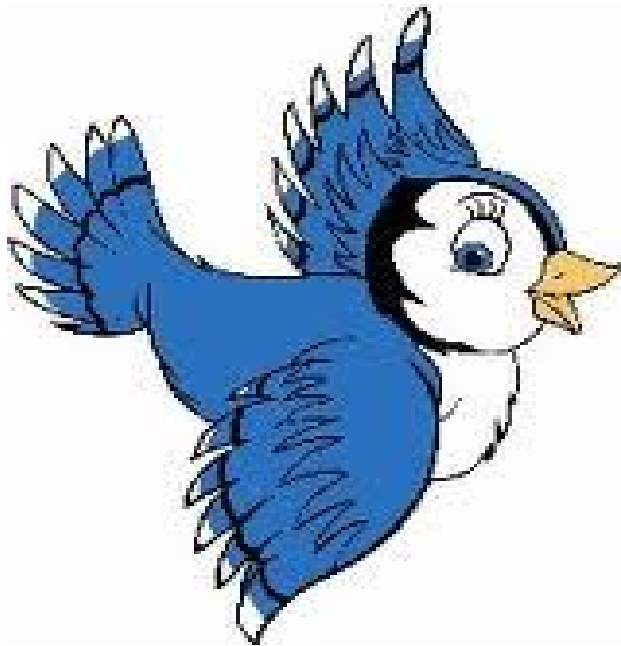


# Struble Elementary

**2019 - 2020**

**Parent/Student Handbook**



2760 Jonrose Avenue

Cincinnati, Ohio 45239

513-522-2700

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

# **Struble Elementary**

**Principal** - Karen Grayson, [kgrayson@nwlsd.org](mailto:kgrayson@nwlsd.org)

**Principal** – Trey Rischmann, trischmann@nwlsd.org

## **Office Staff:**

Secretary – Marla Veatch, mveatch@nwlsd.org

Secretary (attendance) – Amy Hensley, ahensley@nwlsd.org

## **Health Room:**

Connie Stahl, cstahl@nwlsd.org

**Office phone – 522-2700**

**Attendance Line – Opt. 1**

**Health Room – Opt. 2**

**Café – Opt. 3**

**Office – Opt.**

**Y's kids - Opt. 5 (YMCA before & after school daycare)**

**Transportation - 825-4600**

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# **ARRIVAL & DISMISSAL**

## **Bus Riders**

### **Arrival**

Students are expected to wait for their buses in the safe areas specified on their bus passes. Children are expected to go directly to the supervised area. The school day begins at 8:00 a.m.

### **Dismissal**

Struble Elementary students who live at least 1 mile from school are eligible to receive bus service. Children should walk to their buses as soon as their bus number is called over the intercom. Students who do not normally ride a bus are not permitted to accompany other children on buses unless it is an emergency child-care situation. When making such a request, the school office and teacher must be notified in writing by both families involved and the note signed by the principal. *The note should be given to the office upon arrival to school.* Bus riders should follow all bus rules for safety.

## **Car Riders**

### **Arrival**

Cars should enter the lot and follow the flow of **car traffic**. **Please have your student exit the car from the door closest to the building starting at 7:35 a.m.** It is important that drivers obey the posted entrance and exit signs, and are respectful to our Struble Elementary staff members who are there to ensure the children's safety as they exit cars and proceed to the entrance.

**Students must remain in their cars until 7:35 a.m. when staff members are present at the drop off areas. Please DO NOT drop off your child early, and/or permit them to stand at the entrance doors.**

At 7:35 a.m. the building will be open for the arrival of students.

Staff members will supervise students in the assigned waiting areas in each grade level pod.

At 8:00 a.m., the building security is implemented and all entrance doors are locked. Students arriving after 8:00 a.m. must be brought into the office by a parent or guardian and signed in the building. Please make every effort to have your child arrive at school on time.

### **Dismissal**

Please obey the entrance and exit signs, and be respectful to our Struble staff members who are assigned to ensure the safety of your children. The lanes of cars will be dismissed one at a time to leave the school lot. Please stay in your lane for the safety of you and your child. All children must be picked up no later than 3:00 p.m. Children that remain past 3:00 p.m. on a consistent basis may be referred to the attention of the police or 241-KIDS.

## **Walkers**

### **Arrival 7:35 a.m.-8:00 a.m.**

Children should walk directly to school so as not to be marked tardy. Upon arrival to school, students will be directed to join their classes in the grade level hallways. Students will be permitted to enter the building at 7:35 a.m. **Please do not have your students arrive before 7:35 a.m. to wait by the front door.** The school staff will supervise students once they enter the building at 7:35 a.m.

### **Dismissal**

Walkers should exit the building promptly when dismissed. Please practice walking these routes with your children before allowing them to walk home from school on their own.

