

2019-2020 CARDINAL HANDBOOK

*It is in your son/daughter's best interest that we work together in relationship to his/her schooling. After reviewing this handbook with your son/daughter, please check the box below and return this form **as soon as possible**.* I have also read, understand and agree to abide by the terms of the Acceptable Use Policy and Agreement noted in this handbook. Should I commit any violation or in any way misuse my access to the Northwest Local District's computers, computer network, and or Internet, I understand and agree that my access privilege may be revoked and disciplinary action may be taken against me as outlined in the applicable Handbook or Code of Conduct.

I have reviewed the 2019-2020 Colerain High School Cardinal Handbook with my son/daughter.

Student Name (Please print)
(Last) (First) (Middle)

Grade

Parent/Guardian Signature Date

>>>><<<<

STUDENT INFORMATION RELEASE FORM

The Northwest Local School District requests parental consent to utilize pictures and/or name identification of students for school publications, videotapes, website, and/or print and broadcast media. If you do not wish the Northwest Local School District to use your son/daughter's photo and/or name, please notify us **in writing**, including the student's name, grade, and school he/she attends. Send to:

Donna Stockhoff Northwest Local School District
3240 Banning Road, Cincinnati, OH 45239
Phone (513) 923-1000, Ext. 647
Fax (513) 923-3644
dstockhoff@nwlsd.org

DIRECTORY INFORMATION

(O.R.C. 3319.321)

FERPA (Federal Educational Rights and Privacy Act) and Ohio law prohibit the release of student records without the written consent of the parent, or student who is 18 years of age or older. An exception is made in the case of "directory information." The directory information is defined to include the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, date of graduation, and awards. Directory information is considered public information and may be released without parental consent in some cases. Directory information may not be released to an individual or group representing businesses or other profit-making agencies except for private entities contracted by the Northwest Board of Education. If a parent does not want any or all directory information disclosed about his/her child, this objection must be put in writing and sent to:

Northwest Local School District
Student Services Office
3240 Banning Road, Cincinnati, OH 45239

Colerain High School

**2019-2020
Handbook**



Student

Property of:

Address:

Phone #:

Email:

IMPORTANT INFORMATION

Colerain High School
8801 Cheviot Road
Cincinnati, OH 45251

Colerain High School	385-6424	Fax 741-5032
Colerain Career Center	741-5000	Fax 741-5060
District Administrative Offices	923-1000	Fax 923-3644

We are Colerain.
We are Respectful.
We are Reasonable.
We are Responsible.

COLERAIN FIGHT SONG:

Fight, fight, fight for old Colerain High
Win the victory, V-I-C-T-O-R-Y.
Clear the way for Colerain today
Best in the west, and so we'll do our best, so...
On, on, on, on, fight to the end
Honor and glory, we must win!
So fight, fight, fight for old Colerain High and Victory!



Principal:
Mr. Jack Fisher

Assistant Principals:
Mr. Joe Pollitt
Mrs. Erin Davis
Mr. Matt Haws

SAFE SCHOOL HOTLINE

The SaferOH tip line will accept both calls and texts 24 hours a day regarding bullying, potential suicide risks, violence or other school safety issues. This information is anonymous and reported directly to the designated administrator at your school. This tip line allows students and adults to anonymously share information with school officials and law enforcement about threats to student safety—whether that involves a threatened mass incident or harm to a single student.

CALL OR TEXT 844-SAFEROH (844-723-3764)

Dear Parents and Students of Colerain High School,

On behalf of our wonderful staff, it is with great excitement that I welcome you to the 2019-20 school year! With much enthusiasm and anticipation, we are ready to begin another great school year. Our focus at Colerain High School is always on serving our students, parents, and community with a focus on excellence both inside and outside of the classroom. It is our goal to make sure that every student has an opportunity to excel. In order to do this, everyone must work together to ensure student success. One way of accomplishing this is through the use of the Cardinal Handbook.

The Student Handbook contains information about Colerain High School and our academic programs, organizations and activities, and general information. Additionally, included in this section are our district policies as well as our student code of conduct. High academic and behavior expectations and safe learning environment are crucial to our success; therefore, we are requesting that you thoroughly read the code of conduct.

We encourage our students to use the resources available to them at Colerain High School. Our staff is committed to the success of our students; therefore, we suggest regular visits with your counselor and advisor. Also, the use of the Information Center will help contribute to your success as a student. Finally, get involved! Take advantage of our various athletic and extracurricular programs and participate in community service activities.

Students, ultimately you help determine the success of your high school career. By attending school regularly, getting involved, and exhibiting a positive attitude you will make your years at Colerain High School the best! Best wishes for an enjoyable, positive, and safe school year!

Sincerely,

Mr. Jack Fisher

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GENERAL INFORMATION

WHO'S WHO

Administrative Staff:

Mr. Jack Fisher

Mr. Mike Stevens

mstevens1@nwlsd.org



Principal jfisher@nwlsd.org

Assistant Principal

Mrs. Erin Davis	Assistant Principal	edavis@nwlsd.org
Mr. Matt Haws	Assistant Principal	mhaws@nwlsd.org
Mr. Joe Pollitt	Assistant Principal	jpollitt@nwlsd.org
Mr. Craig Ulland	Athletic Director	culland@nwlsd.org
Mr. Matt Stoinoff	Facilities/Asst. AD	mstoinoff@nwlsd.org

Counselors:

Meredith Tilow	A-D	Evelyn Gibfried	N-SI
Tiffany Hosley	E-H	Kim Bunn	Sm-Z
Heather Snyder	I-M	Ron Russo	Butler Tech Programs

Secretaries:

Cathy West	Administrative Office
Trudy Hardert	Administrative Office
Sherry Enderle	Athletic Office
Bonnie Bowling	Career Center
Cheryl Merkle	Guidance Office
Barb Riechle	Administrative Office

Assistants:

Cindy Saylor	Attendance
Pat Wahl	Health Assistant/RN
Debbie Potzner	Media Center

WHAT'S WHERE

Attendance/Medical Notes:	Mrs. Saylor in Reception Office
Butler Tech information	Mrs. Bowling
Community Service Hours:	Advisors
Early Dismissal:	Attendance Office before 7:35 a.m.
Fees:	Mrs. West in Administrative Office
Illness/Medications:	Mrs. Wahl - 1st floor by Guidance Office
Parking Permits:	Mrs. Bowling
Schedule Change:	Counselor by Appointment
Tardy to School:	Attendance Office upon arrival
Student Activities:	Mrs. Davis
Work Permits:	Mrs. Bowling

SCHOOL AND COMMUNITY INFORMATION

MISSION STATEMENT

The heart of our mission is a dynamic learning experience for all students shared by the home, school, and community and embracing the principles of cooperation, mutual respect, and quality education.

SCHOOL MASCOT AND COLORS

The school mascot is the Cardinal and the official school colors of Colerain High are **Red** and **White**.

ACCREDITATION

Colerain is chartered by the Ohio Department of Education.

DISTRICT AND COMMUNITY

Colerain High School is part of the Northwest Local School District (NWLSD.) We are located in a suburban area about 14 miles from the center of Cincinnati. NWLSD has an estimated population of 60,000 and encompasses 56 square miles. All levels of socio-economic backgrounds are represented in the community. NWLSD is one of the largest school districts in the state of Ohio. We employ over 1,200 individuals and are the twentieth largest school district in the state of Ohio and second largest in Hamilton County in terms of enrollment.

We have one pre-school learning center, five elementary schools (K-5), three middle schools (6-8), and two high schools (9-12.) We are also part of the Butler Tech Joint Vocational School District and provide Career Technical Education at the Colerain Career Center, the Northwest Career Center, D. Russel Lee, The Natural Science Center, The Bio-Science Center and the School for the Arts.

Colerain High School receives students from all three middle schools in the Northwest District.

ACADEMIC PROGRAM INFORMATION

ACADEMIC REQUIREMENTS FOR GRADUATION

The Board desires that its standards for graduation meet or exceed the minimum standards of the Ohio Department of Education as well as State law and, further, that our high schools compares favorably with other high schools in the state that are recognized for excellence.

OHIO REGENTS COLLEGE CORE CURRICULUM:

Colleges and universities prefer certain courses to others to meet their entrance requirements. In the state of Ohio, the Ohio Board of Regents has developed the following college-prep (CORE) curriculum.

- 4 units of English (English I, II, III and IV)
- 4 units of Math (Adv. Algebra I, Adv. Geometry, Adv. Algebra II, and one additional Math course)
- 3 units of Science (1 physical, 1 biological, 1 elective)
- 3 units of Social Studies
- 2-3 units of Foreign Language
- 1 unit of Fine Arts
- Each college is independent of others and may vary the above requirements according to its own standards.

The requirements for graduation from high school are as follows:

NWLSD Requirements with Math Opt Out NWLSD Requirements

English Language Arts	4 units	English Language Arts	4 units
History including one unit of Government and one unit of American History and one unit of Modern World History	3 units	History including one unit of Government, one unit of American History and one unit of Modern World History	3 units
Science, including one unit each in Physical Science and Biology	3 units	Science, with inquiry-based lab experience, including one unit each in Physical Science and Life Sciences and one unit in Chemistry, Physics or other physical science, Advanced Biology or other life science, Astronomy, Physical Geology or other earth or space science	3 units
Mathematics*	3 units	Math, including one unit of Algebra II or its equivalent	4 units
Health	½ unit	Health	½ unit
Physical Education	½ unit	Physical Education	½ unit
Electives **	<u>6 units</u>	Electives **	<u>5 units</u>
TOTAL	20 units	TOTAL	20 units

The NWLSD requirements for graduation also include:

1. **Students selecting a Career Technical Education pathway will be required to select one elective unit from any combination of the following: foreign language, fine arts, business, career-technical education, family and consumer sciences, technology, agricultural education or additional English language arts, math, science or social studies courses not otherwise required under the Ohio Core. Students not selecting a Career Technical Education pathway will be required to complete one elective unit in Fine Arts/Foreign Language and four additional elective units from a combination of the following: additional foreign language, additional fine arts, business, career-technical education, family and consumer sciences, technology, agricultural education or additional English language arts, math, science or social studies courses not otherwise required under the Ohio Core.
2. Units earned in social studies shall be integrated with economics and financial literacy and passing all state required examinations.

Clarifications on graduation requirements:

- Units earned in social studies shall be integrated with economics and financial literacy and passing all state required examinations.
- Students selecting a Career Technical Education pathway will be required to select one elective unit from any combination of the following: foreign language, fine arts, business, career-technical education, family and consumer sciences, technology, agricultural education or additional English language arts, math, science or social studies courses not otherwise required under the Ohio Core.
- Students not selecting a Career Technical Education pathway will be required to complete one elective unit in Fine Arts/Foreign Language and four additional elective units from a combination of the following: additional foreign language, additional fine arts, business, career-technical education, family and consumer sciences, technology, agricultural education or additional English language arts, math, science or social studies courses not otherwise required under the Ohio Core.
- A student who, during high school, has participated in interscholastic athletics, marching band or cheerleading for at least two full seasons is not required to complete any physical education courses as a condition to graduate. However, the student is required to complete one-half unit, consisting of at least 60 hours of instruction, in another course of study. Students that are eligible for the exemption must have a form on file with their counselor in order to qualify. Requirements must be met by the end of a student's junior year. Failure to meet exemption requirements by the end of a student's junior year will result in a student scheduled for P.E. for their senior year.
- Student work successfully completed prior to the ninth grade is applied towards graduation credit if the course is taught by a teacher holding a license valid for teaching high school and is designated by the Board as meeting the high school curriculum requirements.
- The District offers community service education, which acquaints students with the history and importance of volunteer service and with a wide range of existing community needs. Community service requirements are included in their American Government course.
- High school credit is awarded to students who successfully complete Board-approved educational options that count toward the graduation requirements and subject area requirements.
- Summer school credits are accepted toward graduation provided that administrative approval has been given prior to registration for the course.
- Finally, as always, to receive a high school diploma all students must meet all Ohio testing requirements.

BLENDED COURSES

Blended learning is defined as learning that combines online delivery of course content with the best features of classroom interaction and live instruction to personalize learning. Students taking blended courses will be able to master the content at their own pace with teacher support. Students will be scheduled into a lab each day with their content teacher for support and enrichment.

CLASS RANK AND GRADING SCALE

A weighted system of class rank is used in the Northwest School District. Unweighted GPA will be used for academic recognition and honor diploma determination. Quality points, weighted for college prep courses at accelerated advanced and advanced levels are assigned for all quarter grades. A weighted grade point average for each student is derived by dividing the sum of all quality points by the total number of quarter grades. Class rank is then based on weighted grade point averages. GPA is calculated using only quarter grades.

GRADES AND CREDITS

- All students must have 20 credits to be eligible to graduate. Please see page 9 for more details.

Credits:

- Credits are based on Carnegie units of credit. In most cases, a course that lasts one full school year will receive one (1) unit of credit. Courses that last for a semester will merit one-half (.5) unit of credit. The exceptions to this are:

- Physical Education – The state of Ohio has mandated that one semester of Physical Education shall merit one-quarter (.25) unit of credit; therefore two semesters of Physical Education will be required to meet the graduation requirement of .50 credit in Physical Education

Grading:

- Grade book categories and weights should be aligned by the following criteria:
 30-40% of a student’s quarter grade should be comprised of practice
 60-70% of a student’s quarter grades should be comprised of summative assessments
 Teachers should develop procedures that allow students multiple attempts to demonstrate mastery
- A new grading scale was approved by the NWLSD BOE in spring of 2013 starting with the graduating class of 2019 (this will be the freshman class of 2015 at Colerain and Northwest HS)
- Below are two scales – The scale for the graduating class of 2019 and the scale that will be used for the graduating classes of 2019 and beyond.

For all students, the following grading scale will be used:

A	90 - 100
B	80 - 89
C	70 - 79
D	60 - 69
F	Below 60

For classes graduating in 2020 and beyond the following weighted grading scale will be used:

	A	B	C	D	F	
AP/CCP		5.0	4.0	3.0	1.0	0
Honors	4.5	4.5	2.5	1.0	0	
General/Advanced	4.0	3.0	2.0	1.0	0	

COMMENCEMENT EXERCISES AND PROCEDURES

The graduation ceremony will again be held at BB&T Arena on the campus of Northern Kentucky University. Students are encouraged but not required to go through the graduation ceremony. Most seniors elect to do so.

Candidates must have met all of these requirements to participate in graduation ceremonies or receive a diploma. See Academic Requirements for Graduation for specific information.

Students who wish to go through the graduation ceremony are required to attend rehearsal.

All seniors and early graduates must complete all academic and other requirements in order to participate in the Colerain High School Commencement Ceremony. All seniors must have the 20 required credits, must have earned the required 18 points on their AIR tests, and must have all fees paid by noon on Friday, May 15, 2020 in order to walk across the stage at BB&T Arena.

Counselors will make every effort to contact parents of seniors who have failed to meet academic requirements before graduation day. All students ineligible to participate in the graduation ceremony will be notified prior to rehearsal at 12:00 pm on Friday, May 15, 2020.

All school fees must be paid, library materials and textbooks returned, and any other school obligations taken care of prior to graduation. If you have questions about your student’s school fees, please call Cathy West at 385-6424.

Rental caps and gowns used in graduation are ordered from Graduate Services only. Students may not use caps and gowns from other suppliers. Graduate services will be at school during lunch periods in October. There is a late charge for ordering a cap and gown after the announced date. Graduation announcements are ordered at school during October. Announcements, caps and gowns are distributed to students in May.

COLLEGE CREDIT PLUS

Eligible students can take courses and earn high school and college credit that appears on both their high school and college transcripts. Contact your counselor for more information about this option. For students who may go over their 30 hours limit of CCP, they will transition to self-pay.

CREDIT FLEXIBILITY

Students, under board and state policy, have the opportunity to earn credits outside the school day that can count for graduation credits. Those students interested in earning credits in this manner are advised to see their counselor for the required paperwork prior to beginning the work needed to earn these credits. This information is also available on the district website.

DECLARED COURSES

Students are permitted to DECLARE one credit per year as “no count” courses for the purposes of class rank computation. Grades for these courses will be issued, credits granted, and the record of the course will still appear on the official transcript. The purpose of this plan is to permit students to take courses offered at a non-weighted level. Taking the non-weighted course would originally have been discouraged due to the impact on weighted GPA. Most elective courses are offered without weighted grading. We encourage students to take elective courses in their fields of interest, and this provision allows this to occur without compromising a student’s class rank and GPA. Declared courses will have a special code and the computer printout will not include the course in class rank computations. The course will appear on the report card and the official transcript of credits sent to colleges, employers, military services, etc. Students do not have to declare any courses, but it is an option for all students that meet the criteria. The course(s) must be declared for both semesters of the 2019-20 school year by Friday, August 30, 2019 at 2 p.m.

The following rules apply in determining the courses to be declared:

- A student must schedule seven credits in order to declare one credit per year.
- Students may not accumulate unused “declared” courses from year to year.
- No changes of declarations are permitted.
- The course declared will carry a grade and appropriate credit. Declared courses will not be used in computing class rank or honor roll.
- Students may not declare any Honors or Advanced Placement courses.
- Students in grades nine through twelve are eligible to make such declarations.
- Core courses cannot be declared until the graduation requirements have been met.
- Core courses required for graduation may not be declared as “no count” courses.
- If a student has late arrival, early dismissal, or a study hall, they cannot declare a course.

The following courses may not be declared:

- Any level of English I, II, III, IV
- Foreign Language I, II, III, IV
- Health requirement
- Any level of Algebra I, Geometry, Algebra II, or 4th required math credit.
- Physical Education requirement
- Any level of Physical Science, Biology or third required science credit
- Any level of Modern World History, American History, American Government, or mandatory Social Studies elective
- First credit of fine arts

BELL SCHEDULES

REGULAR SCHEDULE

1st Bell	7:40 - 8:27
Advisory	8:32-8:40
2nd Bell	8:45 - 9:32
3rd Bell	9:37 - 10:24
4th Bell	10:29- 12:03

A Lunch
Lunch -10:24 – 10:54
4th Bell- 10:59 - 12:03

B Lunch
4th Bell- 10:29- 10:58
Lunch - 10:58 - 11:28
4th Bell- 11:33 - 12:03

C Lunch
4th Bell 10:29 - 11:33
C Lunch 11:33 – 12:03

5th Bell	12:08 – 12:55
6th Bell	1:00 – 1:47
7th Bell	1:52 - 2:40

EVENT & EARLY RELEASE SCHEDULE

1st Bell	7:40 - 8:17
Advisory	8:22 - 8:30
2nd Bell	8:35 - 9:12
3rd Bell	9:17 – 9:54
4th Bell	9:59 -11:33

A Lunch
Lunch - 9:54 - 10:24
4th Bell- 10:29 - 11:33

B Lunch
4th Bell 9:59 – 10:28
Lunch- 10:28 - 10:58
4th Bell 11:03 – 11:33

C Lunch
4th Bell 9:59 - 11:03
Lunch 11:03 - 11:33

5th Bell	11:38 - 12:15
6th Bell	12:20 - 12:57
7th Bell	1:02 - 1:40

ADVISORY SCHEDULE

1st Bell	7:40 - 8:23
Advisory	8:28 – 9:06
2nd Bell	9:11 - 9:54
3rd Bell	9:59- 10:42
4th Bell	10:47 – 12:16

A Lunch
Lunch- 10:42 – 11:12
4th Bell- 11:17 – 12:16

B Lunch
4th Bell 10:47 – 11:14

Lunch - 11:14 – 11:44
4th Bell 11:49 - 12:16
C Lunch

4th Bell 10:47 - 11:46

Lunch 11:46 - 12:16

5th Bell 12:21 - 1:04

6th Bell 1:09 - 1:52

7th Bell 1:57 - 2:40

Additional bell schedules will be in the Back to School information and posted in classrooms.

