

**2023-2024**

**Northwood Local School District  
Elementary Student Handbook**

**Northwood Elementary  
600 Lemoyne Road**

**School Hours  
8:45-3:10**

**District Website: [www.northwoodschoools.org](http://www.northwoodschoools.org)**

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## I. District Information

Welcome

The Northwood Local Schools are happy to welcome you to our education community. This handbook will summarize for you many of our programs and operating procedures. We strongly believe that the best learning and development take place when student, parent and school all work together in the best educational interest of the child. We ask that you join with us through the guidelines presented in this handbook so your child may get the best possible educational opportunities we can make available.

### District Contact Information

You are encouraged to contact officials of the district with any questions or concerns. Phone numbers for administrators and buildings are listed below. You are also welcome to visit the district web-site often at [www.northwoodschoools.org](http://www.northwoodschoools.org) . In addition to a wealth of information about our schools, the web-site has email addresses for all school personnel.

|  |  |
|--|--|
| Jason Kozina, Superintendent                     | <a href="mailto:jkozina@northwoodschoools.org">jkozina@northwoodschoools.org</a>           |
| Angel Adamski, Treasurer                         | <a href="mailto:aadamski@northwoodschoools.org">aadamski@northwoodschoools.org</a>         |
| Emilia Bires, Director of Operations             | <a href="mailto:ebires@northwoodschoools.org">ebires@northwoodschoools.org</a>             |
| Trudy Foster, Transportation Supervisor          | <a href="mailto:tfoster@northwoodschoools.org">tfoster@northwoodschoools.org</a>           |
| Brad Lindquist, Technology Coordinator           | <a href="mailto:blindquist@northwoodschoools.org">blindquist@northwoodschoools.org</a>     |
| Naomi Smith, Enrollment Coordinator              | <a href="mailto:nsmith@northwoodschoools.org">nsmith@northwoodschoools.org</a>             |
| Mike Warring, Director of Student Services       | <a href="mailto:mwarring@northwoodschoools.org">mwarring@northwoodschoools.org</a>         |
| Lindsey Krontz, Elementary Principal             | <a href="mailto:lkrontz@northwoodschoools.org">lkrontz@northwoodschoools.org</a>           |
| Tracey Petteys, High School Principal            | <a href="mailto:tpetteys@northwoodschoools.org">tpetteys@northwoodschoools.org</a>         |
| Nathan Hey, 7-12 Assistant Principal             | <a href="mailto:nhey@northwoodschoools.org">nhey@northwoodschoools.org</a>                 |
| Constantine Chrysochoos, K-6 Assistant Principal | <a href="mailto:cchrysochoos@northwoodschoools.org">cchrysochoos@northwoodschoools.org</a> |

### Northwood Local Schools Board of Education

Misty Rodriguez – President  
Chuck Turner - Vice President  
Angie Closson  
Jeff Dunlap  
Carolyn Schimmel

The Board meets monthly. Please call 419-691-3888 for meeting times and location.

Our school district also uses an automatic phone calling system to inform parents of any emergencies, school delays or closings, and other important information. All home numbers listed on student emergency forms are automatically included in this auto-calling system. Please notify us of any changes in your phone number so you may always receive these important calls.

This Student Handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain Board policies and procedures. Please take the time to become familiar with the important information contained in this Handbook and keep the Handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this Handbook, you are encouraged to talk to your teachers or the building principal. This Handbook replaces all prior handbooks and other written material on the same subjects. The handbook reflects the current status of the Board's policies and the Schools' rules as of August 2021. If any of the policies or administrative guidelines referenced herein are revised, the language in the most current policy or administrative guideline prevails. Current Board policies and administrative guidelines are available on the District's web site.

### **Northwood Local Schools Vision Statement**

The vision of the Northwood Local School District, in cooperation with the community it serves, is to provide a safe, student-centered, and supportive environment in which the students are provided a relevant education that challenges them to attain their highest potential. The students, teachers and community will recognize the value of education through the promotion of literacy, problem-solving skills, individual responsibility and a respect for diversity. Northwood students will be equipped with the tools necessary to succeed in a global society.

### **Northwood Local Schools Mission and Philosophy Statement**

Education is the means by which we are prepared to fulfill our roles as individuals and responsible members of society. It is through our educational experiences that we acquire the skills, knowledge, personal qualities, and personal values that allow us to become productive, satisfied people. In other words, it is through education that we gain the tools to achieve success.

It is the hope of all Northwood High School faculty and staff that all students graduate from Northwood High School equipped with the necessary skills and knowledge to continue to grow and become successful. We recognize that this is a joint effort on the part of students, parents, teachers and the community at large. Our students' achievements are a reflection of the extent of this joint commitment.

It is the mission of Northwood High School to provide students a quality program which gives them the tools necessary to be productive in society and life-long learners. We do this in an atmosphere which works to foster individual creativity and knowledge while promoting social cooperation and teamwork. We strive to help students develop self-esteem, self-discipline, and self-motivation. It is within this framework that we present the following objectives of our program.

## **Equal Education Opportunity**

The District provides an equal educational opportunity for all students. Reference Policy 2260 for more information.

Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin while at school or a school activity should immediately contact the School District's Civil Rights Compliance Officers:

Tracey Petteys  
High School Principal  
419-691-3888  
600 Lemoyne Road  
Northwood, OH 43619

Lindsey Krontz  
Elementary Principal  
419-691-3888  
600 Lemoyne Road  
Northwood, OH 43619

Reference Policy # 2260 for more specific information.

### **District Calendar**

The District calendar can be found on our district website. Please remember that each building periodically releases activity calendars throughout the year and all calendar information is listed and updated on the school web-site at [www.northwoodschoools.org](http://www.northwoodschoools.org)

## **School Day**

### **Northwood Elementary School**

8:40 Bus and Parent drop off  
8:45 School begins  
3:10 Parent pick up

### **2-Hour Delay Schedule**

10:45-3:10 (NO Breakfast on Delay Days)

### **Announcements**

The staff and administration make many attempts to keep students and the community informed of school related activities. Announcements are given daily over the PA system. Important upcoming events are included to facilitate planning. If you have information that should be included on the daily announcements, please contact the office. All material for the announcements must be submitted by the day before the date of the activity. In addition, we will utilize our One Call Now system to pass along other important information when deemed necessary. Announcements will also be updated regularly on Schoology.

### **After School transportation**

Students will be sent home on their assigned bus unless other arrangements have been made through the office. If parents need to pick up their child they will need to report to the office first if it is during the school day. We kindly ask that all changes in **transportation are in writing to the child's school office prior to 12 PM.**

Transportation changes will not be made via phone call after 12pm on the action date of request.

### **Rights and Responsibilities of students:**

The Northwood Board of Education shall, in compliance with State Law, provide for the educational opportunity of all eligible residents living within the school district. All students have a right to avail themselves of all educational resources necessary to receive an education; this includes curricular as well as extra curricular activities.

In the process of pursuing their education, students have the responsibility not to interfere with the rights of others who are also pursuing the same educational opportunities. By accepting the right to participate in school programs on or off school property the students shall also accept the responsibility to conduct themselves according to the rules, regulations, and provisions governing the operation of these programs. Students attend Northwood Local Schools under the direction of state law and with the full benefits of constitutional protections for their rights as citizens. They, therefore, can act, speak, or behave as young citizens within a large scope of options. This code, published in conformity with O.R.C 3313.661, specifies the school's expectations. Northwood Local Schools has zero tolerance for code of conduct violations.

Students who violate any of the rules of conduct during curricular and extra curricular activities, will find themselves subject to disciplinary action, which may include conference with student, conference with parent, after school detention, emergency removal from class, Friday school, suspension, and/or expulsion. The school administration maintains the right to assign appropriate punishment in conformity with O.R.C. 3313.661.

Each of the behaviors described below may subject the student to disciplinary action including, but not limited to, detention, Saturday school, in-school discipline, suspension and/or expulsion from school. Furthermore, any criminal acts committed at or related to the School will be reported to law enforcement officials as well as disciplined at school. Certain criminal acts may result in permanent exclusion from school.

Students who violate the Safe School Ordinance will be reported to the Northwood Police and also will be subject to school penalties, including emergency removal, suspension and expulsion

### **Student Well Being**

As required by law, the Board of Education establishes the following wellness policy for the Northwood Local School District as a part of a comprehensive wellness initiative.