**See next page for important information on Dismissal Changes for all students.**

## Dismissal Changes

If you need to change how your student will be going home please write the teacher a note. If you did not write a note you can email both [ahensley@nwlsd.org](mailto:ahensley@nwlsd.org) and [mveatch@nwlsd.org](mailto:mveatch@nwlsd.org) or fax a note to 513-522-2711. Email or fax the information by 1:30 pm. We do not make changes over the phone.

### Information to include:

- Child's first and last name
- Name of student's teacher
- Date of change
- Method of dismissal the student will be taking

## ATTENDANCE

All students are required to be in regular attendance for their own benefit and in order to fulfill the state educational requirements.

### **Absent Procedures**

On the day a student is absent, the parent must call the 24-hour **Struble Attendance Line** at **522-2700 - option 1** to report the reason for the absence. If a phone call is not received, the school will utilize its Automated Attendance System to alert you to your child's absence from school. It is imperative that we have the most recent phone contact for you. Upon returning to school, the student must submit a doctor's note if applicable. *Homework may be requested when a child is out more than two days.*

### **Early Dismissal from School**

If a student needs to leave school early the parent/guardian should send a note informing the teacher of the early dismissal. 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 a school administrator and with the knowledge and permission of the parent or guardian. Parents/guardians of elementary students must pick up the student in the school office in all cases. **Parents/guardians need to provide a photo ID when picking up their student. If someone other than the parent or guardian is picking up a student a note should be sent identifying who will pick the student up from school. The person must have a photo I.D.**

Early dismissal for dental, medical or for emergency reasons requires a note from home informing the teacher the student will be leaving early. The child is to be "signed out" in the school office. **When the parent/guardian arrives at school, the child will be asked to come to the office.** Identification will be requested of the adult who comes for the child. If students leave more than 60 minutes prior to the end of the day, they will be counted 1/2 day absent. Upon returning the student should provide the attendance office with a school excuse note from the doctor.

Students leaving school grounds without permission by walking shall be subject to school consequences, or if appropriate, suspension from school.

### **Tardiness**

Children are expected to be in their classrooms by 8:00 a.m. If not, they will be marked tardy. Pupils who arrive more than 60 minutes after the start of the day will be counted as a 1/2-day absent.

Students reporting late to school for any reason are counted tardy. Determining whether a tardy is excused or unexcused is based on the absence procedures.

### **Withdrawal Procedures**

When withdrawing a student, please notify both the teacher and the school office of your new address several days before leaving. It is necessary that the parent come to school and sign the withdrawal form. Students are marked absent until a record request from their next school is received. Copies of the child's academic & health records will be forwarded to the new school when record requests are received and all obligations have been met.

## **BUILDING RULES**

In order to enhance the learning climate at Struble Elementary School during the 2019 - 2020 school year, all students are to follow the expectations, procedures, and rules listed below. Please acquaint yourself with the rules and support us in enforcing them. All of our School Rules deal with safety, respect, and responsibility.

### **Building Wide Rules and Expectations for our Positive Behavior Supports Philosophy**

Struble Elementary enforces a school-wide Positive Behavior Supports (PBS) philosophy focused on respectful, responsible, and safe student behavior. PBS is a process for creating safer and more effective schools with an approach to develop research-based, school-wide processes to focus on positive behaviors. It is one way of creating a positive environment within the school. PBS first teaches, then enforces strong character traits for students in school and for life. Teaching will take place by role-playing, PBS posters, and modeling. The emphasis is on recognizing and acknowledging each student's positive actions, then teaching the appropriate replacement behavior for negative actions.

### **PBS Plan and Rewards Program**

#### **Daily:**

During morning announcements, we will be reminded that the students at Struble Elementary are expected to be Respectful, Responsible, and Safe each day.

Staff members will recognize Struble students that demonstrate positive student expectations: Be Respectful, Responsible and Safe. Rewards will be given students throughout the school year.

### **Negative Consequences for Inappropriate Behavior at School**

1. Verbal and written warning
2. No extra privileges
3. Call from teacher or principal
4. Writing assignments
5. Time out periods from teacher or principal
6. Alternative Learning Program (ALP)
7. Out of school suspension

### **Assemblies**

- Show respect to presenters.
- No whistling or booing during assemblies.
- Sit quietly and remain seated throughout.
- Maintain a low noise level.

## **Hall Behavior**

- Walk courteously at all times.
- Noise level is to be kept to a minimum.
- When walking in the hallways during announcements, **stop and listen**.
- Stand at attention during the pledge.

## **Outdoor Recess**

Children go outside for recess unless the temperature and wind chill factor cause extremely cold weather, or unless there is rain or snow and the play area is wet. Be sure to dress your child according to the weather. Students who are well enough to come to school are expected to go outside for recess. A doctor's excuse will be necessary if the child is to stay inside.

Staff members are on duty to ensure the safety of all students. Disregard of playground rules may result in a discipline referral.