DRIVER EDUCATION

Driver education must be taken through a private agency.

EARLY GRADUATION REQUESTS

The Board of Education and staff believe that in most cases students are better served by remaining in high school for four full years. However, high school students who will fulfill all state and district requirements for graduation in fewer than four years may submit a request for early graduation to the principal when applicable. **The deadline to request Early Graduation is Friday, August 16, 2019.**

EXAMS

Exams are required at the end of each course. An exam is defined as an evaluation that measures student mastery of subject content in courses of study. A final exam will be required in each course; an exam may be waived at the discretion of the teacher.

Senior students may be excused from an exam at the discretion of the teacher at the end of the school year only if a 70% (C) grade had been achieved as a final grade of the course.

Students are not permitted to be absent during exams unless an emergency exists. Permission from the principal must be obtained in such cases. In most cases when a student is absent from an exam, it is made up at a later date. Exam make-ups must be completed within ten (10) school days after the end of the year.

No exams will be given early.

FEES AND ASSESSMENTS

The basic textbook in each course is provided to each student without charge. However, students are required to purchase workbooks, lab manuals, and practice sets for some courses. These include some, but not all, foreign language and business courses. Students will pay the cost of the book plus shipping. In addition, fees for consumable supplies will be required for most courses. Students who lose books or locks will be charged to replace these items. Replacement costs for misc. items will be as follows: Student Handbook- \$4, Locker Lock - \$5 and Student ID - \$5. **Fee collection will be the week of September 2, 2019.**

If, in order to meet an educational objective, it becomes necessary to charge a student fee, such assessment may be made in accordance with the Ohio Statute (O.R.C. 3313.624). Every year a list of revised student fees will be presented to the board for approval.

GRADING PERIODS, REPORT CARDS & INTERIM REPORTS

The dates for report cards and progress reports to be posted online are:

Report Cards

1st quarter- October 25, 2019

2nd quarter- January 17, 2020

3rd quarter- March 20, 2020

4th quarter- May 21, 2020

Progress Reports

1st quarter- September 23, 2019

2nd quarter- November 22, 2019

3rd quarter- February 21, 2020

4th quarter- April 24, 2020

GRADING SYSTEM

The Northwest Local School District uses ProgressBook as an online grade book in grades 3-12. ProgressBook is a classroom management solution that integrates the grade book, attendance, special education and parent communication into one comprehensive, web-based system. The Parent Access Web

Site is a component of ProgressBook that enables parents and students to view grade/attendance information. The Parent Access Web Site displays student grade averages, progress details, report cards, attendance, schedule, homework, classroom information, events, and other school information in read-only format.

A letter containing step-by-step login procedures as well as username and passwords will be sent home early in the school year. Please take advantage of this great tool to stay abreast of your student's attendance and grades. All teachers are required to maintain a grade book via Progress Book and follow the established guidelines:

Grades will be entered and teachers will update grades once per week.

Teachers will use the student report from the online grading system to supplement parent/teacher conferences.

GRADUATION AWARD CRITERIA

For the class of 2020 and beyond, the following criteria apply:

Summa Cum Laude

- Minimum of 20 credits during high school
- Minimum weighted GPA of 4.40
- No final grade below C

Magna Cum Laude

- Minimum of 20 credits during high school
- Minimum weighted GPA of 4.16-4.39 or higher

Cum Laude

- Minimum of 20 credits during high school
- Minimum weighted GPA of 3.57-4.15 or higher

Computation of Grade Point Average:

- Each percent grade is changed to the appropriate letter grade.
- Each letter grade is assigned a value (either regular or weighted).
- Each value is multiplied by the amount of credit the class is worth, resulting in a number of points.
- The total number of points is divided by the total number of credits attempted, arriving at the grade point average.

Grading System Procedures:

- Quarter and final grades are reported on a numerical basis as percentages.
- A passing numerical average of a minimum of 60% is required to pass and receive credit for a course.
- No grade of lower than 40% can be reported on quarter grades, however, progress reports and midterms can show averages lower than 40%.
- Quarter grades will comprise 90% of a student's overall grade and summative assessments (Semester Exam) will comprise the additional 10% of a student's overall grade. All students will receive credit by the semester for semester and yearlong courses.
- An incomplete may be temporarily assigned to a student who, for good reason, has not completed the required work for a given grading period.
- After a reasonable length of time, and upon the satisfactory completion of the work, the incomplete will be changed to the numerical grade earned. If the student does not complete the work successfully, the incomplete becomes the numeric grade earned.
- A final grade of incomplete will be given to a student who has not completed or attempted to complete the minimum requirements of the final grading period of the semester, and who provides no reasonable explanation for doing so.

- Parents are notified when there is a likelihood that a final incomplete will be given. When the final incomplete is given, the teacher gives the principal a general list of what work has been missed, and the reason for issuing the final incomplete.

Final determination of incomplete status is at the determination of the building principal. This information is included in the student's permanent record. No makeup privileges are allowed; the student loses semester credit in that course.

STATE OF OHIO HONORS DIPLOMAS

In order for a college prep student to receive a State of Ohio Honors diploma, he or she needs to meet seven of the following criteria:

1. Earn four units of English.
2. Earn four units of mathematics which shall include Algebra I, Geometry, and Algebra II or equivalent and another higher level course or a four-year sequence of courses which contains equivalent content.
3. Earn four units of science of a yearlong science class.
4. Earn four units of social studies.
5. Earn either three units of one foreign language or two units each of two foreign languages.
6. Earn one unit of fine arts.
7. Maintain an overall high school grade point average of at least 3.5 on a four-point scale up to the last grading period of the senior year.
8. Obtain the score of 27 on the American College Testing programs (ACT) tests or a composite score of 1210 on the Scholastic Assessment Tests (SAT) (excluding scores from the writing sections).

STATE OF OHIO HONORS DIPLOMA – Career Technical

In order for a career technical student to receive a State of Ohio Honors diploma, he or she needs to meet seven of the following criteria:

1. Earn four units of English.
2. Earn four units of mathematics which shall include Algebra I, Geometry, and Algebra II or equivalent, and another higher level course or a four-year sequence of courses which contains equivalent content.
3. Earn four units of science including two advanced level courses.
4. Earn four units of social studies.
5. Earn a minimum of four units of Career Tech or Tech Prep. The program must lead to an industry recognized credential, an apprenticeship or be part of an articulated career pathway which can lead to post-secondary credit.
6. Maintain an overall high school grade point average of at least 3.5 on a four-point scale up to the last grading period of the senior year.
7. Obtain the score of 27 on the American College Testing program's (ACT) tests or a composite score of 1210 on the Scholastic Assessment Tests (SAT) (excluding scores from the writing sections).
8. Achieve the proficiency benchmark established for the Ohio Career-Technical Competency Assessment or the equivalent.

Note- Diploma with Honors requirements pre-supposes completion of all high school diploma requirements from the State of Ohio, including: ½ unit of Phys. Ed., ½ unit of health, ½ unit of American History and ½ unit of government

HONOR ROLL

The un-weighted GPA Honor Roll is calculated and posted at the end of each quarter. Students with an un-weighted 4.0 average in academic subjects are eligible for the 4.0 Honor Roll. Students with a 3.5 average in academic subjects are eligible for the 3.5 Honor Roll. Final grades and Declared Courses are not included in GPA calculations. Students with an "F" cannot make Honor Roll.

RISE PROGRAM

The Raising Individual Student Excellence (RISE) program is designed to provide support for minority students who exhibit academic potential and encourage them to enroll in Honors and Advanced Placement courses, with the ultimate goal of attending college.

Students will attend RISE class to earn one credit per year. In this class, students will be challenged in the following areas: rigorous critical reading, writing, and thinking instruction, study skills, time management, and organizational strategies, ACT/SAT test preparation, character development, and technology communication. Students are recommended by current academic teachers. Candidates must complete an interview process with the building principal and RISE instructors, including a written application and student/guardian contract.

SCHOLASTIC ACHIEVEMENT AWARDS

Students who earn 3.5 or better un-weighted GPA for the first three quarters of the current school year will be eligible for a Scholastic Achievement Award. Students who earn a 3.5 or better un-weighted GPA for the year are eligible for the award if they bring their report card to the attention of the Administration.

STATE MANDATED TESTING

Each year high school students are given a variety of state and national tests. Some of these tests are mandatory and required for graduation; others are optional but important in terms of career preparation or college acceptance. For students starting high school after July 1, 2014, the state of Ohio has developed high school exams which are required for graduation and take the place of the OGT. **These tests developed by the American Institute for Research (AIR) are given on computers, and cover the following high school courses: English I, English II, Algebra I, Geometry, Biology, American History, and American Government.**

They are mandatory to take.

Testing Dates:

- Fall Administration: December, 2019
- Spring Administration: March, April & May, 2020

Students may retake any Ohio end-of-course state test throughout their academic careers during any given administration period that the state offers. These windows are in the Fall, Spring and Summer. Contact a school administrator if you have any questions or wish to make a testing request.

ATTENDANCE

ASSIGNMENTS FOR ABSENT STUDENTS

Students are expected to be present for school. When they are not, it is their responsibility to meet with the teacher and discuss make-up work. Teachers shall encourage and assist students in making up work missed during absences. As a general rule, all make-up work must be completed and submitted by students within the number of school days equal to their absence. Teachers can send home assignments for long-term absences (after five days). Parents should contact their student's guidance counselor who will in turn notify teachers and collect assignments. Twenty-four hours is required to collect and send assignments to students. **Skipping or truancy is considered unexcused absence; it is the teacher's discretion to grant make-up privileges for unexcused absences.**

COLLEGE VISITS

Two college visits are permitted for seniors with counselor pre-approval. College visits must be to colleges over 100 miles away or student is attending a specific program. Students must bring a signed note from the parent to receive a "College Visit" form in advance of the visit. Additional days may be approved at the discretion of the counselor. These absences will not count as an absence against the student.

DRIVER'S LICENSE

Students who have excessive absences (seven consecutive school days or fifteen days in a semester) or who are expelled for the use of drugs or alcohol may have their names submitted to the proper authority for possible consideration of revoking their driving privileges until the age of eighteen.

EARLY DISMISSALS

When picking up your child for an early dismissal and/or illness at school, parents and other adults should expect to show some form of picture identification.

A student who must be excused during the school day:

1. A student must obtain an early dismissal form from the Attendance Office by bringing a note from a parent and turning it in to the Attendance Office by 7:35 AM or having it faxed to 741-5032 at least 2 hours in advance.
2. A student will be given a form, which will provide proof that the student is not violating the attendance law. The student should have the doctor or dentist sign the form and return it to the Attendance Office the following day. It is a very serious offense for students to leave the school premises without permission or under fraudulent pretenses. Such offenses are subject to suspension.
3. The student must be sure to pick up the form before leaving the building.
4. Students are permitted to leave campus only with adults listed on their EMA.

The following might be considered valid reasons for a student to request an early dismissal from school:

1. Doctor and dentist appointments - these should be scheduled after school or on Saturday if possible
2. Funerals of family members - others will be judged individually
3. Juvenile or traffic court

Exceptions to above procedures will be granted only by the Administration. It should be noted that absence from classes due to leaving school early count toward the excessive absence policy and perfect attendance. Some early dismissals can be excused with a doctor or dentist note.

No teacher or other employee shall permit or cause any student to leave school premises prior to the regular hour of dismissal except with the knowledge and approval of the principal and with the knowledge and the permission of the parent or guardian.

Students over the age of 18 are still required to have parental permission before leaving school early. Contact with a parent is required to release a student in case of an emergency situation.

EXCUSE FROM PHYSICAL EDUCATION

Students who are unable to participate in physical education because of prolonged illness or injury must have a doctor's statement to be excused. The doctor's statement must be presented to the counselor or teacher before an alternate program can be assigned.

FORCE FAILURE

Any student who has more than 9 or more days of unexcused semester absences will receive a notification of automatically failing all of their classes. They will enter an appeal process with their building administrator.

ILLNESS AT SCHOOL

Students who become ill after arriving at school must obtain permission before leaving. The student should ask permission from his/her teacher to go to the clinic and must have a signed pass by the teacher to be admitted to the Health Room. **The parent must be contacted by the health assistant for the student to be picked up. Students are not permitted to call and/or text parents to be picked up or released.** If a parent cannot be contacted, the student will not be permitted to leave. The clinic personnel will notify the Attendance Officer when a student has received an early release.

Students are reminded that office personnel are not allowed to administer or distribute any type of medication. Please do not request aspirin or any other types of medicine from the office. Students injured or becoming sick at school or at school functions, which they are expected to attend, are the responsibility of the school personnel. The school will call 911 first and then make every effort to notify the parent or designated persons in emergency cases. The emergency medical authorization form will be used to contact and secure assistance.

LEAVING SCHOOL GROUNDS

Students attending the Northwest Local School District are to arrive at school by a designated time and remain there until the end of the official school day unless permission is granted for them to leave during the school day. Leaving school grounds is not permitted; violators will face disciplinary action.

MAKE-UP TESTS

Students whose only absence is the day before a previously announced test will be expected to take the test upon their return (the day for which it was scheduled). **Students whose only absence is on the test day will be expected to take the test or an alternate test on the day they return.** Students who are absent two or more days before a test will be expected to make up tests within the number of school days equal to their absence. Make-up tests will be scheduled by teachers according to the time they have available to supervise them. Most teachers use after school make-up periods one or two days a week. They are then able to effectively supervise students, help them with questions if necessary, and protect the security of the test. Make-up tests may be scheduled during enrichment.

OPENING DAY GAME

A student may be excused from school at 10:45 AM to attend the early afternoon Reds opening day game. In order to be excused, a student must present a note from his/her parent and the ticket so that the seat location can be recorded. No student will be excused early for any of the Reds other regular season games.

PERFECT ATTENDANCE

For perfect attendance there must be **No Absences, No Tardies, and No Early Dismissals for the entire school year.** During OGT week, juniors and seniors who have passed all five sections of the OGT may arrive at school at the late arrival time determined by the administration and still maintain their perfect attendance status. Other than this exception, students must be in school from 7:40 am – 2:40 pm every school day that school is in session to receive perfect attendance.

REPORTING ABSENCES

Under Ohio Law, students must attend all sessions of school unless there are necessary reasons for being absent. Failure to follow attendance laws can result in a student being reported to the Colerain Township/NWLSD Attendance Officer with the possibility of a court citation being issued. **It is mandatory that a parent calls the Attendance Office as early as possible when his/her child is absent.** If no contact is made, the absence will be considered unexcused.

- 1. Parents are required to call the Attendance Office at 741-2483 to report all student absences. This includes partial days of absence. Calls should be made prior to 8:30 a.m. on the day of the absence.**
2. If it is impossible for a parent to call the Attendance Office to report an absence, the student, upon returning to school, must bring a note from a parent to the Attendance Office, which includes:
 - a. Date(s) of Absence
 - b. Reason
 - c. Signature of Parent/Guardian
 - d. Phone Number

If the school has been notified by phone of an absence, it is not necessary to present a note to the Attendance Office. **Please note, just because a parent contacts the school with the absence does not automatically excuse the absence. More information can be found in the board of education district policy section.**

SKIPPING CLASS

Skipping class is a serious violation of school rules and Ohio law. Students who skip any class will be subject to school discipline. Repeated offenses will result in a referral to the Attendance Officer for the district and juvenile court. Absences due to skipping class count toward the excessive absence policy. **You are considered absent from a class if you miss 10 or more minutes that are unexcused.**

TARDINESS

It is important that students understand the importance of being punctual as it will serve as a tremendous attribute their entire lives. Students who are not in first bell by 7:40 a.m. will be considered tardy. A warning bell will ring at 7:35 a.m. Students that arrive after 7:40 must get a tardy slip from the Attendance Office.

Tardiness to school is classified as excused/unexcused the same as absences. Chronic tardiness could result in failure of classes or may also result in severe disciplinary action. It should be noted that absences from classes due to tardiness to school count toward the excessive absence policy. An excused tardy is only for doctor, dentist, court, and driver's test with documentation. **Students who wish to participate in any school sponsored event after school hours must be in school a minimum of 4 bells that day.** This includes rehearsals, plays, practices, concerts or athletic events. The Athletic Director or Principal can also grant approval for participation.

WEATHER

The inclement weather plans for the Northwest Local School District will be announced as follows:

1. Northwest Schools will be closed
2. Two-Hour Delay (full transportation) -- no AM kindergarten or preschool
3. Early Dismissal (length will be announced at that time)
4. Two-Hour Delay (limited transportation) -- no AM kindergarten or preschool
 - For any additional attendance information refer to the board of education district policy section.

COLLEGE AND CAREER READINESS

To better prepare our students for college/and or careers and to align to the new National and State Standards, CHS is creating a series of programs and initiatives to make sure every student is prepared for college and/or the world of work. There are a number of opportunities for students to explore their career options. It is a mandate from the state that each student a career plan for after graduation.

TESTING

Each year, students are given a series of standardized tests designed to assess their academic strengths and weaknesses, to determine an appropriate post-secondary educational placement, and to help them plan for their careers. This data will help in course selection and remediation to better prepare our students for College/Career Readiness.

American College Test (ACT)

The ACT is an assessment of high school achievement given to 11th and 12th graders and used for admissions by colleges and universities in the U.S. The ACT is an optional standardized test consisting of four parts: English, Mathematics, Reading, and Science Reasoning with an optional Writing test. The cost is \$42.50 for the ACT (no Writing) and \$58.50 for ACT Plus Writing; test dates at CHS are:

- Saturday, September 14, 2019
- Saturday, October 26, 2019
- Saturday, December 14, 2019
- Saturday, February 8, 2020
- Saturday, April 4, 2020
- Saturday, June 13, 2020
- Saturday, July 18, 2020

Preliminary SAT (PSAT)

The PSAT is a test given to 9th, 10th, and 11th graders and cosponsored by the College Board and the Nation Merit Scholarship Corporation. Its purpose is to predict success on the SAT. It is also used to identify 11th graders who qualify for National Merit Scholarships. It is an optional standardized test and consists of three parts- critical reading skills, math problem-solving skills, and writing skills. The PSAT is scheduled at CHS for Wednesday, October 16, 2019. The cost of this test is \$15.00.