The Board recognizes that good nutrition and regular physical activity affect the health and well-being of the District's students. Furthermore, research suggests that there is a positive correlation between a student's health and well-being and his/her ability to learn. Moreover, schools can play an important role in the developmental process by which students establish their health and nutrition habits by providing nutritious meals and snacks through the schools' meal programs, by supporting the development of good eating habits, and by promoting increased physical activity both in and out of school.

Schools alone, however, cannot develop in student's healthy behaviors and habits with regard to eating and exercise. It will be necessary for not only the staff, but also parents and the public at large to be involved in a community-wide effort to promote, support, and model such healthy behaviors and habits.

To view the Board's goals in an effort to enable students to establish good health and nutrition habits reference policy 8510.

## **Health Services**

Students at Northwood receive basic health services such as screenings for vision and hearing. There is a school nurse available at times to check on students and consult with parents as needed. Parents of students with specific health needs or conditions should register this with the school nurse so appropriate arrangements can be made. Parents will be called for illnesses that keep a child from attending class. Students are not permitted to bring any medication to school unless the medication is kept in the school office and administered by school personnel according to a doctor's order that must accompany the medication.

During the school year there are presentations on critical health issues such as cancer detection, drug and alcohol use, and sexually transmitted infections.

Each year the parent must fill out "Final Forms" online with an up-to-date Emergency Medical Authorization form that the school will use to contact the parent should illness or emergency arise. Each student must also have all immunizations required by Ohio law and a record of such immunizations is required before enrollment. "Final Forms" is found on our Northwood Website ([www.northwoodschoools.org](http://www.northwoodschoools.org)) and must be completed by the first day of school.

## **Section II – General Information**

### **Web-site**

The Northwood Schools Web-Site is [www.northwoodschoools.org](http://www.northwoodschoools.org) . All students and parents are encouraged to use the web-site regularly. It includes sections and calendars for each building, as well as general district information. It also features Schoology, an on-line grade reporting system that allows parents to monitor student grades on a day-to-day basis. Please check our website often.



### **Admission of New Students**

Students between the ages of 5 through 21 who do not have a diploma may be admitted to the Northwood Schools if s/he resides with a parent or person with legal custody whose place of residence is within the boundaries of the school district. The Board may extend open enrollment to students from other districts if space is available in certain grades or programs. Applications for open enrollment will only be accepted in the month of May for the succeeding school year. Students transferring from other districts will be placed in the grade appropriate for their educational level and needs, as determined by their educational record, age, health, and other factors of growth and preparedness.

New entrants at all grade levels are required to present at the time of enrollment a birth certificate, SSN, proof of required immunizations, proof of residency, proof of legal custody (if necessary) and withdrawal form and records from the school previously attended. These documents are to be presented to the District Enrollment Coordinator at the Office of the Board of Education before the student may enroll at any school building.

(Note: Northwood Schools follow the eligibility rules for athletics established by the Ohio High School Athletic Association. Students who transfer from another district may not be immediately eligible for interscholastic athletic competition.)

### **Withdrawal From School**

If it becomes necessary for a student to withdraw from Northwood to attend another school, please notify us as soon as possible. We will do all we can to facilitate a seamless transition to the new school and situation. The parent must complete a withdrawal form so we may send the student's records to the new school. All outstanding fees and/or fines must be paid and all District materials returned before the records will be released.

### **Control of Casual-Contact Communicable Diseases**

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The School's professional staff may remove or isolate a student who has been ill or has been exposed to a communicable disease or highly transient pest, such as lice.

Specific communicable diseases include diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

Any removal will be limited to the contagious period as specific in the School's administrative guidelines.

### **Control of Non Casual-Contact Communicable Diseases**

The School District has an obligation to protect staff and students from non casual-contact communicable diseases. When a non casual-contact communicable disease is suspected, the student's health will be reviewed by a panel of resource people, including the County Health Department. The School will protect the privacy of the person affected and those in contact with the affected person. Students and staff will be permitted to remain in school unless there is definitive evidence to warrant exclusion.

Non Casual- Contact communicable diseases include sexually transmitted diseases, AIDS, ARC-AIDS Related Complex, HIV, Hepatitis B, and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents will be requested to have their child's blood checked for HIV and HBV when the child bleeds at school and students or staff members are exposed to the blood. Any testing is subject to laws protecting confidentiality.

### **Control of Blood-Borne Pathogens**

The School District seeks to provide a safe educational environment for students and take appropriate measures to protect those students who may be exposed to bloodBorne pathogens in the school environment and/or during their participating in school-related activities. While the risks of students being exposed to blood-borne pathogens may be low, students must assume that all body fluids are potentially infectious and must take precaution to follow universal procedures in order to reduce such risks and minimize and/or prevent the potential for accidental infection.

The Board of Education may require students of the District to submit to periodic health examinations to, protect the school community from the spread of communicable diseases, verify that each student's participation in health, safety, and physical education courses meets his/her individual needs and to verify that the learning potential of each child is not lessened by a remediable physical disability. Reference Policy 5310 and Form 8330 F9 for more specific information.

### **Students with Disabilities**

The American's with Disabilities ACT (A.D.A) and Section 504 of the Rehabilitation Act (Section 504) prohibit discrimination against persons with a disability in any program receiving Federal Financial assistance. The protection applies not just to students, but to all individuals who have access to the District's programs and facilities.

The laws define a person with a disability as anyone who:

- A. Has a mental or physical impairment that substantially limits one or more major life activities;
- B. Has a record of such an impairment; or
- C. Is regarded as having such an impairment.

The district has specific responsibilities under these two laws, which include identifying, reviewing and, if the child is determined to be eligible, affording access to appropriate education accommodation.

Additionally, in accordance with State and Federal mandates, the District seeks out, assesses and appropriately services with disabilities. Staff members use a comprehensive child study process to systematically screen, assess and if appropriate, place students in special education and related services. Students are entitled to a free appropriate public education in the "least restrictive environment."

A student can access special education and related services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal

(IDEA, A.D.A. Section 504) and State Law. Contact Mike Warring at 419.691.3888 to inquire about evaluation procedures, programs, and services.

### **Homeless Students**

Homeless students will be provided with a free and appropriate public education in the same manner as other students served by the District. Homeless students are eligible to receive transportation services, participate in education programs for students with disabilities or limited English proficiency, participate in gifted and talented programs, and receive meals under school nutrition programs. Homeless students will not be denied enrollment based on lack of proof of residency.

### **Children and Youth in Foster Care**

Students who meet the Federal definition of “in foster care”, including those who are awaiting foster care placement, will be provided a free appropriate public education (FAPE) in the same manner as all other students of the District. For additional information see Policy 5111.03

### **Protection and Privacy of Student Records**

#### Directory Information

Each year the district provides public notice to students and parents of its intent to make available, upon request, certain information known as “directory information”. Directory information includes the following:

- Student name•  
Image or likeness in pictures, videotape, film, or other medium
- Dates of attendance and date of graduation
- Major field of study
- Participation in officially recognized sports and activities
- Height and weight of athletic team members
- Awards received
- Academic work intended for publication or display

The primary purpose of directory information is to allow the school district to include this type of information in certain school publications. These include the yearbook, drama or music programs, honor roll or other recognition list, graduation programs, publications by or news about the district, sports activity sheets and programs, etc. Directory information may also be disclosed to outside organizations such as companies that market class rings and graduation supplies, take student photographs, or publish yearbooks.

The district may ask you to give written consent on a separate form for the release of home addresses, telephone numbers, e-mail addresses, and birthdays to local school support organizations. This will assist those organizations in conducting their support activities and preparing class or group directories.

### **Student Fees and Fines**

Student fees are charged to cover the cost of learning materials the student uses up or keeps at the end of the school year. Fees vary according to grade level or classes taken. Parents will be notified of the fee amount before the start of the school year and fees are

due by the first day of school. Fees may be waived only if the family is receiving direct cash payments from an approved government program and each waiver must be certified by the Superintendent. Fees and charges for non-classroom purposes, such as extra-curricular activities, school pictures, lunch charges and fines cannot be waived. Textbooks are loaned to students by the School District. Damaged textbooks or failure to return textbooks will be added to a student's school fines.

Under Ohio law, the school district can withhold grades and credits for non-payment of fees.

### **Student Fund-raising**

Students participating in school-sponsored groups and activities may solicit funds from other students, staff members, and members of the community in accordance with school guidelines.