1. Fighting or profanity will not be tolerated, and could result in removal from school.
2. Respect staff members. They are on the playground for student safety and they must be obeyed. Individuals and/or crowds must disburse when directed to do so by authorized school personnel.
3. Body contact is unacceptable.
4. Remain in assigned areas during recess.
5. When the whistle is blown, line up immediately. Remain quiet in line and upon entering the building.
6. Follow the rules for the playground activities as directed by playground staff.
7. Chewing gum and spitting on the playground are unacceptable.
8. Remove hats when entering the building.
9. Permission must be granted from a staff member before re-entering the building during recess.
10. Always show good sportsmanship on the playground.
11. Remember to dress properly for the weather. Students will go outside whenever possible.
12. Personal items should not be brought to school/sold/traded.
13. Do not touch parked cars in the parking lot.

## **Indoor Recess**

- Running, jumping, and throwing are unacceptable.
- Play quietly and cooperatively.
- Remain in your classroom.
- Follow the rules posted in your classroom.
- Remain seated - either in chairs or on the floor.

## **Leaving School Grounds**

Students attending the Northwest Local School District are to arrive to 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. The administration shall develop and maintain procedures to enforce this policy.

# **CAFETERIA**

## **Breakfast & Lunch Costs**

Struble Elementary is in the 2nd year of a two year grant that provides free breakfast and lunch to all students.

On a **two hour delay**, an alternative breakfast will be served.



For students purchasing milk only - milk is **\$.50**.

**Menu** – The Breakfast and Lunch menus are posted on the NWLSD website at [www.nwlsd.org](http://www.nwlsd.org) under **Parent Resources** and also under **Departments, Food Services**. This menu is developed under the supervision of the district's Food Service Supervisor.

**Applications for free and reduced lunch are available online on the district website. [www.NWLSD.org](http://www.NWLSD.org), Departments, Food Services, lunch application.** Since students are receiving free breakfast and lunch for the 2019-2020 school year, the only reason to complete this form would be to have school fees waived. When completing the application mark the box to *share information*. You will receive a letter from Food Services regarding the status of your application.

### **Payment**

The Northwest Food Services Department has a computerized cash register system allowing students to prepay breakfast, lunch, and snack purchases. Students or parents may send cash or check to the cafeteria to be put on an account. *The preferred payment option is the PaySchools link on the district website, [www.nwlsd.org](http://www.nwlsd.org) select Parent Resources, PAYSCHOOLS.*

**Due to space restrictions students may not have outside guest in to eat breakfast or lunch.**

### **Cafeteria Charge Policy** - Elementary Schools

Charges for meals or milk are permitted for students who occasionally forget or misplace their money. **We ask that charges be repaid the following school day.** Charge notices will be sent home weekly.

Students are expected to follow these Cafeteria Guidelines:

1. Speak courteously to cafeteria employees and parent volunteers.
2. Use good table manners and quiet voices.
3. Try to eat what you put on your tray.
4. Sit in assigned area.
5. Clean your assigned area prior to leaving the cafeteria.
6. Soda pop is not permitted as a drink for students at lunch time.
7. *Students are not permitted to outside guest in to eat breakfast or lunch with them.*

## **CLASSROOM PARTIES**

Classes will have parties for occasions to be determined by their grade level. Snacks for the party should be store bought, pre-packaged, labeled and unopened. **Cakes, cupcakes, or homemade treats are not permitted.**

**Due to the number of student reported allergies make sure the ingredient label is on the product.**

*For safety and liability reasons, parties are for Struble students only. It is not appropriate for adults, other than room parents, to attend. No siblings or children under your care are permitted at these parties.*

**There are no birthday parties or parent visits during the school day. Birthday treats are distributed at lunch or at the end of the day. DO NOT send birthday invitations for an outside**

**party as we are unable to distribute them to students. Students are not permitted to have balloons, flowers or other treats delivered to school.**

### **PEANUT/TREE NUT FREE PROVISIONS AND SNACKS**

- Precautions are necessary to address the increasing food allergies among our children. **Only pre-packaged treats with a label listing all ingredients are permitted. No cakes, cupcakes or homemade treats are permitted.**
- Items deemed unsafe or questionable may be returned or discarded.
- **Struble Elementary classrooms are PEANUT/TREE NUT FREE.**

Several children attending our school have a serious PEANUT/TREE NUT ALLERGY – the food allergy that claims more lives each year than any other. A child with a serious peanut/tree nut allergy can suffer a reaction merely by touching a food containing nuts.

Only pre-packaged, labeled treats will be permitted to be brought in for parties, birthdays, with the exception of fruits and vegetables. Any items sent in containing peanuts/tree nuts, may contain peanuts/tree nuts, or made in a facility with peanuts/tree nuts, will be returned home with your child.

### **COMMUNICATION**

Communication is a keyword to the smooth running of any successful school. Listed here are the most common forms of communication encouraged at Struble Elementary.