Scholastic Aptitude Test (SAT)

The SAT is an assessment of the skills mastered in high school given to 11th and 12th graders and used for admissions by colleges and universities in the U.S. The SAT is an optional standardized test consists of

three parts- reading, writing and math. The cost for the SAT is \$62.50 with the essay and \$46 without the essay; test dates are:

- August 24, 2019
- October 5, 2019
- November 2, 2019
- December 7, 2019
- March 14, 2020
- May 2, 2020
- June 6, 2020

COMPASS Test

The COMPASS test is an untimed, computerized test given to Butler Tech students that helps evaluate student skills and place them into appropriate post-secondary programs. The COMPASS is an optional test that evaluates the following areas- reading, writing, math, writing essay, and English as a Second Language (ESL). COMPASS scores indicate areas of strength strong and weakness in major subject areas. Post-secondary institutions can use scores from COMPASS tests to prepare a course of study that will be appropriate, relevant, and meaningful for their students. The COMPASS test is given in the spring of 2019; there is no fee.

ARMED FORCES ENLISTMENT

Every year a number of our students make the decision to serve their country in one of the branches of the military. These students go through an extensive screening and evaluation before they are accepted. Enlistment requires a minimum commitment of four years and must meet the following minimum qualifications:

- Must be at least 17 years old
- Must be in good academic standing and on track to graduate
- Must be in good physical condition and must be able to pass a physical screening similar to a sports and wellness physical.
- Must score at least a 31 on the ASVAB.

More information can be found by visiting the Armed Forces Career Center located at 9369 Colerain Ave, Cincinnati, OH 45251 or viewing the following websites:

The US Air Force - www.airforce.com

www.navy.com

The US Army - www.goarmy.com

www.Marines.com

The US Navy –

The US Marine Corps. -

CODE OF CONDUCT

BOOK BAGS/BACKPACKS

Students may carry a book bag or backpack during the school day. The Administration reserves the right to determine what could be considered an appropriate book bag or backpack. Students are expected to comply with the administrator's directions in this area. If a student insists on using an unapproved book bag or backpack during school hours, a disciplinary consequence will be issued.

CELL PHONES

Electronic devices should be used for educational purposes only. Cell phones, mobile phones, or wireless phones are permitted to be carried onto school property and utilized as directed in our Bring Your Own Device Policy. When not in use per teacher directives, students are to keep their

phones turned off, and stored in purses, lockers, or backpacks during the school day. Failure to turn over a cell phone will result in student discipline. Colerain High School is not responsible for lost or stolen cell phones. Such occurrences will not be investigated.

If you must contact your student during the school day, please refer to the “Parents Contacting Students” section of Procedures. **Students are not permitted to contact their parent/guardian if they are ill. Students are to report to the Health Room if they are ill and their parent/guardian will be contacted.** Failure to follow this procedure will result in an unexcused early dismissal and possible disciplinary action. Please refer to the BYOD Policy.

CHEATING

Students can receive a zero and be subjected to disciplinary action if caught cheating on any type of academic work. Plagiarism is considered a form of cheating.

Plagiarism is the act of passing off another’s idea, words, or thoughts as your own. Plagiarism includes: purchasing papers through online paper mills, copying another student’s work, and/or full or partial copying from an internet or print resource without correct credit given to the author. If caught plagiarizing the student will: receive a zero on the project, be referred to their administrator for possible further disciplinary action, and/or not be given the opportunity to make up the work.

CLASSROOM BEHAVIOR

Students are expected to cooperate with teachers and follow the classroom rules and procedures which teachers establish. **Students should be in their seats when the tardy bell rings and have work materials on their desks.** Students should refrain from needless talking and horseplay. Should a disagreement arise between a student and teacher, the student and teacher should discuss the problem in private or with a counselor or administrator. Self-discipline and consideration for fellow students are positive guiding principles of classroom conduct.

Students who are sent out of the room by a teacher must report to the Red Zone immediately or risk suspension. Teachers handle most discipline problems within their own classrooms. **Failure to comply with reasonable requests from by any staff member will be considered insubordination and subject to school discipline.** Serious or habitual offenses are referred to the administrators. Demerits (which are in essence a series of warnings), after-school detention, alternate school assignment (ASA), or out-of-school suspension are the typical disciplinary tools used to try to modify student behavior.

CONFLICTS - FIGHTING

The Northwest Local School District has a zero-tolerance policy in the area of violence. Because schools should be safe learning environments, fighting (i.e. written or verbal sparring or threatening, unsafe and unwanted physical contact, or attempted unsafe or unwanted physical contact, and causing a disruption because of a personal conflict) will not be tolerated. Disciplinary action after a fight or an incident deemed to be a fight by an administrator will result in a suspension of up to ten days and possibly a recommendation for expulsion.

DRESS CODE

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, bandannas, 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.

ELECTRONIC DEVICES

Electronics devices other than cell phones or approved tablets are a distraction to the educational process and are not to be brought to school. If these items are seen during the school day they will be confiscated and returned to parents only. Possession of these items may result in disciplinary actions. The school is not responsible for lost or stolen electronic devices and the administrators will not investigate such occurrences.

ELEVATOR USAGE

Students are only permitted on the elevator with a pass from an Administrator or the Health Assistant. Those using the elevator without a valid pass are subject to disciplinary action.

LASER POINTERS

Laser pointers are not permitted on school grounds or at any school function. If a student brings a laser pointer to school he/she will be subject to a three-day suspension for possession and a five-day suspension for use.

SMOKING

Northwest Board of Education policy, in accordance with Ohio law (3313.751 OCR), prohibits students from smoking, using, distributing, or possessing any substance containing tobacco, including but not limited to cigarettes, cigars, pipes, clove cigarettes, chewing tobacco, e-cigarettes, or smokeless tobacco products. It shall be a violation to use in any manner or possess tobacco in any form at any time anywhere on school premises and/or at any school activity regardless of its location.

Violation of this policy will result in disciplinary action including suspension from school. Substances containing tobacco will also be confiscated. Student may be cited to court for possession of cigarettes which carries a potential fine of \$100.00 or more.

GUIDANCE SERVICES

There are six counselors at Colerain High to help students and parents with any concerns they may have. Counselors have special training and work experience and hold special certification to serve students in this capacity. They are not disciplinarians. They are expected by the standards of their profession to keep all information confidential as requested by students. In addition to their counseling work, the counselors have other guidance functions. These functions include orientation of new students, scheduling, program changes, academic progress checks, student transfers, summer school arrangements, testing, college admission counseling, recommendations, etc.

BUTLER TECH INFORMATION

Career and Technical Education programs are offered both on and off campus at Colerain High School. Because of our partnership with Butler Tech Joint Vocational School District, students may take classes during their sophomore, junior, senior years that prepare them for world of work upon graduation. They may also earn college credits while still in high school that can help them earn a two- or four-year degree at local colleges.

These programs may be taken at the Colerain Career Technical Center (CCTC) or at the Northwest Career Technical Center (NWCTC.) Additional programs are available for students at D. Russell Lee, The Natural Science Center, and The School for the Arts.

Bus transportation is provided for all students attending NWCTC and off-campus programs. Only seniors who have filled out the permission form may drive to these locations. Students who participate in these programs will return to CHS at the end of the school day and be able to participate in sports, clubs, and extra-curricular activities.

The following CTE programs are available to students during the 2019-2020 school year:

COLERAIN CTC PROGRAMS

Cooperative Business Education **Seniors Only**
Criminal Justice Tech Prep
Dental Assisting Tech Prep

NORTHWEST CTC PROGRAMS

Construction Technologies Tech Prep
Cosmetology
Digital Media Arts Tech Prep

Diesel Engine Technology Tech Prep
Engineering Technology Tech Prep
Healthcare Services Tech Prep
Precision Machining
Programming & Software Tech Prep

Financial Services Tech Prep
Sports Medicine/Exercise Science Tech Prep

D. RUSSEL LEE PROGRAMS

Auto Collision Technology
Auto Technology
Commercial Arts
Communication/Broadcasting
Construction Electricity
Construction Technologies
Cosmetology
Criminal Justice
Culinary Arts
Dental Assisting
Early Childhood Education
Firefighting Technology
Health Technologies
IT Technologies
Manufacturing Engineering Technology
Power Driven Equipment Technology
Welding Technology

Opportunities to tour these programs take place during sophomore year.

CAREER COUNSELING

Information regarding careers is available in the Guidance Office or in the Career Center Office. Students are welcome to check out pamphlets to investigate career choices. Interest inventories can also be administered at school to help students identify their career preferences through the Ohio Career Planning System.

COLLEGE ADMISSIONS TESTS

For detailed information about these test, look under “Testing” in the College and Career Readiness section of this Handbook.

COLLEGE COUNSELING

Students interested in attending a two or four-year college should see their counselor periodically to insure that their program of studies is compatible with the admission requirements of all possible college choices. In addition to the information that is available from counselors, many college representatives visit Colerain during the year to talk with students. Days and times of these meetings are on the announcements and on our website. Students may be excused from classes to attend these meetings with the approval of their teacher. Use of computers to access college information is available in the counseling center for student use.

GENERAL EDUCATIONAL DEVELOPMENT TEST (G.E.D.)

Students who withdraw from Colerain High School and who subsequently pass the General Education Development Test are not eligible for a Colerain diploma. Requests to withdraw from school and sit for the GED must be approved by the Superintendent.

SCHOOL FOR THE ARTS PROGRAMS

Dance
Music
Theatre
Visual

NATURAL SCIENCE CENTER

Equine Science
Landscape Design
Veterinary Science

SCHEDULE CHANGES

Requests to withdraw from or add a course will be handled on a case-by-case basis. Students who wish to change their schedule must contact their counselor to request a change. If, after a conference with the counselor, the change is still desired, the student must complete the form to request a schedule change. This form must be signed by a parent and returned to the student's counselor. Students will not be permitted to change schedules unless there is a conflict in their schedule, their credit needs have changed since scheduling, it is determined that they do not have the ability to handle the work in the specific course or their overall course load, or there are extenuating personal considerations. Changes for other reasons will not be permitted since the staff that is assigned to the building and the textbooks, equipment, and supplies which are purchased are budgeted according to the courses that are selected by students during the scheduling process. Students who withdraw from a class will receive a "WP" (withdraw passing) or a "WF" (withdraw failing). Grades will remain as part of the student's cumulative record. Students are not awarded partial credit for a 1 credit course.

SCHEDULING INFORMATION

Selection of courses for the next school year is one of the most important tasks which students are required to do. Parents are expected to be involved in the selection process and are encouraged to contact counselors if any information is needed. Scheduling information is usually made available early in the second semester after first semester grades are submitted. Scheduling will be done by grade online with counselor support. Once these courses are chosen, parent sign off is required. Note: Students who do not return a signed course selection sheet by the announced deadline will be scheduled according to the tentative schedule prepared by the counselor and the student.

TRANSCRIPT PROCEDURES (FOR CURRENT STUDENTS ONLY)

Because of the time necessary to process transcript requests, it is important that requests be made at least **five** working/business days before the transcript is needed.

To request a transcript:

1. Obtain a transcript request from the Guidance Office. (A separate request form is needed for each college or employer.)
2. Completely fill out this form. (Delays are frequently caused by insufficient information.)
3. Sign the request form if you are 18 years old. Have your parent(s) sign the form if you are under 18.
4. Give the request form personally to your counselor. Do not leave them with an office assistant or on a desk.

Transcripts to colleges will be forwarded upon request at the end of the first term. Final transcripts and verification of graduation will be forwarded in June/July. **All fees must be paid to have a transcript mailed.**

PROCEDURES AND INFORMATION

ADMINISTRATION OF MEDICATION

Please refer to the Northwest Local School District Policy for Administration of Medication on pg. 39.

ADMINISTRATION OF A PRESCRIBED MEDICAL TREATMENT

A student may require a prescribed medical treatment (non-medication) during the school day such as tube feeding, dressing change or catheterization. The prescribing provider and the parent must complete the **Administration of Prescribed Medical Treatment** form before school personnel may initiate the medical treatment. This form may be obtained in the Health Office.

ANNOUNCEMENTS

Announcements are read over the intercom system each morning before and during first bell. Some announcements will be made in the afternoon. They are also scrolled on televisions in the classrooms and in the cafeteria during lunch. In addition, daily announcements are posted on the CHS website at

www.nwlsd.org/CHS. You can also have the daily announcements sent to your e-mail address. To sign up, log onto www.nwlsd.org/CHS, select "Daily Announcements" and follow the instructions.

ASSEMBLIES AND ATHLETIC EVENTS

Students should enter and exit assemblies orderly, quickly, and quietly. There is not to be excessive talking or yelling. Students should sit with the class of the block in which they attend an assembly unless directed otherwise. The auditorium should be filled from front to back and the gym from top to bottom. Once seated, students must stay seated until dismissed. Students are to cooperate with cheerleaders or others in charge of assemblies. Respect of all participants in programs is expected at all times. There should be no booing, throwing of confetti, noise makers, or disruptive behavior. Respect is to be shown to all opponents and other guests.

CHILD ABUSE AND/OR NEGLECT

All certified personnel of the Northwest schools are to report immediately to the building principal any case where there is reasonable indication of:

A child less than eighteen (18) years of age who has suffered any wound, injury, disability or other condition of such a nature as to indicate abuse or neglect of the child. Any physically or mentally disabled child of any age who has suffered any wound, injury, disability, or other condition of such a nature as to indicate abuse or neglect of the child.

Any report made as a result of this regulation and Ohio Revised Code section 2151.421, shall be maintained as confidential and available only to the person making the initial complaint, administrator filing the report, Superintendent of Schools, Board of Education and legally-constituted authorities entitled to said report pursuant to section 2151.421 of the Ohio Revised Code.

The Ohio Law specifically states that any individual or agency participating in the making of such reports, or anyone participating in a judicial proceeding resulting from such reports, shall be immune from any civil or criminal liability that might otherwise be incurred or imposed as a result of such actions.

CUMULATIVE RECORD FILE

A cumulative record shall be maintained for each student. The record shall contain only verified information of recognized importance.

Cumulative records shall be directly accessible only to the professional staff, the students (18 years or over), parents or legal guardian of a student under 18 years of age, and parents or legal guardian of a dependent student over 18 years of age.

The administrator for special services shall have ultimate responsibilities for supervision of student record maintenance, access, dissemination and security.

DISASTER, FIRE DRILLS, AND CRISIS DRILLS

Students are to be quiet, stay in line, and obey the instructions & procedures of teachers. Directions for leaving the building and shelter locations are posted in each room.

ELECTRONIC SURVEILLANCE

Electronic surveillance equipment is located throughout the buildings, halls, entrances, exits, parking lots, and public areas for the protection and safety of all students, staff, and visitors of CHS. The digital electronic surveillance is in use 24 hours a day, seven days a week for virtually 365 days a year. The ES equipment is secured and locked and only authorized school personnel or their superiors shall have access and control of saved records and images. Access to the images would violate another person's privacy rights.

EMERGENCY MEDICAL AUTHORIZATION FORM

The Emergency Medical Authorization (EMA) is a critical form that is used by the Administrators and Health Office to contact parents. Parents are required to go on line and verify/update their information each year. The website will open July 15, 2019 and close August 30, 2019. **Log on to the Registration Gateway at www.Update.nwlsd.org**. The website will request a user name and password for each student in the district. The username is the student's district I.D. number, (the same number used for lunch and the *PaySchools* system), and the password will be their date of birth.

Username: Six digit district student ID number

**Password: Date of birth MMDDYYYY No leading zeros needed for birthdate.
(For example January 1, 2019 would be 112019)**

If phone numbers change throughout the year, it is imperative that you notify the school to ensure you can be reached when necessary for the student.

By state law, schools are required to keep on record an Emergency Medical Authorization (EMA) for each student. At the beginning of every school year, parents must update their child's information and return it to school. Failure to do so may result in your child's exclusion from school according to Ohio law. It is important that this record be kept current. **As the information on this form changes, please notify the school office and the school nurse. EMA's are to be completed no later than Friday, August 30th.**

EMPLOYMENT

Students of school age may, under controlled circumstances, be employed under an age and schooling certificate which may be issued only by the Superintendent of Schools of the district in which the student resides.

Certificates may be issued upon satisfactory proof that the employment contemplated is not prohibited by any law regulating the employment of minors, and that all legal requirements are met (O.R.C. 3001)

Applications for work permits shall be made available for all students enrolled in the Northwest schools. Work Permits may be picked up in the Administrative Office. There is no charge for a work permit.

EXTRACURRICULAR EVENTS

Extracurricular, other after school and weekend activities are a privilege provided to students of Colerain High School. Colerain High School has the right to refuse attendance and/or participation in these activities for safety, security, well-being, or other reasons as determined by school authorities. These activities include but are not limited to club events, dances, concerts, performances, athletics, or other various activities.

EYE PROTECTIVE DEVICES

All students and teachers in any public school participating in any of the following courses are required to wear industrial-quality eye protective devices at all times while participating in such courses or laboratories.

1. Career Center or tech shops or laboratories involving experience with:
 - a. Hot molten metals.
 - b. Milling, sawing, turning, shaping, cutting, or stamping of any solid materials.
 - c. Heat treatment, tempering, or kiln firing of any metal, or other materials.
 - d. Gas or electric arc welding.
 - e. Repair or servicing of any vehicle.
 - f. Caustic or explosive materials.
2. Chemical or combined chemical-physical laboratories involving caustic or explosive chemicals or hot liquids or solids.

The Board of Education may furnish such devices for pupils and teachers, and shall furnish such equipment for all visitors to such classrooms or laboratories. The Board of Education may purchase such devices in large quantities and sell them at cost to pupils and teachers. "Industrial quality eye protective devices," as used in this section, means devices meeting the standards of the American standard safety code for head, eye, and respiratory protection, 22.1959, promulgated by the American Standards Association, Incorporated. (O.R.C. 3313.643)

GIFTS TO SCHOOLS AND SCHOOL PERSONNEL

A class may present a gift to a school with the tentative approval of the superintendent and the principal. The gift, however, must be accepted by the Board of Education.

The practice of students giving gifts to school personnel shall be curbed as much as possible and regulated by the principal so as not to create awkward and unpleasant situations. However, the Board of Education shall consider letters to school personnel expressing gratitude or appreciation more appropriate than gifts.