Students may not sell any item or service in school without the prior approval of the Principal. Violation of this policy may lead to disciplinary action.

### **Valuables**

Valuable property such as electronic equipment and jewelry should not be brought to school and the student who does so do this at his/her own risk. Gym lockers, hallway and classroom lockers are not secure places of storage and the school will bear no responsibility for items missing from these or other places at school. If a student must bring a valuable item to school for a legitimate purpose, the student should bring the item to the school office for safekeeping before and after it is needed. Personal transportation aides, such as bicycles and skateboards, should be locked to racks or otherwise made secure.

### **Lockers**

Students have lockers in their classrooms and or the hallway depending on grade level to use for storage of their personal items such as coats, book bags, etc.

School officials have the right and duty to inspect lockers under their control and may do so at any time to prevent the use of lockers in illicit ways or for illegal purposes.

Lockers remain the property of the school and the school reserves the right to search as necessary for the maintenance of the educational process or to protect the health, safety and welfare of other students.

### **PBIS**

School-wide Positive Behavioral Interventions & Supports (PBIS) is a proactive, team based framework for creating and sustaining safe and effective schools. Emphasis is placed on prevention of problem behavior, development of social skills, and the use of data-based problem solving for addressing existing behavior concerns. School-wide PBIS increases the capacity of schools to educate all students utilizing research-based school-wide, classroom, and individualized interventions.

PBIS methods are research-based and have been proven to significantly reduce the occurrence of problem behaviors. One of the keys is to focus on prevention. It is based on the idea that when students are taught clearly defined behavioral expectations and provided with predictable responses to their behavior, both positive and corrective, 80-85% of students will meet these expectations. The 15-20% of the students not responding. See Board Policy 5630.01 - Positive Behavior Intervention and Supports and Limited Use of Restraint and Seclusion for more information.

### **Food Services**

The Northwood District operates cafeterias in all buildings. Services include both breakfast and lunch. Meals meet all federal guidelines for wellness and nutrition. Cost of meals may vary due to grade level and is set at the beginning of the school year for each building. Meals may be prepaid to cover an extended period. Free or reduced price meals are offered to families who qualify under Federal guidelines. Applications for free or reduced price meals need to be made at the beginning of each school year, but may be made later if there is a change in family situation.

- The 2023/2024 Elementary breakfast and lunch fees are:
  - Breakfast - \$1.50
  - Lunch - \$3.50

**Meal Charge Policy:** We realize that sometimes accounts may run low and insufficient funds are not available to cover the entire cost of a meal purchase. Northwood School has implemented a “two (2) meal charge” guideline for cafeteria sales for students Pre k-12.

- If your student does not have sufficient funds to pay for lunch, we will allow them to charge (2) regular lunches (excluded ala carte items). Any outstanding balance must be paid in full as soon as possible.
- You can look up your students balance on: Payforit
- No other charges of cash transactions are allowed until an outstanding balance is paid. There are no exceptions to this guideline.

\* An alternate lunch may be provided to students who have surpassed the two (2) charge limit.

### **Visitors**

During the academic day, students enrolled in other schools, such as friends, relatives, or former students cannot come to school without prior permission. All visitors and parents are required to report to the office upon entering the building. No visitor or parent is allowed to roam the halls or go to any room in the building before reporting to the office.

### **Emergency Drills**

**Fire** – Fire drills are conducted monthly without notice. Directions are posted in each room as to which door to exit. Students are to leave quietly and in single file. All

windows in the rooms are to be closed including the door. Students are to walk to their designated areas and stand with their class until the signal is given to reenter the building. Teachers are required to take attendance once their class is clear of the building to insure all students are accounted for. The building principal and the fire department are the only authorized individuals to initiate a fire drill. Any unauthorized use of the fire warning system will be immediately reported to the local police and fire officials.

**Tornado** – As soon as a watch for tornadoes takes effect, the principal of the building posts people to keep watch. If and when a tornado is sighted, an announcement will be made over the P.A. system. An air horn will also be available as an alarm system if the school should lose its electrical power. The building secretaries will check the non-classroom areas to be sure all have received the warning. Teachers are to take attendance/headcount before leaving the room and after they have reached a place of safety. See individual classroom procedures.

**Lockdown** – A lock-down will be instituted in the event that it is deemed unsafe for students to be in the halls of the school building. The procedure will be initiated by a P.A. announcement. Upon hearing this announcement, teachers are to institute the building lockdown procedures.

### **Closings and Delays**

When it becomes necessary to close or delay the start of school because of weather conditions or other reasons, parents will be informed as soon as possible via automatic phone message. In addition, this information is given to local TV Channels 11 and 13. The district's social media accounts will also be updated with information on closings and delays. Delays will generally be of two hours duration, so each bus run and each building will begin two hours after the regular starting times. See each building section for closing and delay information specific to that building.

### **Library/Media Center**

The library-resource center is to be used by students for selecting books, magazines, newspapers, research and individualized and independent studies. It is hoped you will make the best use of this facility in your educational program and preparation.

If, in the course of your use of the library, you are unable to locate materials that you need, check for assistance with the librarian. You would also be well advised to allow plenty of time in preparing resources and research materials for classroom assignments. These materials are usually in great demand.

### **Lost & Found**

A lost and found box will be maintained in the office. If you have lost a part of your personal property, check with the office staff. Likewise, if you have found lost property, bring it to the office. Please do not expect other people to keep track of your property and supplies.

### **Parking**

Adequate parking, including handicap spaces, is available at all District buildings. Persons using the District parking facilities are urged to follow directional arrows and be

especially careful when dropping off or picking up students. Please be careful not to park in fire lanes, handicap spaces or any area not marked for general parking.

### **Bicycles, Skateboards, Scooters, and Inline Skates**

Students may ride bicycles to school provided they follow safety regulations and first bring written permission to the school office. Forms are available in the school office. The school will not be responsible for lost or damaged bicycles. Bicycles should be parked in the rack at the entrance to the building as soon as the child arrives at school. Riding bikes on the school grounds is not allowed during school hours. Skateboards, scooters and inline skates should not be brought to school.

### **Social Distancing**

Because a school has a high concentration of people, At times it may be necessary to take specific measures when the health and safety of the group are at risk. These expectations will be shared by administration and adjusted as appropriate based on the ongoing updates and recommendations from the Ohio Department of Health, The Governor's office, and the Wood County Health Department

### **Tobacco Policy**

Tobacco use is not permitted by anyone at any time in any school-owned buildings or in areas immediately adjacent to such buildings. Electronic/vapor cigarettes will also be treated as a violation of the district tobacco policy.

### **Weapons**

Pursuant to Ohio Revised Code Section 2923.122, no person shall knowingly possess, have under the person's control, convey, or attempt to convey any deadly weapon or dangerous ordinance into a school safety zone, unless otherwise authorized by law. All school buildings, grounds, vehicles and areas immediately adjacent to such places are considered school safety zones. Students who violate this state law will be subject to expulsion for one calendar year, in addition to criminal penalties.

### **Insurance**

Northwood Schools do not offer any student insurance plans, nor allow private companies to solicit for such plans through the school. Parents of students who participate in extracurricular athletics must show proof of their own health insurance coverage for sports related injuries before a student may practice or play.

### **Yearbook**

Each year a professional company takes student portraits, candid's and group pictures which are included in a yearbook that is optional for parents to purchase. Orders are taken approximately in February with the yearbook arriving approximately early May.

### **Parent Group (N.P.O.)**

Northwood Parent Organization promotes the welfare of children in school, brings in a closer relationship to home and school, and plans projects to benefit all Northwood Students in grades K-12. The N.P.O. meets monthly. Babysitting services are provided. All parents are invited to become active members of this worthy organization.

N.P.O. supports and organizes many of the events that occur throughout the year. Please consider joining and volunteering your help in order to continue all the fine events that our children enjoy.

### **Parent Involvement**

What messages are you sending your child each day about school and learning? Do your actions show that learning is important to you? If so, your child's attitude toward school will probably be much better. Ask yourself, "Do I make sure he is well rested and that he gets to school on time? Do I allow my child to stay home only if he is genuinely sick? Do I make sure there is quiet time for study and do I look over homework assignments? Do I support my child's teacher every chance I get, and do I try to say something positive about the teacher in his presence? Do I monitor the amount of time spent in front of the TV, making sure my child gets a lot of physical activity and free time for reading? Do I visit the school, attend conferences and school activities, and volunteer my time when possible?" By these kinds of actions, you show your child how important school is to you. You are also setting the stage for your child's success in school and in life.