**Website** – *The district website contains information for all parents and shares the good news of the district.*

*Each school has its own page on the district website. [www.nwlsd.org](http://www.nwlsd.org)*

Keep in contact with school events and dates using our school website. [www.nwlsd.org](http://www.nwlsd.org), select *Schools, Struble Elementary.*

#### **One Call Now**

One Call Now is a District notification system that will send emails, text messages, or phone calls in the event of an emergency or inclement weather. Sign up online by visiting <https://www.mycallnow.com/>. Parents/guardians can also edit how they receive messages. You can receive a text message, phone call, email or all three.

**Flyers** – Flyers of educational, social and fund-raising by the school PTA will be sent home via the Communication Folders.

#### **Conferences**

Two evenings are set aside specifically for parent-teacher conferences. However, often parents and teachers feel conferences should not be put off until the end of a grading period. Conferences can be arranged by calling the teacher and setting a time agreeable to both parents and teacher, or by sending a note to the teacher requesting a conference. Such conferences are encouraged and profitable for all concerned.

<b>Fall Conferences</b>	<b>Winter Conferences</b>
Wednesday, October 9 4:00 - 7:30 Thursday, October 17 4:00 - 7:30	Wednesday, February 12 4:00--7:30 Thursday, February 20 4:00 - 7:30

### **Folders and Planners**

Students in Grades 1-5 will be using planners. Please take a moment each day to check the planner with your child and to look for teacher comments. All students should be writing their daily assignments, upcoming tests and quizzes, and spelling words for successful learning. Parents can write notes to teachers in the planners as the teachers check them every morning. Many teachers ask that parents sign the planner each evening.

All students receive a yellow Communication Folder. This folder is to go home with the student every afternoon and be returned to school each morning. Please set aside the time to go through this folder with your student.

### **Notes and/or Phone Calls**

While face-to-face meetings are usually best, a note or brief phone call is often most effectively used by teachers in keeping parents informed as to their student's progress.

### **ProgressBook**

ProgressBook is an online grading system used for students in grades 3-12. It can be accessed from the main page of our website, [www.nwlsd.org](http://www.nwlsd.org). This tool will give you up to the minute grades, missing assignments, etc. Login information will be sent home with students in 3rd grade and students who are new to the district, in the fall.

### **Report Card & Progress Report Distribution**

#### First Quarter

September 12th - Progress Reports (3-12)  
October 25th - Report Cards (1-12)

#### Second Quarter

November 22 - Progress Reports (K-12)  
January 17th - Report Cards (K-12)

#### Third Quarter

February 21 - Progress Reports (1-12)  
March 20 - Report Cards (K-12)

#### Fourth Quarter

April 24 - Progress Reports (1-12)  
May 21 - Report Cards (K-5)

## DRESS CODE

### Student Dress Code

Students attending the Northwest Schools will adhere to the following dress and grooming procedures:

#### 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 messages 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.
7. Any items (purses, fanny packs, small backpacks) that create a distraction to the learning environment and/or pose a safety concern may be subject to confiscation.

\*\*\*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

### Electronic Devices

Cell phones, laser pointers, hand-held electronic games, CD players, radio headsets, MP3 players, and other similar types of electronic equipment are not permitted at school. Confiscated laser pointers will not be returned. **Students are permitted to bring cell phones to school, but the device is to be turned off and placed in the student's book bag.** Confiscated cell phones may need to be picked up by a parent or guardian.

## EMERGENCY PROCEDURES

### Fire Drills

A fire drill will be conducted once each month. The fire drill rules and exits to be used are posted in each classroom. Everyone must follow these rules:

1. Take fire drills seriously. They could save your life.
2. Leave the building in an orderly manner without talking. Quiet and alertness must be maintained at all times.
3. Order and precision in a drill are a must. Speed is desirable, but is secondary. There will be no pushing or running at any time during the drill.

### Lockdown Drills

Schools are required to have a lockdown procedure in place for emergencies. Schools conduct *four (4)* lockdown drills annually. All exterior doors (except for the office entrance door) are locked from the outside during the school day. These drills give the staff, students and administrators the chance to practice the drills should a critical incident occur at school.

What is expected of parents should a real critical incident occur at their child's school?

1. Do not call the school or your child on their cell phones. Everyone is required to be quiet during a lockdown and to exit the building during a fire. Phones ringing, and students talking on the phone, would alert intruders to where the student might be, and jeopardizing their safety.
  2. Do not come to the school. Police/Fire/EMS need the school driveways to get in and out of the school parking lot.
  3. Do not park along the roadside at your child's school. Police, Fire and EMS will need the entire roadway.
  4. Wait for a phone call from the school or police. The news media will have full coverage and will designate a phone number to call and a reunification point for you to reconnect with your child.
  5. The school will use its automated calling system and email/text messaging when the situation is safe.
- If parents rush to the scene of a critical incident because their child contacted them, police officers will have a difficult time finding the perpetrators and controlling the scene. Fire/EMS would have a difficult time fighting the fire or locating injured persons, etc.