GROUNDS RULES

Before School

The school building will open at 6:30 a.m. each morning. The school day begins at 7:40 a.m. Students should come directly to school upon leaving home in the morning. Once students enter school grounds they are not permitted to leave the school grounds without permission from an administrator. Students may not loiter in the parking lot or restrooms before school. Students should be dropped off by drivers at the main entrance in the front of school or at the rear entrance between the main building and the Career Center.

Student Safety and Security after School

All students who are not directly involved in an extracurricular activity must be off school grounds by 3:05 p.m. on typical days or 2:05 p.m. on early release days. This includes the winter months and inclement weather. As in the past, the hallways must be clear by 2:50 p.m. At 2:50 p.m. the school will be cleared (students must have written permission from a teacher or administrator to remain on school grounds past 3:05 p.m.). Students who remain in the building after 2:50 p.m. or on school grounds after 3:05 p.m. are subject to arrest for trespassing on private property.

Remaining In School without Supervision

No student or groups of students shall remain in the school building after dismissal time except when under the supervision of an authorized person.

Hall Passes

In order to promote a proper learning environment, students are expected to be in class. When it is absolutely necessary for a student to be out of class, they must carry a pass given to them by their teacher. Students in the halls without a pass will be subject to administrative discipline. Students without a pass must show identification and identify the teacher responsible for them. Students who wish to go to a teacher's room instead of a study hall must get a note from the teacher and then present it to the study hall teacher before the class period.

Hall Procedures During Lunch

During their half-hour lunch period, students are to go directly to and stay in the Cafeteria until they are dismissed. They are not permitted to leave the building or to wander aimlessly through the halls because of the distraction this causes to classes. Students are not permitted outside the building or in the parking lot during lunch. Students are permitted to eat in the picnic area next to the cafeteria and are responsible for keeping the area trash free. Only phys. ed. classes are permitted in the locker rooms during lunch bells. Students are to remain seated until released by an Administrator.

Lunch and Other Food Procedures

Student lunches brought to school or purchased in the Cafeteria must be consumed in the Cafeteria during lunch period. Students are NOT allowed to eat in the hallways or have food with them during the school day except for that brought for special events in a particular class with prior approval of the classroom teacher. Clear water bottles are permitted. All special events involving food must be approved by the principal. Items for special events must be taken to the teacher before first bell. Students who do have food or drinks will have them confiscated. Students are expected to dispose of their garbage in the garbage cans and return their trays to the tray room at the front of the Cafeteria. All students at a table are responsible for the cleanliness of their table.

LIBRARY USAGE

Hours: 7:00 am -3:00 pm.

Electronic and print materials are available for research and pleasure reading. Electronic databases are available for in-school and at home usage. Please see the librarian for the usernames and passwords necessary for at home use.

Students may use the Library for independent study before and after school. Students coming to the Library from a class for independent work must have a signed Handbook. Students may also come during study hall if space is available. They must have a signed pass from the classroom teacher who has assigned the work.

Most materials may be checked out for 10 school days. Materials may be renewed by bringing them back to the Library to be scanned. Fines for late materials are five cents each school day.

INJURIES OR ACCIDENTS

School Liability

The Board of Education shall procure a policy or policies of insurance insuring students of the district while riding on school buses.

Reporting Procedures

All accidents to students which require medical attention shall be reported immediately by the person in charge to an administrator, the school health aide, and to the parents or guardian. A record of all accidents shall be made by the appropriate school official and kept in the principal's office.

Student Insurance

The school system will make available to all students a student accident group insurance plan each year. Inexpensive coverage is offered to students in September. Information and payment envelopes will be available in the Reception Office during that time.

A specific plan is available for students participating in football.

INTERVIEWING OF STUDENTS

School officials are charged with the duty of protecting the safety and welfare of all students. When investigating an incident that occurred at school or that is related to a school event or activity, school officials, such as administrators and teachers, may question a student without parent permission or prior notification. Parents of a student will be promptly notified following any such questioning or interview if the student is a suspect in an incident that could lead to suspension, expulsion or arrest.

School officials, when investigating an incident that occurred at school or that is related to a school event or activity, have the right to ask for police assistance in the investigation of a possible commission of a crime. Police officials may question students without parent permission or prior notification in these cases. It is district procedure to notify the parents after the interview and for an administrator to be present during all police interviews to protect the student's rights.

When law enforcement officers, agency representatives or other officials request to question a student regarding a matter that is not school-related, school officials will make reasonable efforts to notify parents of the official's request to question their child. However, since it is unlawful to impede a police investigation, if after reasonable efforts to notify parents have failed, police officials will be allowed to question the child in the presence of an administrator. In such instance, parents will be promptly notified following any such interview or questioning. When parents request to be present during these interviews, reasonable accommodations will be made to allow time for parents to promptly arrive at school. However, if parents are unable or unwilling to arrive at school in a timely manner, police officials will be allowed to question the child in the presence of an administrator. School officials may not impede a police investigation indefinitely. Parents will be notified by school officials following any such interview or questioning.

Only students whose parents or guardians reside in the school district can attend district schools. School officials may question students about issues of residency without parent notification or permission.

LOCKERS

Students are permitted to go to their lockers before school, after school, and during class changes. Since the lockers in the school are the property of the Board of Education, school officials reserve the right to open and inspect the lockers at any time for the protection and common good of all. Only school issued locks are permitted on hall lockers. Any other locks will be cut off. Combinations for school locks are given only to the persons assigned that lock. It is the responsibility of each student not to reveal his/her lock combination to other students. Students are to use only the locker assigned to them. Students are responsible for taking care of their lockers. Defacing and/or decorating lockers in any manner is prohibited. Restitution for any damage due to decorating, etc. will be assessed. Additional locks can be purchased from an administrator for \$5.00. Students will be given the option to not have an assigned locker.

School officials may hold an inspection of a student's coat, book bag, cell phone, purse or other belongings for illegal material. Please refer to the Search and Seizure section on pages for more detailed information.

LOST AND FOUND

Students should check under the stairwell by the Boiler Room.

PARENTS CONTACTING STUDENTS

Instructional time is critically important to the success of every student at Colerain High School. We feel it is important to limit interruptions. When a parent or guardian needs to communicate an important message to their child during the school day, we want to facilitate that communication, while at the same time promoting an environment that is conducive to learning for all students. We will use the following procedures when delivering messages to your child:

1. Please do not call your student's cell phone during the school day. As stated previously, it should be used for educational purposes only. Any urgent communications should take place through the school office.
2. When the communication is of an urgent nature (i.e., a death in the family or other crisis), we will send for your child immediately so he/she may receive the information in either his/her counselor's or administrator's office in order to have the necessary support provided.
3. When the message is less urgent (i.e., communication regarding transportation or after school activities, etc.), we will take the information and call for students to pick up messages between bells. Please take care to make sure these messages are very important as we will have a brief time each day to make announcements for students. It will be your child's responsibility to hear his/her name on the announcement and report to the Reception Office to pick up the message.

POSTER POLICY

Posters must be approved by the Administration and can only be posted on the bulletin boards located on each floor. Only school or school-related posters are permitted.

PUBLIC DISPLAY OF AFFECTION

School rules forbid holding hands, touching, or kissing on school property during the school day. This includes students who stay after school to participate in extracurricular activities.

RESTROOM USAGE

Restrooms are available between classes and during the lunch period. Loitering in restrooms or near doorways is prohibited.

SAFETY STANDARDS FOR USING EQUIPMENT

1. It is each teacher's responsibility to insure that each student under his/her supervision is familiar with potential hazard incident in the use of equipment. This pertains to equipment used both for curricular and extracurricular activities. Before being permitted to use equipment, students must receive instruction and be tested, in some fashion, to insure that they know proper operating procedure and have the necessary skill level for safe operation. A written checklist which shows that each student has received instruction and has been tested is recommended.
2. Teachers must make sure that each student wears required safety equipment such as goggles, gloves, aprons, etc.

SALES PROMOTIONS

Sales at school are limited to those conducted by school groups and are strictly regulated. Requests for sales must be approved by the administrator in charge of student activities and the building principal.

SCHOOL DANCES

In general, all school rules are applicable at all school dances. Smoking is prohibited at all times. There shall be no drinking or possession of alcoholic beverages or illegal substances. Students should make previous arrangements for rides after the dance. Non-Colerain students may attend dances only as dates and must fill out a guest permission slip to attend and follow all school rules. Only seniors with dates (who may be underclassmen) can attend Prom. Colerain High School students are responsible for their guest's actions while attending the dance. Tickets are not transferable. When students leave a dance, they must leave school grounds. Some dances may designate Colerain students only.

Dance Rules – Applies to ALL Dances & Prom

1. No one who is still in middle school may attend dances/Prom.
2. No one 21 years or older may attend dances/Prom.
3. Anyone buying a ticket for guest must have a completed guest form when they purchase their tickets.
4. All fees must be paid before a ticket to Homecoming or Prom can be purchased.
5. Students under suspension or expulsion may not attend.
6. Students must have 95% attendance in order to purchase a ticket for Homecoming or Prom.
7. Homecoming- Only juniors and seniors may bring non-Colerain guests
Prom- Seniors may bring non-Colerain students or underclassmen as guests.

Dance Election Rules

The following rules govern all dance elections at Colerain High School:

1. Only seniors can be elected king/queen.
2. No girl or boy can represent her or his club or class more than once during a school year.
3. No girl or boy can be a representative for any dance more than twice in his/her high school career.
4. Once a person wins king/queen, he/she cannot be a representative at any other dance.
5. The nominee has the right to accept or decline a nomination without any effect on their future representative status.
6. Clubs cannot nominate non-seniors.
7. Escort status does not count against a boy for future dances.
8. A written record of all dance courts shall be kept by the Student Senate.

Homecoming Dance Rules

1. Freshman and sophomores may not bring guests that do not attend Colerain High School to the Homecoming Dance.
2. Appropriate attire is necessary (it is a Semi-Formal dance) – No Gym Shoes! No Jeans!
3. Inappropriate dancing will not be tolerated and anyone doing so may be asked to leave.

SCREENINGS (VISION & HEARING)

The Ohio Department of Health requires that vision and hearing screenings are performed on students at specific grade levels. Students are referred for additional care if they do not pass the screening.

Vision is screened at the following grade levels: kindergarten, first, third, fifth, seventh and ninth.

Hearing is screened at the following grade levels: kindergarten, first, third, fifth and ninth.

Postural screening is performed in accordance with the recommendations by the AAOS (American Academy of Orthopedic Surgeons) and SRS (Scoliosis Research Society). This screening helps identify students with curvature of the spine known as scoliosis as well as other spinal problems.

Postural screening occurs in grades five and seven for girls and grade eight for boys.

Students are referred for additional care if a concern is noted.

In the event that a parent does not want the student participating in one or all of the screenings, the parent must contact the Health Office or Building Principal.

SEARCH AND SEIZURE

Please refer to the Northwest Local School District Policy for Search and Seizure on pg. 49.

SEXUAL HARASSMENT INVOLVING STUDENTS

Please refer to the Northwest Local School District Policy for Sexual Harassment Involving Students on pg. 49.

SKATEBOARDS

Use of skateboards on school property is prohibited at all times.

STUDENT ACTIVITIES

All student activities (dances, shows, athletic events, etc.) are a privilege at Colerain High School. School Administration reserves the right to deny entry, access, or attendance to any student or other person at any

school activity with regards to safety, security, discipline, or any other reason that may relate to the disruption of the activity.

STUDENT ELECTIONS

Interviews are done by administration and class advisors.

STUDENT HEALTH – HEALTH OFFICE

All Northwest Local School District school buildings have a Health/Nurse Office. It is open during the school day to support the students and staff. The Health Office staff may be a Registered Nurse (RN), a Licensed Practical Nurse (LPN) or a Health Assistant. We believe that a healthy student is better able to participate actively in his/her education.

The Nurse/Health Assistant is responsible for ensuring proper immunization of all students in accordance with Ohio law, performing hearing, vision and postural (scoliosis) screening as required and recommended by the Ohio Department of Health, providing emergency care of illness and injury during the school day, decreasing communicable diseases by excluding students from school with signs of disease or illness that can be spread, developing individual health plans and emergency action plans in collaboration with parents and health care providers (physicians and/or nurse practitioners) for students with health conditions such as asthma, seizure disorders, diabetes, migraine headaches and allergies, administering medications and treatments, and training appropriate school personnel in the proper administration of medication and treatments, as well as acting as a resource for teachers and staff in the area of health and health concerns.

The Emergency Medical Authorization (EMA) is a critical form that is used by the Administrators and Health Office to contact parents. The Emergency Medical Authorization (EMA) is a critical form that is used by the Administrators and Health Office to contact parents. Parents are required to go on line and verify/update their information each year. The website will open July 15, 2019 and close August 30, 2019. **Log on to the Registration Gateway at www.Update.nwlsd.org.** The website will request a user name and password for each student in the district. The username is the student's district I.D. number, (the same number used for lunch and the *PaySchools* system), and the password will be their date of birth.

Username: Six digit district student ID number

**Password: Date of birth MMDDYYYY No leading zeros needed for birthdate.
(For example January 1, 2019 would be 112019)**

If phone numbers change throughout the year, it is imperative that you notify the school to ensure you can be reached when necessary for the student.

By state law, schools are required to keep on record an Emergency Medical Authorization (EMA) for each student. Failure to do so may result in your child's exclusion from school according to Ohio law. It is important that this record be kept current. ***As the information on this form changes, please notify the school office and the school nurse.***

If phone numbers change throughout the year, it is important that you notify the school to ensure you can be reached when necessary for the student.

In order to best care for students during the school day, the Nurse/Health Assistant must be aware of the health concerns that exist. Parents are asked to complete a Health History at the time of enrollment. Parents are required to complete and sign the Health Update on the back of the EMA every year. Contact the Health Office with any changes that occur in the student's health over the summer or during the school year. Communication is the key to making sure the student's health needs are met during the school day.

STUDENT ID'S

A student ID will be required to get into any school function such as a game, dance, play, concert, etc.

STUDENT PARKING

Students driving and parking at Colerain High School is a privilege and not a right. Only students who have met the application requirements and hold a valid driver's license will be eligible to park on school grounds. Students who wish to drive to school must have a parking permit in order to park in the school lot.

Applications for a full-year pass are available in the Administrative Office in August. A limited number of one-day permits will be available for \$1.00 for those students who are occasional drivers.

Any student found parking on school property without a parking permit or in an unauthorized area is subject to disciplinary action. Any car parked on school property that does not have a parking permit visible or which is parked in an unauthorized area is subject to being towed at the owner's expense.

Safety is of the utmost importance when driving on school property. As a condition to being issued a permit, students agree to abide by the following rules:

1. The speed limit in the parking lot is 15 mph.
2. Smoking is not permitted before or after school in the parking lot.
3. Students must park their cars, lock them, and come into the building immediately upon arrival.
4. Students may not return to their car during the school day without permission from an administrator.
5. Students must follow all directional signs and arrows at all times.
6. Students who have a permanent parking permit are not permitted to pass it to another student.
7. Students may not leave school grounds without permission in a car.

Violation of any of the above rules may result in suspension or removal of parking privileges and/or demerits and/or suspension from school. Students should follow the parking regulations written on front and back of application.

STUDENT PARTICIPATION FEES

Participation fees shall be collected to help defray the cost of extracurricular activities in the secondary schools of the Northwest Local School district.

1. Athletics

All secondary students participating in interscholastic athletics will be charged a fee per sport. Contact the Athletic Department for more information.

2. Activities

Students at the secondary level participating in activities which involve expenditure of board funds shall be charged a fee. The charge must be sufficient enough to cover expenses of conducting the group activities. No Board of Education general funds will be transferred to support the activities. Fees for each activity will be established annually on a district basis.

3. Hardship Cases

Students needing hardship assistance may be helped by the Booster clubs but must apply through the school's athletic director.

TUITION

Any student enrolled in the Northwest Local School District whose parents move out of the district may finish the semester in which the move occurs upon advance payment of tuition. A student who completes the eleventh grade in the Northwest Schools and whose parents or guardian move out of the district may complete the senior year upon advance payment of tuition. Questions regarding this policy should be directed to the principal.

USE OF INSTRUCTIONAL TECHNOLOGY

Students graduating from the Northwest Local School District will understand and appreciate the role of technology in their education and in their personal lives and will be able to apply this knowledge in their future endeavors.

Technology and the Internet are integral components of a quality education. They are no longer optional instructional resources. It is the expectation that all students will be instructed in responsible use of and will

have access to technology and the Internet. Upon graduation students will have the technology skills needed to be successful in today's world and tomorrow's work place.

Technology is used to:

- Enhance and strengthen curricular objectives
- Access information and resources
- Improve the student learning process by providing enrichment and remediation
- Encourage critical and creative thinking
- Promote interest in academic learning through technology
- Promote interest in all technologies
- Provide communication among the schools, the community, and the world

Inappropriate use of technology could result in disciplinary and/or legal action.

CLUBS AND ACTIVITIES

CLUBS

Art Club

Description: An opportunity for students to have an artful environment in which to create, develop, and experiment with visual art. Students may work on current art class or independent projects. Members will have the opportunity to gain artistic insight from their peers and the advisor. There may be occasional community work. There will be a \$10.00 supply fee.

Black Culture Club

Description: To heighten the awareness of the student population regarding the culture of African-Americans and to provide activities which promote African-American history and culture.

Book Club

Description: To celebrate enriching, enlightening, and exhilarating literature. Together, students and advisors will explore various genres of the written word to create a community of literacy excellence.

Cardinals in Action (CIA)

Description: CIA embraces the role of leadership in promoting the integrity, intelligence, pride, and persistence that it takes to be a successful student-athlete while being an ambassador of Colerain High School. Criteria: Must be a student-athlete, 3.0 GPA, and recommended by a coach.

Drama Club

Description: Directly involved with the production of the fall play and spring musical at Colerain and is open to any student interested in drama.

French Club

Description: Members will be provided with opportunities to explore French culture through food, film literature, etc. You don't have to speak French to join.

Key Club

Description: Provides leadership opportunities for those interested in volunteerism for the school and the community.

Science Club

Description: Students take part in activities such as recycling, outdoor cleanup, maintenance of the Living Lab, nature hikes, and participating in the Science Olympiad competition.

Spanish Club

Description: Open to anyone who enjoys discovering new cultures and experiencing cultural activities such as Hispanic fiestas and restaurant field trips.

Strategic Games Club

Description: Membership limited to 20 students. Provides a chance to interact person-to-person with other members while playing strategy-focused board games typically historically oriented, covering a wide range of time periods and conflicts in world history.

Trading Card Game Club

Description: Students meet in the Administrative Conference Room to trade cards from various card games, and also play handheld video games.