### **Parties**

Parties are held in the Fall, Holiday Party, and Valentine's Day. Classroom teachers will communicate plans.

Individual birthday parties are not celebrated. Children, however, may bring a treat to share with classmates during lunch in the cafeteria. Those interested in having their child's information available to outside organizations or for parent requests for birthday invitations should be sure to have signed the appropriate information on the emergency medical card to have directory information distributed.

### **Playground Safety and Acceptable Temperature**

Equipment is checked on a monthly basis by the maintenance department. Unsafe equipment will be closed or removed.

Children should be properly clothed for daily outside play. Children are sent outside for recess when the temperature is 20 degrees Fahrenheit or above, the wind chill is 20 degrees Fahrenheit or above, and playground conditions permit safe play.

We encourage all students to go outside for recess on outside recess days. We understand that children with asthma or those returning after a serious illness may need to occasionally stay in.

If your child needs to stay inside, please send a note from home. If the need to stay in is longer than two days, you will need to provide us with a doctor's note specifying the reason.

### **Telephones**

The school phones are for business only and are not available to students except in an emergency. If an emergency arises which requires you to use a phone, please check in at the office.



### **Use of School Equipment and Facilities**

Students must receive teacher permission before using any equipment or materials in the classroom. Students must seek permission from the Principal prior to use of any other school equipment or facility. Students are responsible for the proper use and protection of any equipment or facility they are permitted to use. If the building is to be used for any extra-curricular activities, such as dances, student council or class projects, permission must be obtained from the principal. Building Permits must be completed and submitted to the building principal two weeks in advance of the event for approval. The form is to be signed by the activity advisor and there must be appropriate school personnel present for all activities including a custodian and a faculty member.

## **Section III – Academics**

### **Field Trips/Educational Experiences**

Students wishing to participate on a trip during school hours must have written permission from their parents. All field trips are arranged and planned by the classroom teacher, and approved by the principal. In cases where an entire class is scheduled to go on a trip, information will be sent home with students. Parents who do not wish to have their child participate should contact the office. A student's behavior and academic record will determine whether or not s/he may go on a field trip.

### **Report Cards/Interim Reports**

Paper copies of report cards will come home with the students at the end of each quarter.

### **Grading – Grading Scale**

Student grading scales vary in grades K-6. Grades will either be communicated in a numerical and/or letter grade depending on grade level.

### **Honor Roll**

Students who have received all A's & B's will earn an Honor Roll award.

### **Acceleration**

Northwood Local Schools, in accordance with the belief that all children are entitled to an education commensurate with their particular needs, has policies in place for students who can exceed the grade-level indicators and benchmarks set forth in the standards. Please contact your school counselor or principal for more information.

### **Gifted Identification**

In accordance with the belief that all children are entitled to education commensurate with their particular needs, children in the District who are gifted are provided opportunities to progress as their abilities permit. The Board believes that these children require services beyond those offered in regular school programs in order to realize their potential contribution to themselves and society.

The Board encourages efforts to provide services for the children who are gifted as an integral part of the total kindergarten through grade 12 program.

The District follows the identification eligibility criteria as specified in the Ohio Revised Code 3324 and the Operating Standards for Identifying and Serving Students who are Gifted.

### **Homework**

Homework provides an opportunity for parents to become partners in their student's learning process. Teachers give homework to strengthen children's skills in specific areas.

The amount of homework should increase as a child moves through the elementary grades. If your child is routinely spending more than an hour on homework at any grade level, please discuss it with your child's teacher. Since the needs of each child are different, homework assignments may vary from child to child within each class.

### **IAT – Intervention Assistance Team**

Referrals to the IAT (Intervention Assistance Team) may be made by parents or school personnel. Concerns about academic performance or emotional, social, or behavior problems will be discussed by a group of teachers, counselors, administrators, and other appropriate school personnel in an attempt to resolve any problem. Parent involvement is crucial as well. All referrals for special education must be made through IAT.

### **Schoology**

Parents are encouraged to monitor their child's academic progress on-line through Schoology. Both parents and students are given a log-in name and password to access this online grade book allowing up to date review of grades in all classes. Contact the school office if you need assistance logging in to Schoology.

### **Plagiarism/Cheating**

Plagiarism and/or cheating is defined as any act wherein a student seeks to receive any level of academic credit for work which is not the student's own, unless that work is properly attributed to the actual source. Plagiarism/Cheating includes, but is not limited to:

- Submitting academic work that is copied whole or in part from another source without proper attribution
- Submitting academic work that includes major themes, ideas or quotations that are not the student's own without proper attribution.
- Seeking, taking, supplying or receiving copies or lists of questions or answers prior to the time of any exam or quiz.
- Sending or receiving questions or answers through the use of tele-communication or electronic devices during any exam or quiz.
- Copying from another student or source during any exam or quiz
- Copying homework or any other class assignment from another student except in the case of a group project assigned by the teacher.

**Plagiarism includes use of Artificial Intelligence/Natural Language Processing Tools:** Students may not use Artificial Intelligence (AI) or Natural Language Processing (NLP) tools to complete school

work – i.e., to create, compose, generate, or edit original content that they intend to submit as their own work. This prohibition includes, but is not limited to, the use of AI and NLP tools to prepare a writing assignment or creative art project or to answer questions on a quiz, test, or in-class or homework assignment. The preceding prohibition does not include tools that are listed as approved accommodation(s) or assistive technology pursuant to a student’s individualized education program or Section 504 Plan. If a student has any question(s) as to whether specific AI/NLP tools can be used for an assignment, the student should ask their teacher.

Plagiarism/Cheating offenses will result in a zero for the assignment/test/etc. along with other discipline in accordance with the code of conduct for academic integrity. Multiple offenses will result in higher levels of discipline and could result in a failing grade in the class for the 9 weeks or semester.

Teachers will apply the basic tenets of this policy to the nature of their course assignments and assessments. When at all possible, students should be notified of the penalties in the course syllabus.

### **Testing – American Institute for Research (AIR)**

As required by the state of Ohio, all students in grades 3, 4, 5, & 6 are given America’s Institute for Research computer based assessments. Students in grades three will take assessments in Reading and Math. Fourth grade students will take assessments in Reading, Math, and Social Studies. Fifth graders will take assessments in Reading, Math, and Science. Sixth graders will take assessments in Reading, Math, and Social Studies. The results of the tests, as well as district level assessments, help us to determine areas in which each student needs to become more proficient.

## **Computer/iPad Usage Agreement**

### **Local Network and Internet Acceptable Use Policy**

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#### **Purpose**

Northwood Local School District (the District) has created and maintains a computer system connected to the Internet for staff and student use. Its purpose is to enhance teaching and learning, prepare students for life in a digitally connected world and promote communication between stakeholders in the education the District provides.

The District finds great value in the use of the local network and the Internet. However, dangers can arise and the potential for abuse and misuse is great. It is not the intention for the District to limit the use of the local network or Internet on any device, or violate the privacy of any user. However, because of the unrestricted nature of the Internet, the District’s leadership will make any and all efforts to protect its students and staff from all abuse and danger, from internal and external sources.

The purpose of this policy is to identify limitations of acceptable use of the District’s computer system, and identify the limitations of privacy of information and communication sent or received while using the District’s computer system.

#### **Privacy and Rights**

The District makes no effort to intercept, scan, filter, or pre-read, any communication or information that is sent or received from any device used to access the local network or Internet. However, the District has the means and the ability to do so, should the need arise due to the perception of threat or abuse of the local network or Internet. The District maintains the right to include outside sources when dealing with threat and abuse, including communicating with law enforcement and other legal action.

The Internet is a global computer network. Information is gathered, and viewed for both benign and malicious intent. It should be considered that anything sent through the Internet is visible by anyone at any time. In addition, it should be considered that information sent through the Internet can be tracked to its source.

No privacy should be expected when using the District's computer system, even from a personal device.

The District did not intend the local network or its connection to the Internet to be used as a public forum. Therefore, all communications will be viewed outside of any rights, explicit or implied, that a public forum may provide.