### **Tornado Drills**

Tornado drills are *required in April, May, and June*. Tornado drill procedures and locations are posted in each room. It is important for everyone to do the following:

1. Everyone must leave the classroom and go to the designated area where they will sit and face the wall.
2. Put your head down and cover it with your hands and arms.
3. There will be no pushing, running or talking at any time during the drill.
4. Do not leave the area until you are told to do so.

Anyone not following emergency drill rules will be referred to the principal.

## **EXTENDED DAY PROGRAM (YMCA)**

### **Y Kids**

This before and after care program is available before school (6:30a.m. - 7:45 a.m.) as well as after school (3:00 p.m.- 6:00 p.m.). It is operated by the Clippard YMCA and is held in each NWLSD elementary building. Please call the YMCA at 923-4466 for information or to make arrangements for the enrollment of your child if you are in need of this service. During the school year the Y kids counselors can be contacted by calling the school, 522-2700 and choosing option 5 or entering extension 44025. If you call during the school day, leave a message and they will return your call.

## **FEES FOR STUDENTS**

Fees will be charged to cover the cost of supplementary materials used by students. These materials are kept by the students or consumed throughout the year. Parents receive information concerning the amount of fees to be paid at the beginning of the school year. First report cards **only** will be issued to students who have unpaid fees. At the end of the school year, report cards will be held in the office for students who have not paid their school fees for the 2019 - 2020 school year, or any previous years. Failure to pay deprives the student of receiving grades, according to district policy.

### **Payment**

Payments can be made in full by the end of the academic year. Partial or full payments can be made in the following manners:

On our district website: [www.NWLSD.org](http://www.NWLSD.org), **PaySchools** is on the left of the screen and also under Parent Resources tab of our website.

Check or cash or money order in school office. Checks and money orders are made payable to NWLSD.

## **Fee Amounts**

The fee amounts for the 2019 - 20 20 have not been set at this time.

## **FIELD TRIPS**

When field trips are taken, they must always be justified on the basis of educational gain. Written permission and an updated emergency medical authorization form from the child's parent or guardian is required before a child is permitted to go on a field trip. In the case of sickness or change in parental permission, a refund cannot be given.

## **HOMEWORK**

It is the belief of the staff at Struble Elementary that homework plays an integral role in the total school program. As the type and amount of homework increases from primary to intermediate grades, so too does the amount of responsibility connected with it. The student who successfully learns to organize his work, budget his time, and develop a feeling of responsibility toward his assignments, will be the student who will best be able to cope with the expectations of middle and senior high school and beyond. The study habits the child acquires in school carry over into habits of independent study and investigation at home.

Because of the individual differences and needs of pupils, it is unsound to require or expect all pupils to experience the same kind of homework in connection with their school instruction. Purposeful homework varies from day to day with each pupil, depending upon his/her educational capacity, potential, and need. Homework reinforces concepts taught in class. Practice is necessary to increase skills; therefore it is extremely important that all assignments be completed on time.

### **Homework Time Guidelines**

The teachers at Struble Elementary have established time guidelines for their grade level. These time guidelines reflect the average amount of time a student should spend doing homework on a regular basis.

There may be some times when a student may have more or less homework. If your child has a great deal more than this amount of homework each night, it is recommended that you call your child's teacher.

Kindergarten:	5-10 minutes	Grade 3:	30 - 45 minutes
Grade 1:	10 - 20 minutes	Grade 4:	45 minutes
Grade 2:	20 - 30 minutes	Grade 5:	45-60 minutes

### **Homework Request**

When requesting homework, please email your child's teacher or leave a message on the attendance line, if the student is out for 2 or more days. This gives our teachers until the end of the day to prepare assignments. If the teacher has already had their plan time homework may not be available until the end of the next school day. Homework assignments may be picked up in the school office at the end of the day. Our office closes at 3:30 p.m.

## **LOST and FOUND**

Struble Elementary will have a designated area for "Lost and Found" items. Please check the Lost and Found as you visit the school. All unclaimed items are donated to a local charity at the end of each quarter. Please be sure that your student's name is on his/her lunchbox, bookbag, coat, etc...

## **MATERIALS LEFT AT SCHOOL**

Students are encouraged to organize necessary tools for home study prior to leaving school. However, we understand that from time to time, even the most diligent student may forget a book or assignment. In an effort to teach responsibility and tighten building security, children will not be permitted to re-enter the building after dismissal unless accompanied by an adult. Access to the building after the office closes at 3:30 p.m. is limited.

## **MEDIA CENTER**

The school media center (library) houses several thousand books for students and staff to check out weekly. Books must be returned in order to check out additional book selections. If books are lost or damaged, the replacement cost must be paid to receive your child's report card.