ORGANIZATIONS

Student Senate

Description: Student Senate is the student leadership organization for Colerain High School. Senate, under the leadership of the Executive Board, plans events for the school as a whole.

Business Professionals of America (BPA)

Description: Career Center students in the business classes are members of BPA.

SkillsUSA

Description: Career Center students in the Trades & Industrial programs are members of Skills USA.

Marching Band, Color Guard, Pep Band, Jazz Band, Winter Percussion & Winter Guard

Description: Musicians and performers present routines year-round at football games, band contests, and other social engagements. Auditions required.

Show Cards

Description: The Colerain High School Show Cards are a competition show choir whose performances feature singing, dancing, backdrops, costume changes and a live band. Auditions are required.

National Honor Society

Description: Membership is limited to students selected at the end of their junior year. Students will be invited to apply who are in the top 10 percent of the weighted GPA. Qualifications include: scholarship, character, leadership and service. NHS members must tutor.

Peer Mediation

Description: It is a very important element of Colerain's conflict resolution program. Peer mediators will be given training to equip them with the skills needed. It is a team, like any other school activity. Once trained, mediators are on call at all times to resolve conflicts

TEAMS

Fall Sports

Cheerleading

Cross Country

Football

Boys Golf

Girls Golf

Boys Soccer

Girls Soccer

Girls Tennis

Volleyball

Winter Sports

Academic Quiz Team

Bowling

Boys Basketball

Girls Basketball

Chess Team

Swimming

Wrestlettes

Wrestling

Spring Teams

Baseball

Softball

Boys Tennis

Track & Field

ATHLETIC STANDARDS

The head coach in each respective sport has the right to expect certain behavior from all squad members. The standards of behavior will be given in written form to the candidates for a team at the beginning of that team's season. All members of the team will be required to adhere to the established standards for that team.

ATHLETIC TRY OUTS

Students are required to try out in the "cut" sports. These sports include baseball, basketball, bowling, cheerleading, golf, soccer, softball, tennis, and volleyball. Athletes who are members of a team in a cut sport for the first regular game/match of the season and decide to quit the team, will be ineligible to play on another school team during that same season. The student also cannot try out for a different season's sport before the end of the season of the team he/she quit.

ATTENDANCE AT SCHOOL ON THE DAY OF A GAME OR PRACTICE

A student must be in attendance for 4 bells in order to participate in an athletic contest or practice on the same day. If a student is not in attendance for all classes, he/she may participate only with the approval of the principal. This rule is also applicable to all other extracurricular activities which perform.

EXCUSE FROM CLASSES FOR ATHLETIC CONTESTS

Students are occasionally excused from classes in order to participate in school athletic contests. Students should, whenever possible, complete assignments prior to the time of their excuse. It is the responsibility of students to check with their individual teachers to arrange to complete missed work.

EXTRACURRICULAR ACTIVITY PARTICIPATION FEE

Students in the Northwest Local School District shall be assessed a \$100 participation fee for all extracurricular activities. The superintendent shall develop procedures for collecting the extra-curricular participation fees.

NCAA CLEARINGHOUSE INFORMATION

All students planning on playing Division I, II, and III sports in college should see their coach or counselor during their freshmen or sophomore year for information on credit requirements for NCAA eligibility. Information can also be found in the Course Selection Handbook. Seniors should register for NCAA eligibility once it has been determined that you have met all of the requirements.

PARTICIPATION IN INTERSCHOLASTIC EXTRA CURRICULAR ACTIVITIES

Please refer to the Northwest Local School District Policy for Participation in Interscholastic Extra Curricular Activities on pg. 48.

PHYSICAL EXAMINATIONS

OHSAA Pre-participation physical evaluation forms are available from the Athletic Office. Such evaluations must include the student and parent's signature and must be completed before a student can participate in interscholastic activities.

STUDENTS ON ACADEMIC WATCH

1. Any student with a total grade point average of less than 2.0 on the weighted scale but equal to or higher than a 1.0 for all preceding grading period grades will be placed on "academic watch."
2. Any student on "academic watch" must comply with the following provisions:

Any student on “academic watch” who does not meet the intervention requirements during a week will be ineligible for competition the following week. Any exceptions due to extenuating circumstances will be determined by the athletic director. “Weeks” will be considered Monday through Sunday.

Any student on “academic watch” must have his/her teachers complete a “Current Grade and Effort Report” weekly. The forms are to be completed by the teachers every Friday or last day of each week that school is in session. The forms are to be submitted to the coach or sponsor that day for review. The coaches will determine the type and date for all required intervention activities.

The intervention, for the students whose “Current Grade and Effort Reports” show they will be removed from academic watch at the end of the grading period, can be advisory in nature. The intervention for students whose “Current Grade and Effort Report” shows that they will continue on academic watch should be in the form of a weekly study table – one (1) hour for each D or F on their report.

3. To maintain eligibility throughout the season, all athletes will be required to submit a completed “Current Grade and Effort Report” to their coach or sponsor on a weekly basis.
4. Athletes in the off season will be encouraged to submit a “Current Grade and Effort Report” to coach or coaches to maintain eligibility and improve academically.

BOARD OF EDUCATION DISTRICT POLICY SECTION SCHOOL YEAR 2019/2020

Academic Acceleration

In accordance with the belief that all children are entitled to an education commensurate with their particular needs, students who can exceed the grade-level standards set by the Ohio Department of Education and the District should be afforded the opportunity and be encouraged to do so.

The Board believes that all students, including advanced learners, should be challenged and supported to reach their full potential. For many advanced learners, this can best be achieved by affording them access to curriculum, learning environments and instructional interventions more commonly provided to older peers.

Contact your building administrator for a detailed description of the process that is used for evaluating students for possible accelerated placement and identifying students who should be granted early admission to kindergarten, accelerated in one or more individual subject areas, promoted to a higher grade level than their same-age peers and granted early graduation from high school.

Academic Acceleration Placement

Upon request, any student enrolled in the district may be referred by a teacher, administrator, gifted education specialist, guidance counselor, school psychologist, or a parent or legal guardian of the student to the principal of his/her school for evaluation for possible accelerated placement.

Appeal

A parent or legal guardian of the referred student may appeal in writing the decision of the evaluation committee to the local Superintendent (or his designee) within thirty days of being notified of the committee’s decision. The Superintendent (or his designee) shall review the appeal and notify the parent/legal guardian who filed the appeal of his final decision within thirty days of receiving the appeal. The Superintendent (or his designee)’s decision shall be final. However, the student may be referred and evaluated again at the next available opportunity if the student is again referred for evaluation by an individual eligible to make referrals.

Gifted/ACCESS Identification

Gifted identification referral forms are located on the district website. Parents may request a copy of the referral form at any time from the school principal or the gifted coordinator. The referral form may be completed for students who show potential giftedness and talents. Parents/guardians must be specific as to the area of giftedness. Completed forms should be submitted to the building principal or district office; telephone, verbal or electronic referrals will not be accepted.

Gifted identification testing occurs every year and takes place during the regular school day. Gifted Identification and ACCESS testing occurs twice each year, once in the fall and once in the spring.

Aid Program for Students

Students shall not be deprived of any of the opportunities or benefits offered by the program of instruction of the public schools of Ohio because of the financial difficulties of their family. Therefore, provisions shall be made for assistance to such students for materials for instruction. Disadvantaged children, who are in a state of correctable poor health or in social conditions detrimental to their welfare, will be referred to the proper service agencies. School personnel will cooperate with the various agencies in meeting the needs of these children.

Alternative Learning Placement (ALP)

The purpose of ALP is to provide targeted behavior supports to elementary students who have been identified through the Student Support Process as needing increasingly more intense behavior interventions.

ALP services allow for these more intensive behavior interventions to be put in place while allowing learning to continue.

Attendance and Participation in School Sponsored Events

Any student who wishes to participate in any extra-curricular activities after school hours is expected to attend school that day. This includes rehearsals, plays, practices, concerts or athletic events. Any student enrolled in a Career Center co-op program or on early job placement, which requires the student to work, must be in school in order to work in the afternoon unless they receive permission from the Building Director of the Career Center Education or the Building Principal.

Concealed Carry Law

Unless otherwise authorized by law, pursuant to Ohio Revised Code 2923.122, no person shall knowingly possess, have under the person's control, convey, or attempt to convey a deadly weapon or dangerous ordnance into a school safety zone.

Code of Regulations for Students : 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 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.

Code Of Conduct: 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 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

Cod e	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	Disruption to Class.
105	Failure to abide by reasonable dress and appearance codes as established by administration and 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)

Cod e	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.

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)

Cod e	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 confrontation 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 based upon personal attributes or beliefs on or off school grounds, or 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.

Detention of Students

After school detention may be used by teachers and principals. Parents must be notified by phone or in writing at least one day in advance, unless it is mutually agreed that the student will remain on the day the detention is issued. When a student receives a detention, he/she forfeits his/her right to bus transportation. A student is not to be excused from detention to participate in athletic events or extracurricular activities.

Alternate School Assignment (ASA)

Subject to the discretion of a building administrator, a student violating school rules may incur an alternate school assignment not to exceed three consecutive days. A student serving an alternate school assignment shall remain in a room within the school building separated from the regular classes and school activities. The student shall complete the class assignments provided by the student’s regular teachers under the supervision of a staff member.

The student will receive a copy of the alternate school assignment rules at the beginning of the school day. A student violating these rules may incur additional disciplinary action. While serving an alternate school assignment, the student shall not participate in extracurricular activities.

The following procedures apply to students who are serving an alternate school assignment:

1. The student will be required to complete all class assignments and tests provided while in the alternate school assignment. However, it may not be feasible or possible to make up some tests.
2. If a make-up test is not required, no grade entry will be made nor will a penalty be assessed.
3. If a make-up test is required, the student will have the equivalent number of days served in the alternate school assignment to make up tests unless the time is extended by the teacher or a building administrator. The student will receive a zero for all tests not made up.
4. The student shall turn in long-range assignments, such as science projects and book reports, to the alternate school assignment staff member on the day they are due for all students.
5. The student must abide by the rules and procedures for alternate school assignment or be subject to more serious disciplinary action.

Suspension

When a student is suspended from school for any reason, the following procedures will be in effect:

The superintendent or the principal may suspend a pupil from school not more than ten school days.

The following rules will apply to all students who are suspended:

1. The suspended student will be required to make up tests that were given during the time of the suspension. However, it may not be feasible or possible to make up some tests. When this occurs, no grade entry will be made nor will a penalty be assessed.
2. The suspended student will be required to make up those class assignments which can be completed outside of class. After returning to school, the student will have the equivalent number of days suspended to turn in class assignments or make up tests unless the time is extended by the teacher or a building administrator. The student will receive a zero for all assignments or tests not made up.
3. The suspended student shall turn in long-range assignments such as science projects and books reports if they were due when he or she was out. These assignments must be turned in no later than the day they were due for all students.
4. The suspended student will make up quarter exams that were given during the time he or she was not in school. The exams must be made up within five (5) teacher work days after the suspension.

While on a suspension, the student may not attend school or school-related functions, including after-school activities. The policy applies to all school buildings, grounds and all school functions within the Northwest District.

Expulsion

The superintendent may expel a pupil from school for a period not to exceed 80 school days. Students who violate the Gun Free Schools policy or make a bomb threat to a school building or any premises at which a school activity is occurring at the time of the threat (ORC 3313.66 A 5) will be subject to expulsion from school for one calendar year. If at the time an expulsion is imposed, the number of school days remaining in the school year is less than the number of days of expulsion that is given, the superintendent may apply any remaining part or all of the period of the expulsion to the following school year.

If the student is expelled for ten (10) days or less during a quarter, the student is eligible for credit for the courses passed. Make-up privileges as outlined in these procedures will apply to expulsions of ten (10) days or less during a quarter.

When the student is expelled for more than ten (10) days during a quarter, the student will may not be eligible to make up work for that term.

When a student is expelled for more than 20 days, or for any period of time if the expulsion will extend into the following semester or school year, the school district will provide the student and his or her parent, guardian or custodian information about services or programs offered by public and private agencies to work toward improving those aspects of the pupil's attitude and behavior which contributed to the incident that gave rise to the pupil's expulsion.

While on expulsion, the student may not attend school or school related functions, including after-school activities. The policy applies to all school buildings, grounds and all school functions within the Northwest Local School District.

Damage to School Property

It is the responsibility of the school district to protect its property from damage and destruction. A student may be required to pay for school property damaged or destroyed as a result of negligence. The parents or guardians of students who intentionally damage or destroy school property may be held responsible for restitution in accordance with the Ohio Revised Code. As a reminder, Chromebooks that students use, are considered the property of the school district. The administration will pursue restitution in all acts of vandalism or intentional damages or destruction of school property.

Distribution of Materials in School

For purposes of this policy, “non-school-related materials” pertain to activities, events and subject matter that are not officially sponsored or endorsed by the District, and promote educational programs and activities appropriate for the children in District schools. Political materials and material promoting “for profit” ventures will not be distributed.

The Superintendent/designee has sole discretion to restrict or prohibit the distribution of non-school-related materials that are pervasively vulgar, lewd, obscene, sexually explicit, libelous, or harmful to students; that promote activities that are illegal or inappropriate for the students of the school; or that disrupts or interferes with school activities.

Emergency Medical Authorization Forms (EMAs)

By state law, schools are required to keep on record an Emergency Medical Authorization (EMA) for each student. The Emergency Medical Authorization (EMA) is a critical form that is used by the Administrators and Health Office to contact parents. Parents are required to go online and verify/update their information each year. The website will open July 8, 2019 and close September 30, 2019. **Log on to the Registration Gateway at update.nwlsd.org.** The website will require a username and password for each student in the district. The username is the student’s district I.D. number, (the same number used for lunch and the *EZPAY* system), and the password will be their date of birth.

Username: Six digit district student ID number

Password: Date of birth MMDDYYYY Leading zeros needed for birth date.

(For example January 1, 2019 would be 01012019)

If phone numbers change throughout the year, it is imperative that you notify the school to ensure you can be reached when necessary for the student.

As the information on this form changes, please notify the school office and the school nurse.

Equal Educational Opportunities

All students of the District have equal educational opportunities. Students have the right to be free from discrimination on the basis of race, color, national origin, ancestry, citizenship status, religion, sex, economic status, marital status, pregnancy, age, disability or military status in all decisions affecting admissions; membership in school-sponsored organizations, clubs or activities; access to facilities; distribution of funds; academic evaluations or any other aspect of school-sponsored activities. Any limitations with regard to participation in a school-sponsored activity are based on criteria reasonably related to that specific activity.

Fees and Assessments

The basic textbook in each course is provided to each student without charge. However, students may be required to purchase workbooks, lab manuals, and practice sets for some courses. Students will pay the cost of the book plus shipping. In addition, fees for consumable supplies may be required for most courses. **ALL current and past due** fees must be paid prior to attending Prom and Graduation.

Fire, Tornado, and Lockdown Crisis Drills

Periodically, the school reviews and practices procedures in the event of an emergency. During these drills, students follow the instructions of their teachers. Directions for leaving the building and shelter locations are posted in each room.

Free and Reduced School Lunches/Breakfast

Free and Reduced Priced Meals

The Board of Education has established procedures for providing free and reduced-price breakfast and lunch to disadvantaged children in the Northwest Local School District in conformance with Public Law 91-248 known as the School Food Services Bill enacted May 14, 1970. The school food authority assures the State Department of Education that the school system will uniformly determine children's eligibility for free and reduced-priced meals in all National School Lunch Program schools under its jurisdiction.

Free/Reduced applications are available online at <https://www.lunchapplication.com/> or in the school office for anyone wishing to apply. A copy can also be found online at <https://www.nwlsd.org/> (*Departments – Food Service – Food Service Forms*). Completed applications can be returned to the school, faxed to 513-385-3769, or emailed to lrobison@nwlsd.org.

National School Breakfast Program

Research has shown that starting the day with a nutritious breakfast helps students stay alert and perform better in school. Northwest Local School District offers breakfast for \$1.50 every day! Free or reduced (\$0.30) priced breakfast is available to those who qualify. Please come visit us & benefit from eating a deliciously nutritious breakfast!

The Ohio Summer Food Service Program (SFSP)

Just as learning does not end when school lets out, neither does a child's need for good nutrition end. The Summer Food Service Program (SFSP) provides free, nutritious meals and snacks to help children in low-income areas get the nutrition they need to learn, play and grow throughout the summer months when they are out of school. Children ages 1 through 18 may receive free meals and snacks through SFSP. Meals and snacks also are available to individuals with disabilities through age 21 who participate in a recognized school program for individuals with developmental or physical disabilities. A flyer will be sent home at the end of the year to notify you of the closest location for the following year.

Healthy Start & Healthy Families

Healthy Start offers free health care coverage for kids (birth to age 19) and pregnant women who qualify. *Healthy Families* offers health care coverage for the entire family. Please see flyer located in school office for details.

Contact Hamilton County Department of Job and Family Services for more details:
222 E. Central Pkwy., Cincinnati, OH 45202
Phone/Ext: (513) 946-1000
CDJFS -
Fax: (513) 946-1076 TTY/TTD: (513) 946-1295
Hours: Mon-Fri 7a-5p
Website: www.hcjfs.org

THIS INSTITUTION IS AN EQUAL OPPORTUNITY PROVIDER

Grading Scale – K-1

The key below is to be used to indicate a student's progress in specific academic skill areas on the report card:

(3) Meeting Standards

The student consistently meets the standards as required for the grade level.

(2) Approaching Standards

The student is approaching the standards as required for the grade level, and is making progress towards meeting standards.

(1) Below Standards

The student is not meeting the standards required for this grade level.

Grading Scale – 2

The key below is to be used to indicate a student's progress in specific academic skill areas on the report card:

(4) Exceeding Standards

The student exceeds the standards as required for the grade level.

(3) Meeting Standards

The student consistently meets the standards as required for the grade level.

(2) Approaching Standards

The student is approaching the standards as required for the grade level, and is making progress towards meeting standards.

(1) Below Standards

The student is not meeting the standards required for this grade level.

Grading Scale – Grades 3-5

The grading scale is A-F as shown on the report card. Pluses and minuses are approved for use with these grades. The corresponding percentage key adopted by Northwest Local Schools follows:

A	=	90-100%
B	=	80-89%
C	=	70-79%
D	=	60 – 69%
F	=	Below 60%

Hazing and Bullying (Harassment, Intimidation and Dating Violence)

Hazing means doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Throughout this policy the term bullying is used in place of harassment, intimidation and bullying.

Bullying, harassment and intimidation is an intentional written, verbal or physical act that a student has exhibited toward another particular student more than once. The intentional act also includes violence within a dating relationship. The behavior causes mental or physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student. This behavior is prohibited on school property or at a school-sponsored activity.