The District has made every effort to ensure the Internet is filtered for obscene or threatening material as outlined by CIPA requirements. The district maintains the right to further block, filter and monitor any material it finds to be detrimental to student and staff well-being.

### **Usage Guidelines**

Use of the computer system, local network or Internet provided by the District should be used within the purpose stated above. All other use is subject to the guidelines that follow. The computers, network equipment, network cabling (inside and outside of the building) make up, and are members of the "computer system"

1. Students and faculty should not alter the hardware or software of any equipment at any time.
2. Students and faculty should not utilize the local network or Internet with the purpose of hindering others the same privilege.
3. Students and faculty should accept the responsibility of preserving the computer system to the best of their ability. This includes preventing physical damage as well as damage to software and configurations installed.
4. Any and all guidelines, rules, codes of conduct and other policies that apply to student or faculty life also apply to their presence while using the computer system, including but not limited to: bullying, libel or threatening speech.

5. Any and all local, state or federal laws apply to use of the computer system.
6. Any passwords, user IDs, codes or other identifiers that allow access to services on the local network or Internet are intended for a single person and should remain secret to the individual to whom it was given. Use of another user's ID, code, password or other identifier is strictly prohibited.
7. Any and all material obtained from the Internet should be considered under copyright and protected by law unless explicitly stated otherwise.
8. No material will be downloaded, viewed, printed or listened to that does not have educational value. No inappropriate material will be uploaded to any host. The leadership of the District will decide what material has educational value. Willful acquisition of inappropriate material is a direct violation of this policy. Accidental acquisition of inappropriate material should be reported to the nearest district authority.
9. Personally owned devices may be used on the District's computer system, but all usage policies will remain in effect. All responsibility for the device rests on the owner.

### **Violations**

The District reserves the right to deny any and all access to any part of the computer system, based on the infraction of this agreement. All other rules, and policy found throughout the District, from Board Policy to Classroom Rules apply to the use of the computer system.

## **IV. Student Activities**

### **Activities and Clubs**

Co-curricular and extra-curricular activities provide opportunities for students to discover new interests and develop their abilities. Such activities are educational in that students who pursue their chosen interests will learn from their efforts, associations and experiences.

However, students must remember that curricular studies always take precedence over other school activities. Students should only involve themselves in activities when they are sure they can still meet their classroom obligations and standards.

All students in the 5th & 6th-grade can participate in intramurals after school under staff supervision. Third and fourth grade students have the opportunity to run for Student Council representatives and officers.

Clubs or activities may be limited in membership due to curricular, scholarship, or other standards and requirements. Some clubs may have a participation fee.

## **Student Council**

Grades 3-6 have the opportunity to run for Student Council classroom representative and/or officers. All “registered” students have an opportunity to cast a vote for their representative and officers. Elected students will serve the school and community by conducting civic services that benefit both the school and community.

The Student Council’s principle purposes are as follows:

1. To develop and practice good citizenship.
2. To promote harmonious relations throughout the entire school.
3. To improve school morale.
4. To assist in management of the school.
5. To provide orderly direction of the school activities.
6. To provide a forum for student expression.
7. To promote the general welfare of the school and community.

## **V. Student Conduct**

### **Attendance**

#### **General Attendance Information**

Our elementary schools are in session from 8:45 A.M. – 3:10 P.M

In accordance with the statute, the Superintendent shall require, from the parent of each student of compulsory school age or from an adult student who has been absent from school or from class for any reason, a written statement of the cause for such absence. The Board of Education reserves the right to verify such statements and to investigate the cause of every single absence or prolonged absence.

A student may have up to 8 excused absences without medical excuses from school during the school year.

The Board considers the following factors to be reasonable excuses for time missed at school:

- A. personal illness (a written physician’s statement verifying the illness may be required)
- B. appointment with a health care provider
- C. illness in the family necessitating the presence of the child
- D. quarantine of the home
- E. death in the family
- F. necessary work at home due to absence or incapacity of parent(s)/guardian(s)
- G. observation or celebration of a bona fide religious holiday
- H. out-of-state travel (up to a maximum twenty-four (24) school hours per school year that the student’s school is open for instruction) to participate in a District-approved enrichment or extracurricular activity

Any classroom assignment missed due to the absence shall be completed by the student.

If the student will be absent for twenty-four (24) or more consecutive school hours that the student's school is open for instruction, a classroom teacher shall accompany the student during the travel period to provide the student with instructional assistance.

- I. such good cause as may be acceptable to the Superintendent
- J. medically necessary leave for a pregnant student in accordance with Policy 5751
- K. service as a precinct officer at a primary, special or general election in accordance with the program set forth in Policy 5725
- L. college visitation

The District requires verification of the date and time of the visitation by the college, university, or technical college.

- M. absences due to a student's placement in foster care or change in foster care placement or any court proceedings related to their foster care status

Ohio law requires students returning to school after all absences bring a written note from their parent or guardian stating:

- 1) The dates of absence;
- 2) The reason for the absences;
- 3) The parent or guardian signature; and,
- 4) The parent or guardian phone number.

The parent or medical verification note should be taken to the office the day the student returns to school. Absences documented with medical verification notes for each date absent will be excused and will not count toward the Hours stipulations set forth by HB 410. All students must obtain an Admit Slip the day of return.

Excessive Absence Policy - A parent or guardian may excuse a student from school only for 30 consecutive hours, 42 hours in a month or for 72 hours in a year. A letter will be mailed home notifying the parent/guardian that the student has exhausted the allotted parent excuses. Student absences beyond these occurrences will be unexcused unless a doctor or court excuses the absences.

When a student reaches the triggering number of absent hours, the student may meet with the school principal and other support personnel including parents to create an absence intervention plan. The student may be referred to court if unexcused absences continue after creation of this plan.

Truancy charges may be filed with the Wood County Prosecutor's Office if unexcused absences continue.

\*State and County Health Department guidelines will be followed in regards to Covid and Quarantine.

### **Absence Guidelines**

Tardy –Students are considered tardy if they arrive after the morning bell rings.

Half Day –Students are marked absent ½ day if they arrive to school at 12:00 or leave before 12:00.

### **Attendance to participate in Interscholastic Extracurricular Activities**

A student must be in attendance at school by the start of 3<sup>rd</sup> period on the day of an event to participate that day or evening, including practices and rehearsals. The third period deadline also applies to any delays in the starting time. Special excuses for early dismissal will not be allowed before the start of the sixth period. *Exceptions will be handled by the administration.*

If a student is absent from school s/he may NOT attend any after-school activities.

### **Early Dismissal from School**

Students who must leave school during the day must present a note to the school office, in the morning, before school that states the specific reason for leaving. At the proper time the student shall report to the office and sign out. Students returning to school the same day must report to the office and sign in. In the case of medical, dental or legal appointments, the student must present a written excuse from that particular professional office.

Students becoming ill during the day must report to the office. A parent/guardian must be contacted and permission obtained before any student may leave school. Leaving school early will count towards total absence hours.

### **Excessive Absence Policy**

A parent or guardian may excuse a student from school only for 30 consecutive hours, 42 hours in a month or for 72 hours in a year. A letter will be mailed home notifying the parent/guardian that the student has exhausted the allotted parent excuses. Student absences beyond these occurrences will be unexcused unless a doctor or court excuses the absences.

When a student reaches the triggering number of absent hours, the student may meet with the school Principal and other support personnel including parents to create an absence intervention plan. The student may be referred to court if unexcused absences continue after creation of this plan.

Truancy charges may be filed with the Wood County Prosecutor’s Office if unexcused absences continue.

### **Make-Up Work**

Make-up work for excused absences is the student’s responsibility. Students must request make-up work from teachers, and will be given 1 day for each excused day of absence to make up the work.

Students on vacation may complete missed class work if a “Permission to Vacation” form has been completed *prior* to the vacation. Students will resume the curricular pace/point of their classes upon return to school.



Students are not given extra time to make up work for unexcused absences. Any work missed due to an unexcused absence is due the first day the student returns back to school.

### **Reporting Student Absence**

When a student is absent from school, it is the responsibility of the parents/guardians to call and inform the school. This call should be made before 8:30 or as soon as reasonably possible. You can also leave a message at any time night or day.

### **Returning to School**

Upon returning to school following an absence, a student must report to the office. They are to present a written excuse to the office regarding their absence unless personal or phone contact was made on the day of the absence. The written excuse must state the specific reason for the absence along with a signature from their parent/guardian.