## **PETS AT SCHOOL**

\_For the safety of our students and for those students with allergies, pets should not be at school. Pets should remain in cars at arrival and dismissal times.

## **PICTURES**

Individual school pictures will be taken early in the school year. A make-up day will be arranged and announced for anyone absent on picture day. In the spring, additional individual student pictures are offered for parents to purchase. Candid and group photos will be taken for the yearbook. Yearbook order forms will be sent home and orders may be placed online.

## **PSYCHOLOGIST**

A school psychologist serves Struble Elementary to support the needs of our students.

## **PTA**

All parents are urged to join and actively support the PTA. The actual PTA meeting represents only a small fraction of the accomplishments and responsibilities of PTA. Objectives of the Struble Elementary PTA are:

1. To promote the welfare of children and youth in home, school and community.
2. To raise the standards of home life.
3. To secure adequate laws for the care and protection of children and youth.
4. To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth.
5. To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, and social education.

## **SCHOOL CLOSINGS & DELAYS**

When a two-hour delay is announced, continue to monitor school closing announcements. The delay could be changed to school is closed. As in past years this information will be made available to radio and television stations through a network system set up by the media. Parents will also receive an email, call or text message for emergencies through [www.onecallnow.com](http://www.onecallnow.com).

Thank you for your cooperation and understanding. If you have any questions, please contact the Northwest School District Transportation Department at 825-4600 or the Business Services Office at 923-1000.

## **School Closing Emergencies**

We are concerned for the safety of your children when there is a school-closing emergency, (example: an electrical failure during the school day, forcing the school to close). For the benefit of your student, please consider the following:

1. Make plans in advance, advising your child what she/he is to do as far as the home situation is concerned (in some cases both parents may be at work).
2. Be assured we will not allow a young person to go home on the bus or walk to a home unoccupied by an adult. We will contact you to make arrangements for pick up.
3. Our telephone must be kept open for emergency calls. Calls by students would be limited to only essential calls.

## **TELEPHONE**

The school phone is a business phone. Students may use the phone for emergency uses, and **only** when given permission by an administrator. With permission from the teacher a student may use the phone in the classroom.

## **TEXT BOOKS & LIBRARY BOOKS**

Students will be held accountable for the books assigned to them. Students will be assessed fees for lost and damaged books. These fees must be paid before additional books will be provided.

## **THREATS**

Threats of violence or intimidation towards another student, staff, school are violations of the Student Code of Conduct and will be treated very seriously. Students may be suspended or expelled for making such threats and, when appropriate, the police will be notified.

## **School Parent and Family Engagement Policy**

Revised May 14, 2019

In support of strengthening student academic achievement, Struble Elementary receives Title I, Part A funds and must jointly develop with, agree upon with, and distribute to parents and family members of participating children a written parent and family engagement policy that contains information required by section 1116(b) and (c) of the Every Student Succeeds Act (ESSA). The policy establishes the school's expectations for parent and family engagement and describes how the school will implement a number of specific parent and family engagement activities, and it is incorporated into the school's plan submitted to the district.

Struble Elementary agrees to implement the following requirements as outlined by Section 1116:

- Involve parents, in an organized, ongoing and timely way, in the planning, review and improvement of programs under title I, Part A, including the planning, review and improvement of the school parent and family engagement policy and the joint development of the schoolwide or targeted assistance plan.
- Update the school parent and family engagement policy periodically to meet the changing needs of parents and the school, distribute it to the parents of participating children and make the parent and family engagement policy available to the local community.



- Provide full opportunities, to the extent practicable, for the participation of parents with limited English proficiency, parents with disabilities and parents of migratory children, including providing information and school reports required under Section 1111 of ESSA in an understandable and uniform format, including alternative formats upon request and, to the extent practicable in a language parents can understand.
- If the schoolwide program plan under Section 1114(b) of SSA is not satisfactory to the parents of participating children, submit any parent comments on the plan when the school makes the plan available to the local educational agency.
- Be governed by the following statutory definition of parent and family engagement and carry out programs, activities and procedures in accordance with this definition:
  - Parent and family engagement means the participation of parents in regular and meaningful communication involving student academic learning and other school activities, including ensuring:
    - Parents play an integral role in assisting their children’s learning;
    - Parents are encouraged to be actively involved in their children’s education at school;
    - Parents are full partners in their children’s education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their children; and
    - Other activities are carried out, such as those described in Section 1116 of ESSA.

Struble Elementary will implement each of the required components as described below.

**Jointly Developed**

Struble Elementary will involve parents in an organized, ongoing and timely manner in the planning, review and improvement of Title I programs by meeting with a parent group once per month. A regular agenda item for these meetings will be an opportunity for parents to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children. The school will respond to suggestions as soon as practically possible. These meetings will be used to engage parents in reviewing and revising the parent and family engagement policy and the parent compact.