Permission, consent or assumption of risk by an individual subjected to hazing, bullying and/or dating violence does not lessen the prohibition contained in this policy.

The District includes, within the health curriculum, age-appropriate instruction in dating violence prevention education in grades 7 to 12. This instruction includes recognizing warning signs of dating violence and the characteristics of healthy relationships.

Prohibited activities of any type, including those activities engaged in via computer and/or electronic communications devices, are inconsistent with the educational process and are prohibited at all times. No administrator, teacher or other employee of the District shall encourage, permit, condone or tolerate any hazing and/or bullying activities. No students, including leaders of student organizations, are permitted to plan, encourage or engage in any hazing and/or bullying.

Administrators, teachers and all other District employees are particularly alert to possible conditions, circumstances or events that might include hazing, bullying and/or dating violence. If any of the prohibited behaviors are planned or discovered, involved students are informed by the discovering District employee of the prohibition contained in this policy and are required to end all such activities immediately. All hazing, bullying and/or dating violence incidents are reported immediately to the Superintendent/designee and appropriate discipline is administered.

District employees, students and volunteers have qualified civil immunity for damages arising from reporting an incident of hazing and/or bullying. Administrators, teachers, other employees and students who fail to abide by this policy may be subject to disciplinary action and may be liable for civil and criminal penalties in compliance with State and Federal law.

No one is permitted to retaliate against an employee or student because he/she files a grievance or assists or participates in an investigation, proceeding or hearing regarding the charge of hazing and/or bullying of an individual.

Administrative Response-

The building principal/designee shall promptly investigate all reports of harassment, intimidation or bullying. All matters involving such complaints should remain confidential to the extent permitted by law.

1. The principal/designee will confer with the student, parent or guardian making the report in order to obtain a clear understanding of the alleged facts. If not already completed, the

principal/designee will complete the harassment, intimidation or bullying complaint form. A copy of the complaint form is attached in the back of this handbook.

2. The principal/designee will meet with all witnesses identified by the person(s) making the report of harassment, intimidation or bullying. Witnesses will be asked to make a statement both orally and in writing regarding the alleged facts that form the basis of the complaint.
3. The principal/designee will meet with the student(s) accused of harassment, intimidation or bullying to obtain a response to the complaint both orally and in writing.
4. Following the completion of the investigation, any student(s) found to have violated this policy will be subject to any of the disciplinary actions described in the Student Code of Conduct.
5. Retaliation against any student who makes a complaint of harassment, intimidation or bullying, or any student who becomes involved in the investigation of such complaint, is strictly prohibited, and may result in discipline irrespective of the merits of the initial complaint.
6. The building principal/designee shall have the authority to involve local law enforcement if an individual believes danger is imminent due to the alleged harassment, intimidation or bullying.

Preventative Measures

To the extent that state or federal funds are appropriated for these purposes, the Board will provide training, workshops or courses on this policy to school employees and volunteers who have direct contact with students.

Teachers, guidance counselors, coaches and building administration will educate students about this policy through class discussion, counseling and reinforcement of appropriate student behavior. School personnel should intervene promptly whenever they observe student-on-student misbehavior, even if such conduct does not yet meet the frequency, severity or pervasiveness to constitute harassment, intimidation, or bullying that is prohibited by this policy.

If the building principal/designee finds that a student has been the victim of harassment, intimidation or bullying, in addition to the imposition of disciplinary action against the student-offender, the following strategies may be implemented to protect the victim from additional harassment, intimidation or bullying:

1. Staff may be instructed to observe and record the behavior of the student-offender in less-supervised settings such as the cafeteria, playground and restrooms. If the student-offender's misbehavior persists, administration may assign the student-offender to recess, lunch or class-release times different from those of the student-victim.
2. The offending student and parent(s) or guardian(s) may be requested to participate in a conference with building administration and staff in an attempt to enlist the parent(s) or guardian(s) to work cooperatively with the school to stop the harassment, intimidation or bullying.
3. In consultation with the student-victim and parent(s) or guardian(s), examine the student's daily schedule to identify those activities where harassment, intimidation or bullying most often occur. Make arrangements to increase supervision or adjust the student's schedule to reduce or eliminate under-supervised activities.
4. Change classroom layout or rearrange seating to eliminate "blind spots" where future acts of harassment, intimidation or bullying may occur.

Injuries

All accidents to students which require medical attention shall be reported immediately by the person in charge to the principal, the school nurse, and, if serious enough, to the parents or guardian. A record of all accidents shall be made by the appropriate school official and kept in the principal's office.

Insurance

The school system will make available to all students a student accident group insurance plan each year. A specific plan is available for students participating in football.

Interviewing Students

When law enforcement officers, agency representatives, or other officials request to question a student regarding a matter that is not school-related, school officials will make reasonable efforts to notify parents of the official's request to question their child. However, since it is unlawful to impede a police investigation, if after reasonable efforts to notify parents have failed, police officials will be allowed to question the child in the presence of an administrator. In such instance, parents will be promptly notified following any such interview or questioning. When parents request to be present during these interviews, reasonable accommodations will be made to allow time for parents to promptly arrive at school. However, if parents are unable or unwilling to arrive at school in a timely manner, police officials will be allowed to question the child in the presence of an administrator. School officials may not impede a police investigation indefinitely. Parents will be notified by school officials following any such interview or questioning.

Only students whose parents or guardians reside in the District can attend District schools. School officials may question students about issues of residency without parent notification or permission.

Locker Searches

In order to protect the health and safety of all students, school administrators may conduct random locker searches. Lockers are the property of the school district. Consequently, administrators may open the lockers and examine the contents contained therein without prior notice to the students.

Non-Discrimination

The Board of Education does not permit discriminatory practices and views harassment as a form of discrimination. Harassment is defined as intimidation by threats of or actual physical violence; the creation, by whatever means, of a climate of hostility or intimidation; or the use of language, conduct or symbols in such a manner as to be commonly understood to convey hatred, contempt or prejudice or to have the effect of insulting or stigmatizing an individual.

All students are responsible to help assure that the district does not discriminate. If an individual feels that he/she has experienced, witnessed or has information regarding possible discrimination, the individual should immediately notify the administration of the district. The Board of Education prohibits retaliation against anyone, who in good faith, reports possible discrimination, makes a discrimination complaint, or cooperates in a discrimination complaint investigation or any related proceeding.

The district's policy is to investigate all discrimination complaints promptly and thoroughly. To the fullest extent practicable, the district will keep complaints and the terms of their resolution confidential. If an investigation confirms that discrimination has occurred, the district will take corrective action including, but not limited to, appropriate disciplinary action.

Permission, consent or assumption of risk by an individual subjected to discrimination does not lessen the prohibition contained in this policy.

ProgressBook

The Northwest Local School District uses ProgressBook as an online grade book in grades 3 - 12. ProgressBook is a classroom management solution that integrates the grade book, attendance, special

education and parent communication into one comprehensive, web-based system. The Parent Access Web Site is a component of ProgressBook that enables parents and students to view grade/attendance information. The Parent Access Web Site displays student grade averages, progress details, report cards, attendance, schedule, homework, classroom information, events, and other school information in read-only format. A letter containing step-by-step login procedures as well as username and passwords will be sent home early in the school year. Please take advantage of this great tool to stay abreast of your student's attendance and grades.

All teachers are required to maintain a grade book via Progress Book and follow the established guidelines:

- Grades will be entered and teachers will update grades once per week.

- Teachers will use the student report from the online grading system to supplement parent/teacher conferences.

Progress Reports

Progress reports will be distributed to every student in grades 1-12 each quarter. Progress reports are completed during the fourth week of each quarter.

Promotion of Students

Promotion indicates that the student is capable and prepared for the level of study to which he/she has been assigned. The placement of a student in any grade level or course should be in the best interest of the student. Students who are socially placed have not yet learned all grade level standards but are moved to the next grade level based on their elevated age. Social placement does not exist at the high school level (grades 9-12). Retention is viewed as another opportunity for growth at a particular level of study. In gathering facts and information for retention decisions, every effort shall be made to provide the opportunity for continuous communication between the parent and the school.

Students may not be promoted to the next grade level if the student has been truant for more than 10 percent of the required attendance days of the current school year and has failed two or more of the required curriculum subject areas in the current grade. Students may be promoted if the student's principal and the teachers of any failed subject areas agree that the student is academically prepared to be promoted to the next grade level despite these two factors.

Report Cards

Report cards are distributed every eleven weeks. These will be sent home approximately 8 school days after the end of the quarter.

Safe School Hotline

The SaferOh tip line will accept both calls and texts 24 hours a day regarding bullying, potential suicide risks, violence, or other school safety issues. This information is anonymous and reported directly to the designated administrator at your school. This tip line allows students and adults to anonymously share information with school officials and law enforcement about threats to student safety – whether that involves a threatened mass incident or harm to a single student. Call or Text to **844-SaferOh (844-723-3764)**

NWLSD also has a “Say Something” hotline and process available to communicate any concerns. Calling or texting 513-857-1335 or visiting NWLSD.org and completing a “Say Something Form” can help keep our schools safe.

School Bus Conduct

Students who ride Northwest School District buses to and from school are expected to conduct themselves in a manner that will not endanger the health and safety of others who are riding the buses. Student transportation management policies are outlined in the Ohio Administrative Rules, Chapter 3301-83-08, Ohio Pupil Transportation Operation and Safety Rules. These policies are published in the student handbooks. Pursuant to Ohio Revised Code 3327.014 students riding district school buses may have such bus riding privileges suspended by the Superintendent or other district administrators for a period of time not to exceed 80 days for any violation of the Student Code of Conduct or a violation of the reasonable rules and regulations established by individual school bus drivers. The student is subject to the Student Code of Conduct and bus riding regulations while he or she is physically riding the bus and when the student is at or near a school bus stop.

In order to ensure the safe operation of school buses, the administration has developed procedures to be followed for disciplinary action because of misconduct on school buses.

STUDENT TRANSPORTATION MANAGEMENT POLICIES 3301-83-08

Student management and safety instruction policies shall include the following:

- 1) Students shall arrive at the bus stop before the bus is scheduled to arrive.
- 2) Students must wait in a location clear of traffic and away from the bus stops.
- 3) Behavior at the school bus stop must not threaten life, limb or property of any individual.
- 4) Students must go directly to an available or assigned seat so the bus may safely resume motion.
- 5) Students must remain seated keeping aisles and exits clear.
- 6) Students must observe classroom conduct and obey the driver promptly and respectfully.
- 7) Students must not use profane language.
- 8) Students must refrain from eating and drinking on the bus except as required for medical reasons.
- 9) The use of alcohol, tobacco, and non-prescribed drugs is prohibited on the school bus, except for prescription medication required for a student.
- 10) Firearms, ammunition, weapons, explosives or other dangerous materials or objects are prohibited on school buses.
- 11) Students must not throw or pass objects on, from or into the bus.
- 12) Animals are prohibited on the bus, with the exception of those intended for special needs assistance.

Examples of animals not permitted on the bus are: snakes, hamsters, gerbils, bugs, insects, etc. (living or non-living).

13) Students may carry on the bus only objects that can be held in their laps- Equipment such as music instruments, athletic uniforms, etc., which cannot be held by passengers in their seats, shall be stored in the rear of the bus. When it is necessary to transport such equipment concurrently with pupils, space shall be provided to comply with this rule without having standees in the bus. Equipment required in the assistance of preschool and special needs children shall be safely and properly secured. A clear aisle to the exit door must be maintained at all times. There must be sufficient room on the bus to store large instruments. Please check with the Transportation Department or the bus driver.

14) School projects may not be transported if they are too large or too fragile to be held by the students on their laps. No glass objects or aerosol products are permitted on the school bus.

15) Students must leave or board the bus at locations to which they have been assigned unless they have parental and administrative authorization to do otherwise.

- 16) Students must not put head or arms out of the bus windows.
- 17) Guidelines will be formulated for the use and storage of equipment and other means of assistance required by preschool and special needs children.
- 18) Drivers and bus aides must have access to appropriate information about the child to the degree that such information might affect safe transportation and medical well-being. This information must be available in the vehicle or readily accessible in the transportation office. All such information is strictly confidential.

In order to ensure the safe operation of school buses, the following procedures shall be followed when it becomes necessary to take disciplinary action on a student because of misconduct aboard a Northwest School District school bus:

- 1) The drivers will attempt to maintain discipline aboard the school bus; however, when a bus passenger will not obey or is disrespectful to the bus driver, the driver will complete the misconduct form.
- 2) The misconduct form will be submitted to the building principal/assistant principal. The administrator will meet with the student to discuss the incident cited on the misconduct form. The administrator will decide upon the appropriate disciplinary action. The principal/assistant principal will notify the parent of the reported incident and the action being taken. The administrator shall also communicate with the driver regarding the action taken.

Principals may wish to utilize various disciplinary actions in dealing with student misbehavior on the bus; however, the following may serve as a guide to administrators who will be processing the misconduct forms. These guidelines are not meant to be rigid in interpretation but serve as a means of adding some consistency to application.

- a. **First violation** – misconduct form sent to parents
- b. **Second violation** – warning letter will be mailed to the parents accompanied by a copy of the misconduct form – demerit
- c. **Third violation** – bus-riding privileges denied for 1-3 days
- d. **Fourth violation** – bus-riding privileges denied for 2-4 days
- e. **Fifth violation** – bus-riding privileges denied for 5-10 days
- f. **Sixth violation** – recommendation of expulsion from riding the bus

- 1) In some instances, the nature of the violation may be such that the first step will be waived and the second, third, or fourth steps immediately imposed.
- 2) If a student is to be suspended from riding the bus, the administrator is to follow all due process requirements for suspension.
- 3) Drivers experiencing severe disciplinary problems should immediately contact the Transportation Supervisor and the principal/assistant principal for assistance. Correcting disruptive student behavior on the bus must be a cooperative effort of the bus driver, administrator, parent and student.
- 4) Any problems that arise with the use of the above procedures or referral form regarding student behavior on the school bus should be referred to the Transportation Supervisor.

School Closing and Delays

The inclement weather plans for the Northwest Local School District will be announced as follows:

1. Northwest Schools will be closed.
2. Two hour delay with limited transportation, no preschool
3. Two hour delay (with full transportation), no preschool
4. Limited transportation (with regular starting time)

When a two-hour delay is announced, continue to monitor school closing announcements since the delay could be changed to 'closed.' This information will be made available to radio and television stations through a network system set up by the media. Thank you for your cooperation and understanding. If you have any questions contact the Northwest Local School District Transportation Dept. at 825-4600 or Business Office at 923-1000. Sign up for One Call Now to receive information about school closing and delays via email or text message. Go to www.nwlsd.org – click on the One Call Now box at the bottom of the home page and complete.

Search and Seizure

The Board recognizes that the privacy of students and their belongings may not be violated by an unreasonable search and seizure, and directs that no student be searched without reasonable suspicion or in an unreasonable manner. Random locker searches may be conducted without reasonable suspicion of a violation of the law or Board policy.

School authorities are charged with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search a student's person or property, including, but not limited to: book bags, purses, wallets, clothing and motor vehicles. When appropriate, the building principal shall seek the freely offered consent of the student to the inspection. However, if a student refuses to consent, a search may still be conducted when the administrator has reasonable grounds for suspecting that the search will discover evidence that the student has violated or is violating either a law or a school rule. Searches shall employ reasonable measures that are not excessively intrusive considering the age and gender of the student and the nature of the suspected infraction. Whenever possible, a search will be conducted by the building administrator in the presence of the student and a staff member other than the building administrator.

The building administrator shall be responsible for the prompt written recording of each student search, including the reasons for the search; the information received that established the need for the search and the name of informant, if any; the persons present when the search was conducted; any substances or objects found; and the disposition made of them. The building administrator shall be responsible for the custody, control and disposition of any illegal or dangerous substance or object taken from a student.

This authorization to search shall apply to all situations in which the student is under the jurisdiction of the Board — including all curricular and extracurricular activities and events, regardless of location.

The Board acknowledges the need for in-school storage of student possessions and shall provide storage places, including desks and lockers, for that purpose. Such spaces remain the property of the Board and, in accordance with law, may be subject to random searches. Where locks are provided for such places, students may lock them against incursion by other students, but in no such places shall students have an expectation of privacy as to prevent examination by a school official. This policy will be posted in every building near in-school storage areas.

The Board reserves the power to search any locker or lockers in emergency situations that immediately threaten the health or safety of any person, or threaten to damage or destroy any property under the control of the Board, or when such an emergency appears to exist. Such searches are allowed whenever it is reasonably believed to be necessary to avert a threat or apparent threat.

The Board also authorizes the use of canines trained in detecting the presence of illegal materials. This means of detection shall be used only to determine the possible presence of illegal materials in locker areas, parking areas and other places on school property where such materials could be concealed. Canine

detection must be conducted in collaboration with law enforcement authorities and is not to be used to search individual students unless a warrant has been obtained.

General use of canine detection does not constitute a search, and may be employed at any time. A subsequent search is proper when a canine has indicated the presence of illegal materials, even if a reasonable suspicion regarding that particular area containing illegal materials did not exist before the canine detection.

Sexual Harassment Involving Students

All persons associated with the District, including, but not limited to, the Board, the administration, the staff and the students, are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Sexual harassment, whether verbal or nonverbal, occurring inside or outside of District buildings, on other District-owned property or at school-sponsored social functions/activities, is illegal and unacceptable and will not be tolerated. Any person who engages in sexual harassment while acting as a member of the school community is in violation of this policy.

Definition of Sexual Harassment: Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature may constitute sexual harassment when:

1. Submission to such conduct is made, either explicitly or implicitly, a term or condition of a person's employment or educational development;
2. Submission to, or rejection of, such conduct by an individual is used as the basis for employment or education decisions affecting such individual or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile or offensive environment.

Examples of sexual harassment-type conduct may include, but are not limited to, unwanted sexual advances; demands for sexual favors in exchange for favorable treatment or continued employment; repeated sexual jokes, flirtations, advances or propositions; verbal abuse of a sexual nature; graphic verbal commentary relating to an individual's body, sexual prowess or sexual deficiencies; coerced sexual activities; any unwanted physical contact; sexually suggestive or obscene comments or gestures; or displays in the workplace of sexually suggestive or obscene objects or pictures. Whether any act or comment constitutes sexual harassment-type conduct is often dependent on the individual recipient.

The Board directs the Superintendent to appoint one or more administrators who are vested with the authority and responsibility for investigating all sexual harassment complaints in accordance with the procedures set forth in the accompanying procedure and staff and student handbooks.

Sexual harassment matters, including the identity of both the charging party and the accused, are kept confidential to the extent possible. Although discipline may be imposed against the accused upon a finding of guilt, retaliation is prohibited.

