students should walk on the left side of the road facing traffic. Students should be sure that the road is clear of all traffic or that all traffic has stopped before crossing. Upon leaving the bus, students should immediately walk around the front of the bus and stop before crossing. Students should make sure that the road is either clear of all traffic or that all traffic has come to a complete stop before crossing AND WAIT FOR THE SIGNAL TO CROSS FROM THE DRIVER.
- Large items such as band instruments, shop projects, sports equipment, skateboards and other school projects shall not be permitted on the bus if they interfere with the driver or other passengers. The aisle, exits, and driver's vision shall not be blocked.
- All food items must be kept in a lunch box, bag, closed container or backpack.
- All students must ride the bus to which they are assigned. If there is an emergency that requires a student to ride another bus, a note signed by the parent and school leader will be given to the bus driver before the student will be allowed to board the bus.
- Parents/guardians are not permitted to enter the bus. Any concerns must be addressed with the building administrator and/or the bus contractor.
- Students must get on and off the bus at their assigned board approved bus stop.

## NWLSD FOR MORE INFORMATION

Visit our website ([www.nwlsd.org](http://www.nwlsd.org)), give us a call (513-923-1000) or use the links below using your QR Reader or Smartphone Camera.



See Something,  
Say Something  
Form



Harassment,  
Intimidation,  
Bullying Form



NWLSD  
Facebook  
Page



District  
Calendar



District  
News



Guidance  
Department



Business  
Services



Contacts  
and Maps



Enrollment



Transportation



Expulsion  
Appeal  
Document



Suspension  
Appeal  
Document



Student Services



Parent  
Resources  
Page



Progressbook  
Parent  
LogIn

# Keep Our Schools Safe

If you  
**SEE**  
something  
threatening, menacing,  
suspicious, or concerning

**SAY**  
something

PEOPLE CAN:

- 
- 1) Tell an adult
  - 2) Text or Call the Safe Hotline - 513-857-1335
  - 3) Fill out the "Say Something Form" in the office
  - 4) Fill out the "Say Something Form" on [www.NWLSD.org](http://www.NWLSD.org)
- 

Safe Hotline: 513-857-1335





**NORTHWEST LOCAL SCHOOL DISTRICT**  
**Harassment, Intimidation or Bullying**  
**Complaint Form**  
05-17-07

**A student, parent or guardian may file a complaint of harassment, intimidation or bullying pursuant to Board policy. The complaint must be specific as to the actions giving rise to the suspicion of harassment, intimidation or bullying. Complete this form and submit to the building principal.**

Person(s) involved \_\_\_\_\_  
\_\_\_\_\_

Time and place \_\_\_\_\_  
\_\_\_\_\_

Specifically describe the conduct or incident(s) giving rise to the suspicion of harassment, intimidation or bullying. Continue on back if necessary.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Number of such incidents \_\_\_\_\_

Target of the above-described conduct \_\_\_\_\_

Student or staff witnesses \_\_\_\_\_  
\_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Signature and date \_\_\_\_\_

(Students may report anonymously)

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**Response to complaint:**

Summary of Disposition (full report attached) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature and date \_\_\_\_\_



Northwest Local School District  
3240 Banning Road  
Cincinnati, OH 45239

[www.nwlsd.org](http://www.nwlsd.org)