### **Tardiness**

Report to the main office immediately. A student who is tardy prevents the teacher and other students from beginning the class activities. After the third tardy, per semester, the student will be subject to disciplinary measures. Continued tardiness to school will be referred to the office for further disciplinary action including, but not limited to, assignment to Friday School, suspension, and/or referral to the Wood County Prosecutor's Office as an attendance problem.

### **Truancy**

Truancy, excessive absence and/or tardiness will be reported to the Wood County Juvenile Court in compliance with the Ohio Compulsory Attendance Law.

**Unexcused absences** include, but are not limited to:

- Oversleeping
- Car Trouble
- Missed bus
- Babysitting
- Truancy
- Birthday/other celebration
- Employment

## **Code of Conduct**

A major component of the educational program (at the school) is to prepare students to become responsible citizens by learning how to conduct themselves properly and in accordance with established standards. Students are expected to behave in accordance with Federal, State and local laws and rules and Board policies and Administrative Guidelines, and in a way that respects the rights and safety of others. Staff will take corrective action to discipline a student and/or to modify the student's behavior when a student's behavior does not fall within these parameters.

School staff may report suspected criminal misconduct by a student to law enforcement. Law enforcement officers will be permitted to carry out necessary law enforcement functions in the schools, including the removal of a student from school grounds in appropriate circumstances.

## **Expected Behaviors**

Students are expected to:

- o Act courteously to adults and fellow students;
- o Be prompt to school and attentive in class;
- o Work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race or ethnic backgrounds;
- o Complete assigned tasks on time and as directed
- o Help maintain a school environment that is safe, friendly, and productive;
- o Act at all times in a manner that reflects pride in self, family, and in the School

## **Classroom Environment**

It is the responsibility of students, teachers, and administrators to maintain a classroom environment that allows;

- A. A teacher to communicate effectively with all students in the class; and
- B. All students in the class have the opportunity to learn.

## **Care of property**

Students are responsible for the care of their own personal property. The School is not responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school.

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student damages or losses school property, the student and/or his/her parents will be required to pay for the replacement or repair. If the damage or loss was intentional, the student will be subject to discipline according to the Student Discipline Code.

## **Dress and Grooming**

Students are expected to dress appropriately at all times. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted.

Students should consider the following questions when dress for school:

Does my clothing expose too much? (no)

Does my clothing advertise something that is prohibited to minors? (no)

Are there obscene, profane, drug-related, gang-related, or inflammatory messages on my clothing? (no)

Am I dressed appropriately for the weather? (no)

Do I feel comfortable with my appearance? (yes)

ABSENCE FROM CLASS DUE TO THIS ACTION WILL BE REGARDED AS “UNEXCUSED”. REPEATED VIOLATIONS OF THE DRESS CODE COULD RESULT IN DETENTION OR SUSPENSION.

The following standards of dress are established for the general welfare of all students:

1. Clothing styles exposing undergarments due to rips, tears, holes or clothing length are prohibited.
2. Wind pants / running suits may be worn as long as they are not disruptive.
3. All pants must be worn at the waist, no pajama pants.
4. Tube tops, and halter-type clothing are prohibited. Undergarments are not to be visible.
5. Muscle shirts are prohibited. Mesh, see - through shirts or jerseys are permitted provided an appropriate T-shirt is worn under it.
6. Attire that suggests gang activity of any kind is strictly prohibited.
7. Bare feet are prohibited.
8. Clothing / patches / jewelry that contain symbols, words, or pictures that are sexually suggestive, tobacco, drug or alcohol related, obscene or profane, or are otherwise inappropriate are prohibited.
9. No coats, blankets, hats, sunglasses or head coverings shall be worn within the school building.
10. Students may be required to wear a face covering during the school day based on ongoing updates and recommendations from the Ohio Department of Health, The Governor's office and the Wood County Health Department.
11. All other situations not covered in this dress code will be left to the final judgment of the administration regarding appropriate attire.

Students who are representing Northwood Local Schools at an official function or public event may be required to follow dress requirements.

### **Zero Tolerance**

Northwood Local Schools has a zero tolerance for Code of Conduct violations. Students who violate any of the rules of conduct during curricular and extracurricular activities, will find themselves subject to disciplinary action, which may include conference with student, conference with parent, after school detention, emergency removal from class, Friday school, suspension, and/or expulsion. The school administration maintains the right to assign appropriate punishment in conformity with O.R.C. 3313.661. Furthermore, any criminal acts committed at or related to the School will be reported to law enforcement officials

as well as disciplined at school. Certain criminal acts may result in permanent exclusion from school.

### **Title IX Sexual Harassment**

The Board of Education of the Northwood Local School District (hereinafter referred to as “the Board” or “the District”) does not discriminate on the basis of sex (including sexual orientation or gender identity), in its education programs or activities, and is required by Title IX of the Education Amendments Act of 1972, and its implementing regulations, not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to enrollment of students and employment of District staff. The Board is committed to maintaining an education and work environment that is free from discrimination based on sex, including sexual harassment. (Board Policy 2266)

The board designates our Director of Student Services to serve as Title IX Coordinator.

## **Student Discipline Code**

Each of the behaviors and/or types of misconduct described below are prohibited and may subject the student to disciplinary action including, but not limited to, student conference, parent/guardian notification, parent/guardian conference, detention, in-school discipline, suspension and/or expulsion from school. Furthermore, any criminal acts committed at or related to the School will be reported to law enforcement officials as well as disciplined at school. Certain criminal acts may result in permanent exclusion from school.

### **1. Academic Integrity**

All students shall maintain academic integrity. It is the responsibility of all students to do their own work to the best of their ability. Students are required to try all work given by instructors. Not doing the work is unacceptable. Learning is the primary purpose of school and doing the assigned work is the process for learning. Using others' work as one's own is prohibited. This includes all forms of copying and/or plagiarism and use of **Artificial Intelligence/Natural Language Processing Tools**.

Forgery of hall passes and excuses as well as use of false I.D.'s are forms of lying and are not acceptable. Students found engaging in such practices will be subject to discipline in accordance with the Student Discipline Code.

Plagiarism and cheating are also forms of falsification and will subject the student to academic penalties as well as disciplinary action.

## **2. Aiding or Abetting Violation of School Rules**

Students assisting other students in the violation of any school rule will be disciplined. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.

## **3. Bomb Threats**

Making a bomb threat against a school building or any premises at which a school activity is being held at the time the threat is made may result in expulsion for a period of up to one (1) school year.

## **4. Bus Conduct Violation**

Students are to abide by the rules and regulations established for the use of bus transportation. These rules apply to regularly scheduled bus runs, extracurricular activities, and field trips. School bus transportation may not be provided for students who violate school bus rules. The complete set of bus rules can be found in Section V of this handbook under “Transportation.”

## **5. Cafeteria Conduct Violation**

Students will adhere to all school rules and conduct during lunch. Assigned seats may be given at lunch for students who fail to conduct themselves appropriately.

## **6. Computer Use Policy Violation**

Please refer to section I for the “Acceptable Use Policy.”

## **7. Damaging Property**

Vandalism and disregard for school property will not be tolerated. Students engaged in such activity will be subject to disciplinary action.

## **8. Disruption of School**

A student shall not by use of violence; force, coercion, harassment, or threat causing a disruption of or obstruction to the educational process; including all curricular and extracurricular activities. Some examples of disruption would include unusual dress and appearance, setting unauthorized fires, strikes or walkouts, setting off fire alarms or fire extinguishers, use of fireworks, bomb threats, continually and intentionally causing a disturbance, fighting, gambling, all forms of harassment, or any activity that disrupts the educational process. Law enforcement authorities may be contacted.

## **9. Dress Code**

Clothing may not include words or visuals that are lewd, obscene, disruptive, abusive, or discriminatory, or that advertise drugs, alcohol or tobacco. Dress or grooming that is disruptive of the classroom or school atmosphere is not allowed. Shoes must be worn at all times for health and safety reasons. See additional Dress Code guidelines listed in the “Dress Code” section of the handbook.

## **10. DRUG/ALCOHOL/TOBACCO**

### Use/possession of drugs and/or alcohol

A student will not possess, use, transmit or conceal, or be under the influence of, any alcoholic beverage, controlled substance including, but not limited to, narcotics, mood altering drugs, counterfeit controlled substances, look-alikes, over the counter stimulants or depressants, anabolic steroids or drug related paraphernalia.