The Board has developed complaint procedures that are made available to every member of the school community. The Board has also identified disciplinary penalties that could be imposed on the offenders.

Students:

Sexual harassment situations involving students will fall into one of the following categories:

1. Student offender and student victim
2. Student offender and employee victim
3. Student offender and general public victim
4. Employee offender and student victim
5. General public offender and student victim

Occurrences involving students as offenders will be handled in the same manner as other disciplinary situations. These procedures will include full due process protections, and could result in suspension, expulsion, referral to law enforcement agencies and/or recommendations for counseling.

Occurrences involving employees as offenders toward students will be investigated by the building principal. If further investigation is warranted, the Superintendent will designate a member of the central office staff to investigate. The information obtained from the investigations will be reported to the Superintendent for proper disposition.

Occurrences involving members of the general public as offenders toward students will be reported to an appropriate law enforcement agency.

Protection Against Retaliation

The Board shall not retaliate against an individual who makes a valid report of sexual harassment, nor permit any other employee or student to do so. Any retaliation experienced by the reporting individual should be reported immediately to the designated administrator, or the Superintendent. Any employee or student found to have retaliated against an individual reporting sexual harassment shall be subject to the appropriate disciplinary measures, including, but not limited to, written or oral reprimand, referral to counseling, suspension, or termination.

Smoking

Schools within the Northwest Local School District are smoke free environments. This smoke free policy extends to extra-curricular events, as well as during daily arrival and dismissal routines. Please refrain from smoking at any time while on school property, whether indoors or outdoors.

Special Education/Medicaid

The Board of Education recognizes that the needs of individual pupils in the Northwest School District vary widely and that the highest educational standards should challenge each child, based upon the individual's ability. Northwest Schools utilizes the Response to Intervention (RTI) in addressing individual needs. Interventions are provided by teachers and staff as determined by data collection and/or parent and teacher concerns. Data-based decision making is the most effective means to determine the effectiveness of an intervention.

An RTI Team is comprised of evaluators, parents, members of the staff who review the data and determine program eligibility. The Board of Education will provide the psychological, social, and educational evaluation by competent specialists of exceptional children, as provided by law.

The classroom teacher(s), parents and the school's special education personnel will develop an Individualized Education Plan (IEP) for any student who qualifies.

The federal special education law, the Individuals with Disabilities Education Improvement Act 2004 (IDEA), specifies each State's obligation to develop agreements with non-educational public agencies to ensure that all services necessary to provide a free appropriate public education (FAPE) are provided to children with disabilities at no cost to the parent.

School districts are permitted to seek payment from public insurance programs (Medicaid) for some services provided at school. Under the Family Education Rights and Privacy Act (FERPA), *parent* consent is required for the school system to release information about their child to the Ohio Department of Medicaid in order to access *the parent or child's* public benefit. *Parents* are entitled to a copy of any information the school system releases to the state Medicaid program.

The Northwest Local School District has the opportunity to receive Federal Medicaid dollars through a program called the Ohio Medicaid School Program (MSP). Through this program, school districts can receive Medicaid dollars for services such as Speech, Audiology, Physical Therapy, Occupational Therapy, Nursing, Psychology, Counseling, and Social Work services. The district can receive funding when a student receives one or more of these services and the student has current Medicaid insurance coverage. In the process of billing Medicaid for these services, certain billing information must be shared with the Ohio Department of Medicaid. Before the district can submit claim data for Medicaid billing purposes, we must obtain a signed Parental Consent to Share Information and Access Medicaid.

This annual notice is to inform you of all of your legal protections and rights under the Individuals with Disabilities Education Act (IDEA) and the Family Educational Rights and Privacy Act (FERPA). Your consent is voluntary. You have the right under 34 CFR Part 99 and Part 300 to withdraw your consent at any time. You are not required to enroll in Medicaid. Billing Medicaid will not require you to incur any out-of-pocket expenses such as a deductible or co-pay, decrease lifetime coverage, increase premiums or lead to the discontinuation of benefits, or result in you paying for services that would otherwise be covered by Medicaid. No matter whether you grant consent, refuse consent, or revoke your consent, your child will still be provided with an evaluation and/or the services listed in their IEP at no cost to you. For a more detailed explanation of Medicaid Parental Consent, please see the following Code of Federal Regulations (CFR) 34 CFR 300.154, 34 CFR 300.503, 34 CFR 300.622, 34 CFR 99.30.

For specific questions regarding the Medicaid School Program Parental Consent, please contact Healthcare Billing Services, Inc. at (740) 639-4218 or at info@teamhbs.com

Student Absences and Excuses

Regular attendance by all students is very important. The Superintendent shall develop procedures governing student absences and excuses as part of the attendance handbook. The Board will adopt the attendance handbook on an annual basis. The student absences and excuses procedures will be Board policy for the year of adoption.

Acceptance of notes from doctors and other documentation of absence

Legitimate verification of absence from a third party source (doctor's notes, etc.) will be accepted up to **5 work days after the absence**. In the case of absences of multiple days, notification must be received by the fifth work day after the student returns to school. When there is an extended period of absence, contact should be maintained between the home and school. More than one note from a medical professional may

be necessary in this situation. If a student/parent does not provide third party documentation, he/she may be referred for truancy and/or failure of classes.

Changes due to House Bill 410:

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 either of the following:

Excessive Absences

38 or more hours in any month (Excused & Unexcused)
ONLY)

65 or more hours in a year (Excused & Unexcused)
ONLY)

Habitual Truancy

30 or more consecutive hours (Unexcused

42 or more hours in any month (Unexcused

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 has received this letter under the Excessive Absence guidelines, all further absences for the remainder of the school year must be verified by third party documentation to be counted as excused absences. A parent note or phone call is not sufficient for an absence to be excused. Your son/daughter must bring a statement from a third party, such as a medical professional, or the absence will be **unexcused**. The documentation must be received **within five working days of the absence**.

1. Any student who has received this letter that are under 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.

1. 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.

1. 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.

Student Absences and Excuses

It is important to note that excused absences are included in the excessive absence criteria but do not count towards the habitually truant criteria per the Ohio Department of Education. Reasons for which students may be excused **when third-party documentation is provided** include, but are not limited to:

1. personal illness of the student;
2. illness in the student's family;
3. needed at home to perform necessary work directly and exclusively for parents or legal guardians (applies to students over 14 years of age only);
4. death in the family;
5. quarantine for contagious disease;

6. religious reasons;
7. traveling out of state to attend a Board-approved enrichment activity or extracurricular activity (applies to absences of up to four days); or
8. or as determined by the Superintendent.

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

The Board does not believe that students should be excused from school for vacations or other non-emergency trips out of the District. The responsibility for such absences resides with the parent(s), and they must not expect any work missed by their child to be retaught by the teacher. If the school is notified in advance of such a trip, reasonable efforts are made to prepare a general list of assignments for the student to do while he/she is absent.

The Board authorizes the Superintendent to establish a hearing and notification procedure for the purpose of denying a student's driving privileges if that student of compulsory school age has been absent without legitimate excuse for more than 10 consecutive days or a total of at least 15 days during a semester or term.

Acceptable Third Party Documentation

The following items will be accepted as third party documentation. All third party documentation must be provided within 5 school days of the student absence. In the case of absence of multiple days, notification must be received by the fifth school day after the student returns to school. In the case of prolonged absence, contact should be maintained between the home and school. More than one note from a medical professional may be necessary in this case.

1. Personal illness – documentation from a licensed medical professional
2. Illness in family – documentation from a licensed medical professional
3. Quarantine of home – notification from the Board of Health
4. Death of a relative – obituary or memorial card from the funeral
5. Homework due to absences of parents or guardians – verification of this excuse should be obtained from a building administrator or counselor. This should be used rarely by families and not for regular child care of family members.
6. Observance of a religious holiday – knowledge by administrator of the existence of a holiday on this date
7. College visits (maximum of 2 days, for seniors only) – documentation from college provided after return from visit
8. Court appearances – subpoena or receipt from court
9. Medical and dental appointments that cannot be scheduled outside school hours – verification of attendance at appointment from a medical professional
10. Driver's examination which cannot be scheduled outside school hours – verification of attendance by Bureau of Motor Vehicles employee
11. Educational/psychological testing – documentation of attendance by a licensed medical professional
12. Vacations or extended travel with parents when pre-arranged with building administrator and if such travel would not cause the student to exceed the Excessive Absence Procedures and risk failing classes – notification from a Building administrator (Note: If a request is made and approved for a student to miss more than 10 days for vacation, an educational option should be set up).
13. Farm work (maximum of 3 days) – verification from a building administrator
14. Other reasons approved by a school administrator – the only district-wide approval in this area is ½ day excused absence for Reds Opening Day. If a student attends this he/she will need to provide a ticket stub as verification.

ATTENDANCE POLICY FOR MILITARY-CONNECTED STUDENTS

The Northwest Local School District believes that with the many challenges for military families, there is a need for flexibility related to school attendance policies. Therefore, Northwest Local Schools will grant up to five days of excused absences for military connected students whose parents are experiencing a deployment. The conditions under which the Northwest Local Schools may approve excused absences are:

1. The absence is pre-approved; {written notice of deployment sent to the school by parent and school fax a copy to Enrollment Office}
2. The student is in good standing; GPA of 2.0 or greater
3. The student has a prior record of good attendance; {not involved in an open truancy case}
4. Missed assignments are completed and turned in within the school's allotted time period; {if student uses 1-5 days of excused absences, student should be allowed the same number of days to make up assignments}
5. The absence is not during standardized testing dates

STUDENT DRESS CODE

General Dress Code Guidelines for All Students: Students attending the Northwest Schools will adhere to the following dress and grooming procedures:

Dress Code

The following dress code is board approved for all students.

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.

Student Health

All Northwest Local School District school buildings have a health clinic. It is open during the school day to support the students and staff. The Health Office staff may be a Registered Nurse (RN), a Licensed Practical Nurse (LPN) or a Health Assistant. We believe that a healthy student is better able to participate actively in his/her education.

The Nurse/Health Assistant is responsible for: ensuring proper immunization of all students in accordance with Ohio law, performing hearing, vision and postural (scoliosis) screening as required and recommended by the Ohio Department of Health, providing emergency care of illness and injury during the school day, decreasing communicable diseases by excluding students from school with signs of disease or illness that can be spread, developing individual health plans and emergency action plans in collaboration with parents and health care providers (physicians and/or nurse practitioners) for students with health conditions such as asthma, seizure disorders, diabetes, migraine headaches and allergies. The nurse/health assistant is also responsible for administering medications and treatments, and training appropriate school personnel in the

proper administration of medication and treatments, as well as acting as a resource for staff in the area of health and health concerns.

The Nurse/Health Assistant reviews the immunization records provided by the parent to ensure the proper immunization of all students in accordance with Ohio law. If it is determined that the student needs additional immunizations, it is expected that the parent/guardian immediately obtain updated immunization records upon notification from the Health Office. Any parent/guardian has the right to exercise their objections to immunization by claiming an exemption. If an exemption is desired, the parent must submit an official NWLSD philosophical, religious or medical exemption form. Please contact the health office in your child's school building if you need information on where you can obtain vaccination for your child, or if you require an immunization exemption form; this form is required to be completed every school year and kept on file in the Health Office.

If a student is found to be out of compliance with Ohio law, the student will be excluded after 14 days into the school year per Ohio law, this is not an excused absence and will count towards unexcused absences. The following chart is from the Ohio Department of Health and outlines the immunizations which are currently required by Ohio law. Immunization requirements for school may change annually, current requirements are listed below.

Immunization Summary for School Attendance - Ohio

VACCINES	2019-2020 Requirements
<p>DTaP/DT Tdap/Td Diphtheria, Tetanus, Pertussis</p>	<p><u>Kindergarten</u> Four (4) or more doses of DTaP or DT, or any combination. If all four doses were given before the 4th birthday, a fifth (5) dose is required. If the fourth dose was administered at least six months after the third dose, and on or after the 4th birthday, a fifth (5) dose is not required. *</p> <p><u>1-12</u> Four (4) or more doses of DTaP or DT, or any combination. Three doses of Td or a combination of Td and Tdap is the minimum acceptable for children age seven (7) and up.</p> <p><u>Grades 7-12</u> One (1) dose of Tdap vaccine must be administered prior to entry. **</p>
<p style="text-align: center;">POLIO</p>	<p><u>K-9</u> Three (3) or more doses of IPV. The FINAL dose must be administered on or after the 4th birthday regardless of the number of previous doses. If a combination of OPV and IPV was received, four (4) doses of either vaccine are required. ***</p> <p><u>Grades 10-12</u> Three (3) or more doses of IPV or OPV. If the third dose of either series was received prior to the fourth birthday, a fourth (4) dose is required; If a combination of OPV and IPV was received, four (4) doses of either vaccine are required.</p>
<p>MMR Measles, Mumps, Rubella</p>	<p><u>K-12</u> Two (2) doses of MMR. Dose one (1) must be administered on or after the first birthday. The second dose must be administered at least 28 days after dose one (1).</p>

<p>HEP B Hepatitis B</p>	<p><u>K-12</u> Three (3) doses of Hepatitis B. The second dose must be administered at least 28 days after the first dose. The third dose must be given at least 16 weeks after the first dose and at least 8 weeks after the second dose. The last dose in the series (third or fourth dose), must not be administered before age 24 weeks.</p>
<p>Varicella (Chickenpox)</p>	<p><u>K-9</u> Two (2) doses of varicella vaccine must be administered prior to entry. Dose one (1) must be administered on or after the first birthday. The second dose should be administered at least three (3) months after dose one (1); however, if the second dose is administered at least 28 days after the first dose, it is considered valid.</p> <p><u>Grades 10-12</u> One (1) dose of varicella vaccine must be administered on or after the first birthday.</p>
<p>MCV4 Meningococcal</p>	<p><u>Grades 7-10</u> One (1) dose of meningococcal (serogroup A, C, W, and Y) vaccine must be administered prior to entry.</p> <p><u>Grade 12</u> Two (2) doses of meningococcal (serogroup A, C, W, and Y) vaccine must be administered prior to entry. ****</p>

Emergency Medical Authorization (EMA) is a critical form that is used by the Administrators and Health Office to contact parents. Please **complete the EMA through the online registration gateway over the summer or during the first few days of every school year**. If contact information changes throughout the year, it is imperative that you notify the school to ensure you can be reached when necessary for the student.

In order to best care for students during the school day, the Nurse/Health Assistant must be aware of the health concerns that exist. This information is updated through the online registration gateway and is completed while you are updating the EMA form through registration gateway. Contact the Health Office and speak with the nurse concerning any changes that occur in the student's health over the summer or during the school year. Communication is the key to making sure the student's health needs are met during the school day.

Administration of Medicine

Northwest Local School District Policy for Administration of Medication is consistent with the O.R.C. 3313.613 – The Medication Policy Law.

Students are not to carry any prescription or over the counter medicine with them during the school day. School personnel are not authorized to administer prescribed medication or perform medical procedures unless they are prescribed by a physician and authorized by a parent.

Whenever possible, the administration of medication required by a student during the school day should be given before or after school hours. However, certain students may require the administration of medication

during the school day to maintain an optimum health status for learning. In the event that a student requires the administration of any medication; **prescription or over-the-counter**, during the school day the following procedure must be followed:

1. **Administration of Medication Form** physician's order and parental permission must be completed in its entirety and signed by the prescribing physician and parent/guardian for prescription and/or over-the-counter medication.
2. Medication is to be brought to the school building by the parent/guardian in the **original** container.
3. A parent, guardian, or adult designated by the parent is responsible to personally deliver any medication to the school building. **Never send medication with a student.**
4. All medication is kept in a locked storage unit in each school building.
5. It is the responsibility of the parent/guardian to instruct the student to come to the Health Room at the appropriate time for medication administration.
6. It is the responsibility of the parent/guardian to obtain an updated physician's order when the medication changes in any way.
7. It is the responsibility of the parent/guardian to ensure refills of medication are brought to the health office during the school year to avoid any gaps or delays in medication administration.
8. Any unused medication not claimed on the last day of school will be destroyed.
9. A new administration of medication form/order must be submitted each school year.

Administration of a Prescribed Medical Treatment

A student may require a prescribed medical treatment (non-medication) during the school day such as tube feeding, dressing change, or catheterization. The prescribing provider and the parent/guardian must complete the **Administration of Prescribed Medical Treatment Form** before school personnel may initiate the medical treatment. This form may be obtained in the Health Office.

Inhalers for Asthma

Students have the right to possess and use a metered-dose inhaler or a dry-powder inhaler to alleviate asthmatic symptoms or before exercise to prevent the onset of asthmatic symptoms. The right applies at school or at any activity, event or program sponsored by or in which the student's school is a participant. In order for a student to possess the inhaler, he/she must have written approval from the student's physician and, if a minor, from his/her parent or other documented caretaker. **Written approval must be on file with the health office.**

Epinephrine Auto injectors

Students are permitted to carry and use an epinephrine auto injector (epi-pen) to treat anaphylaxis (severe allergic reactions). The right to carry and use an epi-pen extends to any activity, event or program sponsored by the student's school or activity, event or program in which the school participates. Student possession of an epi-pen is permitted only if the student has written approval from the prescriber of the medication and, if a minor, from his/her parent or other documented caretaker. **Written approval must be on file with the health office.**

Policy for Administration of Medical School Screenings

The Ohio Department of Health requires that vision and hearing screenings are performed on students at specific grade levels. A referral letter is sent to the parent for additional care if they do not pass the screening.

Vision is screened at the following grade levels: kindergarten, first, third, fifth, seventh and ninth and eleventh.

Hearing is screened at the following grade levels: kindergarten, first, third, fifth and ninth and eleventh.

Postural screening is performed in accordance with the recommendations by the AAOS (American Academy of Orthopedic Surgeons) and SRS (Scoliosis Research Society). This screening helps identify students with curvature of the spine known as scoliosis as well as other spinal problems. Postural screening occurs in grade seven for both boys and girls. Students are referred for additional care if a concern is noted. In the event that a parent does not want the student participating in one or all of the screenings, the parent must contact the Health Office or Building Principal.

Guidelines for Keeping Students Home from School

The following guidelines are used to determine whether a student should be in school or kept home.