**Annual Title I Meeting**

Struble Elementary will conduct an annual meeting in conjunction with the beginning of the year open house. All parents will be invited and encouraged to attend. At this meeting, the school will provide information about the Title I program, the nature of the program, parent requirements, the school parent and family engagement policy, the schoolwide plan, and the school-parent compact.

**Communications**

Struble Elementary will take the following action to provide parents of participating students timely information regarding Title I programs:

- Information related to the school and parent programs, meetings and other activities will be posted on the school website, communicated via phone messaging services, electronic school newsletters, and other ways upon request. To the extent practical, information will be provided in a language that parents can understand.
- The Parent and Family Engagement Policy will be distributed to all parents and students via the parent/student handbook at the beginning of the school year and as new students enroll. Parent and students will sign that they have read and understand the information provided. Alternative formats and translations will be provided upon request.

### **School-Parent Compact**

Struble Elementary has jointly developed, with parents of participating children, a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and how the school and parents will build and develop a partnership to help children achieve the state's high standards. The compact will be reviewed yearly by a team of parents and will be sent home at the beginning of the school year with all participating students.

### **Reservation of Funds**

The Northwest Local School District will reserve a minimum of 1% of the district Title I, Part A allocation for parent and family engagement. A portion of these funds will be allocated to Struble Elementary to spend on parent and family engagement activities. Struble Elementary will meet with parents annually to develop a yearly building plan for how these funds will be used to support parent and family engagement. This plan will be shared with parents at the annual meeting.

### **Coordination of Services**

Struble Elementary will, to the extent feasible and appropriate, coordinate and integrate parent and family engagement activities with other federal, state and local programs. The building may allocate funds to support a district parent engagement coordinator who will work with local agencies to provide district-wide parent training and individualized support for parents.

### **Building Capacity of Parents**

Struble Elementary will build parent's capacity for strong parent and family engagement to ensure effective involvement of parents and to support a partnership among the school and community to improve student academic achievement through the development of a yearly plan that includes the following:

- Providing parents, throughout the school year, with a description and explanation of the curriculum in use at the school, the forms of academic assessments used to measure student progress, and the achievement levels of students on the challenging academic standards;
- Providing materials and training to help parents work with their children to improve their children's achievement, such as literacy training, and using technology, as appropriate, to foster parent and family engagement; and
- Providing assistance to parents of participating children, as appropriate, in understanding topics such as the following:
  - The state's academic standards
  - The state and local academic assessments, including alternate assessments;
  - The requirements of Title I, Part A;
  - How to monitor their child's progress; and
  - How to work with educators to improve the achievement of their children.

### **Building Capacity of School Staff**

Struble Elementary will provide training to educate teachers, specialized instructional support personnel, principals, other school leaders, and other school staff, with the assistance of parents in the value and utility of contributions of parents and in how to reach out to, communicate with and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school. Struble Elementary will include in the yearly parent and family engagement plan, activities that support this learning for school staff.

Struble Elementary will provide other reasonable support for parent and family engagement activities under Section 116 as parents may request by carefully considering feedback and suggestions provided during monthly meetings and responding as soon as practically possible.

## **VISITORS IN THE BUILDING**

We are pleased to welcome guests into the school building. In the interest of safety and respect for the staff's teaching and supervision demands, and in accordance with the Ohio Revised Code, **all visitors must first stop in the school office.** Visitors are required to register and wear a Visitor Badge. If this badge is not visible, visitors should expect to be stopped by school personnel. For security reasons, all outside doors will be locked during the school day. Parents and visitors must use the buzzer entry at the main doors to the building and report immediately to the office. **Observing your student during class time must be arranged with the teacher. We are not permitted to have visitors in classrooms during testing.**

If the teacher has not notified the office staff of your expected arrival, you will be briefly detained while the teacher is contacted or an appointment is made. If you are a volunteer who is assisting in the cafeteria, library, or classroom, you will be directed to those areas. **Out of courtesy to the staff and students in classrooms, volunteers are to refrain from unscheduled stops in classrooms.**

**While we encourage opportunities for parent/teacher communication, visits to classrooms during the student arrival and dismissal times are inappropriate. Teachers and staff are supervising students during those times.**

These procedures are in place to maintain building security and to prevent misunderstanding and interruption of classroom instruction.

## **VOLUNTEERS**

A great deal of appreciation is expressed to the numerous volunteers whose efforts contribute to the smooth and successful operation of Struble Elementary School. Struble Elementary School has a long history of faithful service by caring and concerned parents.

Parent volunteers are vital to the proper and efficient functioning of the library, cafeteria, and tutorial program. Parents are also called upon to serve as room parents and, at times, to assist teachers with certain classroom functions. The badge that is issued by the office identifies all parent volunteers. If you are looking for a way to help our school, but are not sure how you can help, please call the building principal at 522-2700.