If a building principal has a reasonable individualized suspicion of drug or alcohol use, s/he may request the student in question to submit to any appropriate testing, including but not limited to, a breathalyzer test or urinalysis. The district installed multiple smoke/vape detectors throughout the school to help enforce the tobacco policy. A metal detector wand may be used to search a student who is suspected of concealing a tobacco/vaping device.

The use of tobacco products is a danger to a student's health and to the health of others. The School prohibits the possession, consumption, distribution, purchase or attempt to purchase, and/or use of tobacco products in school, on school grounds, on school buses, and at any interscholastic competition, extra-curricular event, or other school-sponsored event. The term "tobacco" includes any product that contains tobacco, is derived from tobacco, contains nicotine, or e-cigarettes and other electronic smoking devices (including but not limited to "JUULs"). Smoking of electronic, "vapor", and other substitute forms of cigarettes whether they contain nicotine or not, are also prohibited.

## **11. Electronic Equipment in School**

No electronic devices are permitted in school during school hours. This includes but is not limited to, hand-held video games, pagers, cell-phones and CD players/IPODS. Electronic devices will be confiscated and only returned to a parent or guardian.

Parents and students are prohibited from using covert means to listen-in or make a recording (audio or video) of any meeting or activity at school. This includes placing recording devices, or other devices with one- or two-way audio communication technology (i.e., technology that allows a person off-site to listen to live conversations and sounds taking place in the location where the device is located), within a student's book bag or on the student's person without express written consent of the Superintendent. For more information, refer to board policy 2461.

## **12. Explosives**

Explosives, fireworks, and chemical-reaction objects such as smoke bombs, small firecrackers, and poppers are forbidden and dangerous. Use or possession of explosives will subject a student to disciplinary action.

### **13. Extortion**

Extortion is the use of threat, intimidation, force, or deception to take, or receive something from someone else. Extortion is against the law and is prohibited by the Student Discipline Code.

### **14. False Alarms, False Reports and Go Kits**

A false emergency alarm or report endangers the safety forces that are responding to the alarm/report, the citizens of the community, and the persons in the building. What may seem like a prank is a dangerous stunt that is against the law and will subject the student to disciplinary action.

Go Kits contain the necessary items a teacher needs to evacuate students in the event of an emergency. Tampering, altering or accessing without permission will subject a student to disciplinary action up to and including suspension.

### **15. Fighting**

Engaging in adversarial physical contact (differentiated from poking, pushing, shoving or scuffling) in which one or other party(ies) or both contributed to the situation by verbally instigating a fight and/or physical action. Promoting or instigating a fight (i.e., contributing to a fight verbally or through behavior).

### **16. Food and Drink**

Food and drink is permitted in classrooms only with the permission of the teacher. Failure to clean up wrappers and containers is considered a littering violation. Food may not be brought into or ordered into the cafeteria from outside restaurants.

### **17. Gambling**

Gambling includes casual betting, betting pools, organized-sports betting, and any other form of wagering and is prohibited by the Student Discipline Code. Students who bet on any school activity in which they are involved may also be banned from that school activity.

### **18. Gang Activity**

Northwood Local Schools recognizes that a school must create a safe environment in which learning can take place. The presence of gangs and individuals associated with gangs within a school disrupts that environment by threatening the safety and welfare of the students, staff and visitors in the school building and causing disruption to the academic process.

As a result of these beliefs, Northwood Local Schools asserts the additional goal of providing a safe and healthy environment for all the students, staff, and visitors.

Therefore, Northwood Local Schools hereby bars all gangs, gang activities, gang insignia and paraphernalia and individuals associated therewith from school buildings and school property at all times.

## **19. Harassment**

Conduct constituting harassment may take different forms, including but not limited to the following:

### Sexual Harassment

- A. Verbal: the making of written or oral sexual innuendos, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to a fellow student, staff member, or other persons.
- B. Nonverbal: Causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to a fellow student, staff member, or other persons.
- C. Physical: Threatening or causing unwanted touching, contact, or attempts at same, including petting, pinching, pushing the body, or coerced sexual intercourse with a fellow student, staff member, or other persons.

### Gender/Ethnic/Religious/Disability/Height/Weight Harassment

- A. Verbal: written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning gender, national origin, religious beliefs, etc. made toward a fellow student, staff member, or other persons.
- B. Nonverbal: placing of objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member, or other persons.
- C. Physical: Any intimidating or disparaging action such as hitting, hissing, or spitting on a fellow student, staff member, or other persons.

Any student who believes that she/he is the victim of any of the above actions or has observed such actions taken by another student, staff member, or other person associated with the District should make contact with the principal, assistant principal, or school counselor.

The student may make contact either by a written report, telephone, or personal visit. During this contact, the reporting student should provide the name of the person(s) whom she/he believes to be responsible for the harassment and the nature of the harassing incident(s). A written summary of each such report is to be prepared promptly on Form 5517 F1 and a copy forwarded to the principal.

Each report received by a designated person shall be investigated in a timely and confidential manner. While a charge is under investigation, except as may be



required by law or in the context of a legal or administrative proceeding, no one involved is to discuss the subject outside the investigation.

The purpose of this provision is to:

- A. Protect the confidentiality of the student who files a complaint
- B. Encourage the reporting of any incidents of sexual or other forms of harassment
- C. Protect the reputation of any party wrongfully charged with harassment

The District recognized that determining whether a particular action or incident is harassment or, conversely, is reflective of an action without discriminatory or intimidating intent or effect must be based on all of the facts in the matter. Given the nature of harassing behavior, the District recognized that false accusations could have serious effects on innocent individuals. Therefore, all students are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment allegations or charges against fellow students, a staff member, or others associated with the District. This guideline does not negate the requirements to report suspected abuse in compliance with AG 8462.

## **20. Hazing/Bullying/Intimidation**

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.

Bullying is an intentional written, verbal or physical act that a student has exhibited toward another particular student more than once. The behavior causes both 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.

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

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.

Cyber-bullying-Abusive behavior including, but not limited to, taunting, threatening, stalking, intimidation and/or coercing by one or more individuals against other students or staff, perpetrated with computers, cellular phones,

internet websites, and/or any other electronic device is prohibited and subject to disciplinary measures.

**21. Insubordination**

Students are expected to comply with the directions of staff. Failure to comply with directions or acting in defiance of staff members will result in disciplinary action. Lying to a staff member or principal shall also constitute insubordination.

**22. Misconduct against a school official or employee or the property of such a person, regardless of where it occurs.**

The Board prohibits misconduct committed by a student against a school official or employee including but not limited to harassment (of any type), vandalism, assault (verbal and/or physical), and destruction of property.

**23. Misconduct off School Grounds**

Students may be subject to discipline for student misconduct even when such misconduct occurs off school property when the misconduct is connected to activities or incidents that occurred on property owned or controlled by the District.

Misconduct is defined as any violation of the Student Discipline Code.

**24. Persistent Absence or Tardiness**

Attendance laws require students to be in school all day or to have a legitimate excuse for their absence. Penalties for unexcused absences can range from detention to a referral to court and/or revocation of the student's driver's license.

**25. Physically Assaulting a staff member/student/person associated with the District.**

Physical assault of a staff member, student, or other person associated with the District, which may or may not cause injury will not be tolerated. Assault of any other individual may result in criminal charges and may subject the student to expulsion.

**26. Public Displays of Affection/Sexual Activities**

Affection between students is personal and not meant for public display. This includes touching, petting, or any other contact that may be considered sexual in nature. Sexual activity of any nature is prohibited and will result in disciplinary action.

**27. Refusing to Accept Discipline**

Students failing to comply with disciplinary penalties will face enhanced penalties for such action.

**28. Setting Fires**

Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony.

**29. Theft**

Students caught stealing will be disciplined and may be reported to law enforcement officials. Students are encouraged not to bring anything of value to school. The School is not responsible for personal property.

**30. Threats (Verbal, Oral, written or otherwise expressed) to the district, or a staff member/student/person associated with the District**

Any statement or no contact action that a staff member, student, or other person associated with the District feels to be a threat will be considered a verbal assault and is prohibited. Profanity that is directed toward a staff member in a threatening tone may also be considered a verbal assault, which may subject a student to discipline.