STUDENTS SHOULD BE KEPT HOME FROM SCHOOL IF:

- **Temperature of 100.0 F degrees or more.** Your child should remain home until they have been fever free for a full 24 hours without the use of a fever reducing medication (acetaminophen, i.e. Tylenol or ibuprofen, i.e. Advil or Motrin). If your child is sent home from school with a fever, they **should not return to school on the following day.**
- **Vomiting or diarrhea in the last 24 hours.** If your child is sent home from school with vomiting and/or diarrhea, or if your child has an episode of vomiting and/or diarrhea during the night, they **should not be sent to school the following day.**
- **Cold symptoms,** including an **excessively** runny nose, persistent/productive cough, sore throat and headache. Please keep the child home if the symptoms are severe to the point that the child cannot pay attention or participate in class.
- **Skin rash.** Skin rashes are often difficult to evaluate. Skin rashes of unknown origin should be evaluated by your physician to determine what the rash is prior to sending your child to school. A student with a skin rash of unknown origin may be sent home from school until the rash is identified by a physician as non-contagious, a note from the healthcare provider is required upon return.
- **Open and draining area on skin.** All open wounds should be covered when your child is in school. A wound that is red, warm to touch, or looks like a boil should be evaluated by your physician.
- **Reddened eye(s) with or without discharge** that causes crusting on the eyelashes, difficulty opening the eye(s) upon awakening, complaints of itchiness and uncontrollable watering. This may indicate "Pink Eye" or conjunctivitis. This is likely contagious and requires a visit to your physician. Your child should remain home for 24 hours after beginning antibiotic treatment.
- **Head lice.** NWLSD follows a nit-free (egg free) policy:
 - Your child will be sent home for nits and or live lice and will not be permitted to return until they are completely nit (egg) free.
 - If any child has nits or lice discovered at home, it is the parents responsibility to report this to the health office at the school immediately so that the class may be checked and the appropriate parties be notified, to reduce the spread of head lice.
- **All students home from school with head lice are to be escorted by a parent/guardian to the health room to be cleared for return to class.** Students who have not been screened by the nurse/health assistant are not permitted to be sent to school on the bus, or dropped off without parental accompaniment to the health room to be re-checked.
- Treating Head lice/nits is the parent/guardian's responsibility. Student should be treated to kill live lice and the hair picked diligently to remove all presence of nits.
- **Absence from school for lice is excused for a maximum of three days.** It is the parents responsibility to communicate with the nurse/health assistant for needs extending beyond this three day period. The child will need to return to the health office every two days beyond the 3 day window, **with the caregiver** to ensure progress is being made towards returning to

school. The nurse/health assistant may be able to offer assistance with referrals, and instruction on how to remedy the situation if support is needed.

- **Pain and/or generally not feeling well.** If your child has pain and is not his/her typical self in the morning, ask yourself whether the child will be able to pay attention and participate in class. If the answer is no, please keep your child home. He/she may be coming down with an illness. We realize that you know your child best and we want them in school, healthy, and ready to learn.

The Nurse/Health Assistant may send a student home if it appears that the student may have a contagious condition. The parent may be asked for documentation from the physician prior to the student returning to school. The Ohio Department of Health Communicable Disease chart serves as the guideline for determining the protocols for student exclusion.

In the event of a true emergency, 911 will be called first, and then every attempt will be made to contact the parent or designated persons on the Emergency Medical Form (EMA).

If at any time a parent has questions or concerns about the health and well-being of their student, they should contact the school's Health Office.

Student Insurance

Inexpensive coverage is offered students in September. Information and payment envelopes are available in the main office.

Student Network and Internet AUP and Agreement

The Northwest Local School District is pleased to make available access to interconnected systems within the district and to the Internet for the purpose of productivity, research, curriculum delivery, professional development activities and electronic storage in the pursuit of learning. The District Board of Education has policies, which govern the access and use of computer and network systems. This Acceptable Use Policy is a guideline for use and a contractual agreement between the student and the Board of Education. All students must take responsibility for appropriate and lawful use of their access. Misuse under the guidelines of this document may result in disciplinary action under Board Policy and/or the governing code of conduct.

Upon review of this policy and signing the handbook release page, each student will be given the opportunity to enjoy access to computer and network systems at school and is agreeing to follow this Policy.

If you have any questions about the guidelines below, please contact your building principal.

i. Personal Responsibility

You agree not only to follow the rules in this Policy and Agreement, but also agree to report any misuse of the network to a teacher or building principal. Misuse means any violation of this policy, Board of Education Policy, or any other use that is not included in the policy, but has the effect of harming another person or his or her property.

ii. Terms of Permitted Use

Technology can greatly enhance the instructional program, as well as the efficiency of the District. The Board recognizes that careful planning is essential to ensure the successful, equitable and cost-effective implementation of technology-based materials, equipment, systems and networks.

Computers and use of the District network or online services support learning and enhance instruction, as well as assist in administration. Computer networks allow people to interact with many computers; the Internet allows people to interact with hundreds of thousands of networks.

All computers are to be used in a responsible, efficient, ethical and legal manner. Failure to adhere to this policy and the guidelines below will result in the revocation of the user's access privilege.

Unacceptable uses of the computer/network include but are not limited to:

1. violating the conditions of State and Federal law dealing with students' and employees' rights to privacy, including unauthorized disclosure, use and dissemination of personal information;
2. using profanity, obscenity or other language which may be offensive to another user or intended to harass, intimidate or bully other users;
3. accessing personal social networking websites for non-educational purposes;
4. reposting (forwarding) personal communication without the author's prior consent;
5. copying commercial software and/or other material in violation of copyright law;
6. using the network for financial gain, for commercial activity or for any illegal activity;
7. "hacking" or gaining unauthorized access to other computers or computer systems, or attempting to gain such unauthorized access;
8. accessing and/or viewing inappropriate material and
9. downloading of freeware or shareware programs.

The Superintendent/designee shall develop a plan to address the short- and long-term technology needs and provide for compatibility of resources among school sites, offices and other operations.

As a basis for this plan, he/she shall examine and compare the costs and benefits of various resources and shall identify the blend of technologies and level of service necessary to support the instructional program.

Because access to online services provides connections to other computer systems located all over the world, users (and parents of users who are under 18 years old) must understand that neither the school nor the District can control the content of the information available on these systems. Some of the information available is controversial and sometimes offensive. The Board does not condone the use of such materials. Employees, students and parents of students must be aware that the privileges to access online services are withdrawn from users who do not respect the rights of others or who do not follow the rules and regulations established. A user's agreement is signed to indicate the user's acknowledgment of the risks and regulations for computer/online services use. The District has implemented technology-blocking measures to prevent students from accessing inappropriate material or materials considered to be harmful to minors on school computers that protect against access by both adults and minors to visual depictions that are obscene, child pornography, or, with respect to the use of computers by minors, harmful to minors.

"Harmful to minors" is defined as any picture, image, graphic image file or other visual depiction that:

1. taken as a whole and with respect to minors appeals to a prurient interest in nudity, sex or excretion;
2. depicts, describes or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts and/or a lewd exhibition of genitals and/or
3. taken as a whole, lacks serious literary, artistic, political or scientific value as to minors.

The District will educate minors about appropriate online behavior, including interacting with other individuals in grades K-12 on social networking websites and in chat rooms and cyber-bullying awareness and response. The Superintendent/designee will develop a program to educate students on these issues.

Personal devices may be used on the school network. Devices must be registered with the technology department. Additional software or apps may be required to register the device for access to the network. Compliance with district policies is required, and all network traffic may be monitored. Use of cellular networks or non-school Wi-Fi to bypass filtering is prohibited. Use of personal hotspots or non-district access points is prohibited. Additional restrictions may be set by the building principals and classroom teachers.

Annually, a student who wishes to have computer network and Internet access during the school year must read the acceptable use and Internet safety policy and submit a properly signed agreement form. Students and staff are asked to sign a new agreement each year after reviewing the policies and regulations of the District.

III. Privacy

The Northwest Local School District reserves the right to monitor, inspect, copy, review, and store at any time and without prior notice, any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the Northwest Local School District and no user shall have any expectation of privacy regarding such materials.

IV Warranties/Indemnification

The Northwest Local School District makes no warranties of any kind, either express or implied, in the connection with its provision of access to and use of its computer networks and the Internet provided under this Policy and Agreement. It shall not be responsible for any claims, losses, damages or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user or his or her parent(s) or guardian(s) arising out of the user's use of its computer networks or the Internet under this Policy and Agreement. Users take full responsibility of his or her usage and agree to indemnify and hold harmless the Northwest Local School District and its Board members, administrators, teachers, and staff from any and all loss, costs, claims, or damages resulting from the user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user's parent(s) or guardian(s) agrees to cooperate with the Northwest Local School District in the event of the initiation of an investigation into a user's use or his or her access to its computer network and Internet, whether that use is on a District computer or on another's outside the Northwest Local School District's Network.

Suspension, Expulsion & Removal of Students

This policy governs suspension, expulsion or emergency removal of a student from school, or the suspension or removal of a student from a team or other extracurricular activity.

1. Suspension

Whenever the Superintendent/designee or building principal finds it necessary to suspend a pupil from school for not more than 10 school days, the following procedure shall be followed prior to the suspension of said pupil:

- A. The pupil will be given written notice of said administrator's intention to suspend said student and the written notice will contain reasons for the intended suspension.

- B. The pupil will be given an opportunity for an informal hearing before the principal, assistant principal, Superintendent/designee to challenge the reasons for the intended suspension or explain the reason for the action.
- C. If the pupil is suspended after the hearing, the administrator shall notify the pupil's parent, guardian or custodian and the Treasurer of the Board within 24 hours. The notice shall include:
 - 1. the reason(s) for suspension.
 - 2. the right of the pupil, parent, guardian or custodian to appeal said suspension to the Board of Education's designee and
 - 3) the right to be represented at the hearings before the Board's designee.
- D. A verbatim record shall be kept of the hearing.
- E. Appeal Procedure: Should a student or a student's parent(s) choose to appeal the suspension, he/she must do so within 10 calendar days of the notice of suspension. The appeal shall be in writing and made to the Director of Student Services. The Director of Student Services will schedule the meeting with the Board Appointed Hearing Officer and notify the family. All witnesses are sworn and a verbatim record is kept of the hearing. The decision of the Hearing Officer will be relayed to the Student/Parent via certified mail. The student may be excluded from school during the appeal process.
- A. Appeal to Court: Under State law, appeal of the Board's or its designee's decision may be made to the Court of Common Pleas.

2. Expulsion

Whenever a Superintendent intends to expel a pupil from school, the following steps must be taken prior to the expulsion:

- A. A written notice of intention to expel must be given to the pupil and the parent, guardian or custodian.
- B. Said notice to the pupil and the parent, guardian or custodian must include the following:
 - 1. The reason(s) for the intended expulsion.
 - 2. Notification of the opportunity of the pupil, parent, guardian or custodian or their representative to appear before the Superintendent or administrative designee, to challenge the reasons for the intended expulsion.
 - 3. Notification of the time and place to appear before the Superintendent or administrative designee, said time to be not earlier than three nor more than five days after the notice is given, unless an external circumstance delays the timeline or unless an extension is granted by the administrator at the request of the pupil, parent, guardian or custodian, or their representative. If an extension is granted after giving the original notice, the administrator shall notify the pupil, parent, guardian, custodian or representative of the new time and place for the hearing.
- C. The pupil and the parent, guardian or custodian and their representative must be given an opportunity to appear before the Superintendent or administrative designee, to challenge the reasons for the intended expulsion, or to explain the pupil's actions.
 - A. If the pupil is expelled after the hearing, the administrator will notify the pupil's parent, guardian or custodian and the Treasurer of the Board within 24 hours. This notice shall include:
 - 1. The reason(s) for the expulsion;
 - 2. The right of the pupil, parent, guardian or custodian to appeal said expulsion to the Board/designated hearing officer;
 - 3. The right to be represented at the appeal before the Board-designated hearing officer. Any student who is expelled from school for more than 20 days or into the following semester or school year is referred to an agency which works towards improving the student's attitudes and behavior. The Superintendent provides the student and his/her parent(s) with the names, addresses and telephone numbers of the public and private agencies providing such services.
 - E. A verbatim record shall be kept of the hearing.
- A. Appeal to the Board: A student or a student's parent(s) may appeal the expulsion by the Superintendent to the Board/designated hearing officer. The expulsion appeal must be within 14 calendar

days after the notice of intent to expel was provided to the student, parent, guardian or custodian. The appeal request shall be in writing to the Director of Student Services. The student may be represented in all such appeal proceedings and is granted a hearing before the Board or its designee. All witnesses are sworn and a verbatim record is kept of the hearing. The student may be excluded from school during the appeal process.

A. Appeal to the Court: Under State law, the decision of the Board may be further appealed to the Court of Common Pleas.

3. Emergency Removal

Whenever a pupil's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process within the classroom or elsewhere on the school premises, school personnel may take the following actions:

- A. The Superintendent, principal, or assistant principal may remove the pupil from the school premises.
- B. A teacher may remove the pupil from any activity under the teacher's supervision.
- C. These actions may be taken without written notice or informal hearing to the pupil.
- D. If the pupil is removed by a teacher under this section, the teacher shall submit the reason(s) for said removal in writing to the principal.
- E. If a pupil is removed by a teacher under this section for more than 24 hours, written notice of a hearing and the reasons for removal shall be given to the pupil as soon as practicable prior to the hearing and said hearing will be held within 72 hours from the time of the initial removal.
- F. The hearing will be held in accordance with the requirements under the rules for suspension from school unless expulsion is probable, in which case the hearing shall be held in accordance with the rules for expulsion from school. If suspension or removal from a team or an activity is probable, the hearing will be conducted under the rules for suspension or removal from a team or activity.
- G. The party ordering, causing, or requesting the removal of the pupil on an emergency basis shall be present at the hearing.
- H. In the case of removal under emergency removal (b), if a pupil is reinstated to the activity under the teacher's supervision prior to a hearing, the teacher shall, upon request, be given the reasons for such reinstatement in writing.
- I. None of the notice or hearing requirements as set forth in suspension, expulsion or denying the privilege of participation in extracurricular activities shall be necessary where a pupil is removed from activities for a period less than 24 hours and is not subject to suspension from school and/or expulsion from school and/or suspension or removal from a team or activity.

Seclusion and Restraint Annual Notice

Safety of student is always a priority, and in some instances it may become necessary to seclude or restrain a student to assure safety to him/herself or others. Any time a student is subject to seclusion or physical restraint, a Critical Incident Forms is completed and a copy is sent to the parent to notify the parent of the event within 24 hours. If a restraint was utilized, the team must convene to review the circumstances of the situation and determine what supports may be needed to prevent the event from recurring.

NWLSD employs the Nonviolent Crisis Intervention model from the Crisis Prevention Institute <https://www.crisisprevention.com> and has multiple staff in every school building trained and certified to assist with de-escalation strategies to prevent the need for seclusion or restraint.

Third Grade Reading Guarantee

Ohio's Third Grade Guarantee ensures that a struggling reader receives the support he or she needs to be able to learn and achieve. Students in kindergarten through grade three will be evaluated to determine if they are reading as well as they should be. If a student appears to be falling behind in reading, the staff will begin a reading improvement plan. School staff will work closely with parents so that parents will be able to support the plan. If a student is retained in the third grade, the school will provide a high-performing reading

teacher and 90 minutes of reading instruction each school day. The student may participate in fourth grade classes in all other subjects, if the student is ready. Schools may move students to the fourth grade in the middle of the year according to the following procedures:

Mid-Year Promotion for Third (3rd) Grade Students Retained Due to the Third Grade Reading Guarantee (TGRG)

A retained third grade student will have two opportunities to demonstrate readiness for 4th grade. If a child reaches the district cut score on either of the following assessments, he/she will be considered for mid-year promotion to fourth (4th) grade:

- The fall administration of an approved state vendor assessment or
- The fall administration of the state reading assessment

After a retained third (3rd) grader has met either of the above mentioned criteria, a conference will be held including the parent(s), current teacher, building administrator(s), and any other necessary school personnel. If all parties are in agreement that it is in the child's best interest, he/she will be promoted to 4th grade as soon as feasibly possible.

Threats or Intimidation

Threats of violence or intimidation toward another student are serious violations of the student code of conduct and will result in appropriate discipline. 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 time of the threat. The period of expulsion shall extend as necessary into the next school year.

Tuition

Any student enrolled in the Northwest Local School District whose parents move out of the district may finish the semester in which the move occurs upon advance payment of tuition. A student who completes the eleventh grade in the Northwest Schools and whose parents or guardian move out of the district may complete the senior year upon advance payment of tuition.

Visitors in School

The Board of Education welcomes and encourages visits to school by parents, other adult community members and interested educators. All exterior doors are locked during the school day. Visitors must use the buzzer at the main entrance. All visitors must report to the office or welcome center immediately upon entering a school building, check in and receive a visitor's badge. To maintain the safety of students and staff and to ensure that no unauthorized persons enter buildings, all visitors must comply with the District's procedures regulating visitors. The administrative procedures will be posted conspicuously at or near the entrance to school premises. In addition, those procedures shall be posted in a central location in each school and are made available to all students, staff and community members upon request. All participants and spectators of school programs, assemblies, graduations and athletic events are expected to abide by all applicable law, local ordinances, Board policies and District and building procedures pertaining to public conduct on District property. School principals and their designees are authorized to take appropriate action to prevent and remove, if necessary, unauthorized persons from entering District buildings and loitering on the grounds.

Building administrators have the authority to prohibit the entry of any person to a school of this district, or to expel any person, when there is reason to believe that the presence of such person would disrupt the good order of the school or pose a threat to the safety of students or staff. If such an individual refuses to leave

the school grounds or creates a disturbance, building administrators are authorized to request whatever assistance is needed, including local law enforcement agencies, to remove the individual.

Visitors must follow these procedures while in any district schools or on district property.

1. Visitors must report to the school office or other designated area immediately upon entering a district school. The area where visitors report will be listed on the notice displayed near all school and office entrances.
2. Visitors must sign in and wear any tags or badges that are required by school visitors' procedures.
3. School tours, which do not include class visits, must be scheduled a minimum of 24 hours in advance through the principal or a designee.
 - a. If the tour cannot be scheduled on the requested date, an alternate date(s) will be offered.
 - b. A school staff member must accompany all visitors on school tours.
2. Class visits by parents or guardians of current students may be scheduled one time each semester under the following procedures:
 - a. Requests must be made to the principal, or a designee, one week, or five school days in advance.
 - b. The principal, or a designee, must approve all requests.
 - c. The teacher(s) must approve the requested date, or offer alternative date(s).

Exceptions:

1. Regular or frequent class visits by parents or guardians as part of a Behavior Improvement Plan (BIP) or similar program.
 2. Class celebrations or special events.
1. The principal, or a designee, has the sole responsibility of determining when visitors must be removed from a school for disruptive, dangerous or potentially dangerous behavior.
 1. Visitors who must be removed from school may be expelled from district schools, offices and facilities for up to one year on the authority of the principal. Expulsions of a longer duration must be approved by the superintendent or a designee.

**NORTHWEST LOCAL SCHOOL DISTRICT
Harassment, Intimidation or Bullying
Complaint Form**

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) _____
involve
d

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

Signature and Date

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Response to complaint:

Summary of Disposition (full report attached)

Signature and Date _____