**Please remember – You are always welcome at Struble Elementary School.**

- When entering the building, use the front door only.
- For safety purposes, all doors will be locked and accessible for exit purposes only.
- Register at the front office upon arrival, sign the visitor clipboard, and obtain a visitor badge.
- When leaving school, please return to the office and sign out. THANK YOU!!

**Great students!**  
**Great staff!**  
**Great expectations!**

# 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

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

**Level II Discipline:**

Level II discipline offenses are intermediate acts of misconduct that require administrative intervention. These acts include, but are not limited to, repeated, but unrelated, acts of minor misconduct and misbehaviour 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 Responsives:

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

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

219	Repeated violations of the 100 Codes.
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**Level III Discipline:**

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

Staff Responses:

- Office Referral

Administrative Responses:

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

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



	threatening or abusive educational environment for the other student.
308	Displaying excessive affection, inappropriate touching or other inappropriate behavior.
309	Falsifying of information given to school authorities in the legitimate pursuit of their jobs or interfering with the administrative investigation.
310	Possession of obscene, pornographic or libelous material.
311	Damage or destruction of school property on or off of school premises.
312	Damage or destruction of private property.
313	Demonstrations by individuals or groups causing disruption to the school program.
314	Gambling.
315	Theft or Possession of stolen student property.
316	Inappropriate use of computers and other technologies. Inappropriate use includes: vandalism, theft, or misuse of the hardware, plagiarism, unauthorized access to files not belonging to the student, tampering with security software or network privileges; logging onto the network with a fraudulent ID or password; using the facilities without proper supervision, installation of software on a computer or network, or unauthorized use, copying, or downloading of programs, files and/or pictures. Violations may result in revocation of access privileges, suspension, expulsion, other school disciplinary actions and/or appropriate legal action.
317	Any other activity by a student which the student knows or should know will disrupt the academic process or a curricular or extracurricular activity while on school premises or while in the control or custody of the school district regardless of whether on or off of school premises, or at a school-related activity regardless of location.
318	Audiotaping, videotaping, filming or photographing of any student or staff member without the explicit knowledge and permission of the student, staff member, and the school administration.
319	Disrespect to student that involves physical 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	<p>Convey, attempt to convey, possess or use a weapon other than a firearm. The term “weapon” shall have the following meanings:</p> <p>(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.</p> <p>(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.)</p>
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 <a href="#">po5517</a> .
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](http://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, 2018 would be 01012018)**

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](mailto: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](http://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](http://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 first 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)

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

##### Habitual Truancy

30 or more consecutive hours (Unexcused ONLY)

42 or more hours in any month (Unexcused ONLY)

72 or more hours in a year (Unexcused ONLY)

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

#### **House Bill 410 Required Action Steps**

1. Any student who 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**.
2. 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.

3. 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.
4. 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><b>DTaP/DT</b> <b>Tdap/Td</b> Diphtheria, Tetanus, Pertussis</p>	<p><b><u>Kindergarten</u></b> 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><b><u>1-12</u></b> 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><b><u>Grades 7-12</u></b> One (1) dose of Tdap vaccine must be administered prior to entry. **</p>
<p style="text-align: center;"><b>POLIO</b></p>	<p><b><u>K-9</u></b> 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><b><u>Grades 10-12</u></b> 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><b>MMR</b> Measles, Mumps, Rubella</p>	<p><b><u>K-12</u></b> 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><b>HEP B</b> Hepatitis B</p>	<p><b><u>K-12</u></b> 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><b>Varicella</b> (Chickenpox)</p>	<p><b><u>K-9</u></b> 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><b><u>Grades 10-12</u></b> One (1) dose of varicella vaccine must be administered on or after the first birthday.</p>
<p><b>MCV4</b> Meningococcal</p>	<p><b><u>Grades 7-10</u></b> One (1) dose of meningococcal (serogroup A, C, W, and Y) vaccine must be administered prior to entry.</p> <p><b><u>Grade 12</u></b> 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 headlice.
- **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 healthoffice 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 nonschool 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.
- F. 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.
- D. 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.
- F. 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.

G. 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 (3<sup>rd</sup>) Grade Students Retained Due to the Third Grade Reading Guarantee (TGRG)

A retained third grade student will have two opportunities to demonstrate readiness for 4<sup>th</sup> 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 (4<sup>th</sup>) grade:

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

After a retained third (3<sup>rd</sup>) 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 4<sup>th</sup> 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.
4. 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.
5. 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.
  6. 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.

***Educating  
Tomorrow's  
Leaders Today***

**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) \_\_\_\_\_  
involved \_\_\_\_\_

Time and Place \_\_\_\_\_  
\_\_\_\_\_

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

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

Number of Such Incidents \_\_\_\_\_

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

Student or Staff Witnesses \_\_\_\_\_

Signature and Date \_\_\_\_\_

=====

**Response to complaint:**

Summary of Disposition (full report attached)

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

Signature and  
Date \_\_\_\_\_