**31. Trespassing**

Although schools are public facilities, the law does allow the District to restrict access to school property. When a student has been removed, suspended, expelled, or permanently excluded from school, the student must not be present on school property without authorization of the Principal.

**32. Truancy**

A student will comply with the compulsory school attendance laws. A student's absence from school without a legal excuse constitutes truancy. This includes unexcused absences from study hall, class, lunch or any other properly assigned activity. Students who leave campus without permission are considered truant. Repeated truancy is considered a form of insubordination.

**33. Unauthorized Use of School or Private Property**

A student will not be present in a school building or on school grounds at unauthorized times when his/her presence may cause disruption to the educational process, an activity or school-related function. This shall include any time when a student is in an unauthorized area.

Students must obtain permission to use any school property or any private property located on school premises. Any unauthorized use of school property shall be subject to disciplinary action.

### **34. Violent Conduct**

Students may face expulsion for up to one school year for committing an act at school, on other school property, at an interscholastic competition, extracurricular event, or any other school program, or directing an act at a Board official or employee, regardless of where or when that act may occur, or their property that would be a criminal offense if committed by an adult and results in serious physical harm to person(s).

### **35. Weapons**

#### Use and/or possession of a firearm

Bringing a firearm (as defined in the Federal Gun-Free Schools Act of 1994) onto school property or to any school-sponsored activity, competition, program, or event, regardless of where it occurs, will result in a mandatory one (1) year expulsion under Ohio law. The Superintendent using the guideline set forth in Board Policy may reduce this expulsion on a case-by-case basis.

#### Use and/or possession of a weapon

A weapon is any device, which may be used for offensive or defensive purpose, including but not limited to conventional objects such as guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Possession and/or use of a weapon may subject a student to expulsion and possible permanent exclusion.

A knife is defined as any cutting instrument consisting of a sharp blade fastened to a handle, a razor blade or any similar device that is used for, or is readily capable of causing death or serious bodily injury.

#### Knowledge of dangerous weapons or threats of violence

Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the Principal. Failure to report such knowledge will subject the student to discipline.

#### Use of an object as a weapon

Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, scissors, pens, pencils, laser pointers, and jewelry.

### **36. Playground**

Students are expected to keep safety in mind when playing on the playground.

They are to treat others with respect and observe the following rules:

1. Follow school safety rules explained by the teacher when playing on the equipment.
2. Do not return to the building without permission.
3. No pushing, grabbing, shoving down, or other inappropriate physical contact.
4. No tackle football.
5. No throwing snowballs, ice chunks, or stones.

6. No swearing, obscene or inappropriate language.
7. Follow school safety rules explained by the teacher when playing on the big equipment.
8. When playground zones are in effect students must select a zone and stay with that activity for the remainder of the recess time.

### **THE DISCIPLINE HIERARCHY**

It is important to remember that the School's rules apply going to and from school, at school, on school property, at school-sponsored events, on school transportation, and on property not owned or controlled by the Board but that is connected to activities or incidents that have disciplined for conduct that, regardless of where or when it occurs, is directed at a Board official or employee, or the property of such official or employee. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

The School is committed to providing prompt, reasonable discipline consistent with severity of the incident. The consequences for misbehavior are designed to be fair, firm and consistent for all students in school.

Because it is not possible to list every misbehavior that occurs, misbehaviors not listed will be responded to as necessary by staff.

This is a sequential, progressive system used to deal with student conduct, which maintains effectiveness, consistency, and open communications. Students may progress to the "next level" of consequences depending on the severity of their violation.

#### Detention/Office Referral

A student will be assigned a maximum of 6 detentions per semester. Detentions will be held each school day during recess

#### ½ Day In School Suspension

Typically after six detentions students are assigned In School Suspension.

#### Level III – Suspension

Violating any of the guidelines in the Safe School Act may result in a suspension.

#### Level IV – Expulsion

Expulsion from school may occur upon violations of the Safe School Act and other serious infractions.

#### Harassment/Bullying Hierarchy

Specific discipline when infractions violate sections 18 or 19 in Student Code of Conduct

1<sup>st</sup> Infraction – Verbal notification of inappropriate behavior with warning issued to discontinue behavior

2<sup>nd</sup> Infraction – Lunch/Recess Detention/After school detention

3<sup>rd</sup> Infraction – In School Suspension

4<sup>th</sup> Infraction – Suspension from School

**\*At any time an administrator may go to a higher level if the offense warrants more severe consequences.**

## **DETENTION REGULATIONS**

### **DETENTION**

Students may be required to serve detentions during lunch or recess, and before or after school, for a variety of reasons such as unfinished class work, behavior, or other infractions. Detentions will typically be held each day during recess.

Suspension means that students are not allowed to come to school. This is a very serious problem. Here are a few reasons a student could be suspended (this is not a complete list)

1. Repeatedly failing to follow the rules and directions of teachers/staff.
2. Behaving in a way that could or does cause injury to another person.
3. Insubordination

### **SUSPENSION**

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1. Repeatedly failing to follow the rules and directions of teachers/staff.
2. Behaving in a way that could or does cause injury to another person.
3. Insubordination
4. Code of conduct violation (theft, fighting, possession of contraband)

### **EXPULSION**

Expulsion is any removal for more than ten (10) days by the Superintendent of Schools.

### **DUE PROCESS**

All students of parents are afforded the right to due process in suspension and expulsion procedures in accordance with Northwood Local Schools Policy.

### **SEVERITY CLAUSE**

If a student's offense is a severe violation of the code of conduct disciplinary action may be increased at the discretion of the administrator.

THE ADMINISTRATOR WILL USE HIS/HER BEST JUDGMENT TO DISCIPLINE STUDENTS FAIRLY THAT ARE INVOLVED IN SITUATIONS NOT SPECIFICALLY OUTLINED IN THIS HANDBOOK.

### **SEARCH/SEIZURE**

Search of student lockers and other storage areas provided for students may take place at any time. School administration and/or police authorities will conduct a search of a person when there are reasonable grounds to believe that search is necessary to prevent imminent danger to the health and/or safety of the student or other students or staff. Search and seizure would be deemed justifiable for items such as dangerous weapons or devices, hallucinogens, drugs, volatile chemicals, alcohol, or property believed to be stolen. The list as presented here is not intended to be all inclusive of all situations that may be grounds for search and seizure. Lockers remain the property of the school and the school reserves the right to search as necessary for the maintenance of the educational process or to protect the health, safety and welfare of other students.

## **V. Transportation**

District-owned buses are available to transport students to and from school daily. These buses are also used to transport students on field trips and to extra-curricular events. Students will not be transported to school activities in private vehicles unless the parent is notified and has given permission.

When traveling to and from school on district buses, please note that the student will only be picked up and dropped off at the student's proper home address or bus stop. Students who wish to ride a different bus or use a different stop will need request from the parent and signed by the school Principal.

Because of the large numbers of students transported on a daily basis, and the danger inherent in travel by vehicle, each student is responsible for good and safe conduct while on school buses. Students in violation of safety rules and procedures are listed in later sections of this handbook. These safety rules and procedures are listed in Section VI of this handbook under "Transportation."

While the law requires the school district to furnish transportation, it does not relieve parents from the responsibility of supervision of their sons/daughters until such time as their child boards the bus in the morning and after the child exits the bus at the end of the school day. Students will congregate at the bus stop before the bus arrives and after it leaves. Parents are urged to work with the school and be sure their children follow the rules for bus stop behavior listed below. Behavior at the bus stop must not threaten life, limb, or property of any individual. In order that the Board may provide safe and efficient transportation, students will:

1. Wait in the assigned location in an area that is clear of traffic.
2. Board and leave the bus at locations to which they have been assigned unless they have parental and administrative permission to do otherwise.
3. Arrive at pick-up points no more than 10 minutes before the scheduled time of the arrival of the school bus.
4. Exercise care in approaching the bus stop by walking on the left side of the road to face any oncoming traffic and waiting for the bus driver's signal to make sure the road is clear both ways before crossing the road or boarding the bus.
5. Board and leave the bus on time so the time schedule can be maintained for others.
6. **Never, never run after a moving bus when you are late!** It is better to arrive at school tardy than be involved in an accident.

**Rules for Bus Riders** - The Board's policies governing student conduct, expectations, and consequences apply to the bus. The Board authorizes bus drivers to enforce the established rules for students' conduct on the bus. In order to meet their responsibility, bus drivers may:

- Assign seats to all or some students at any time that is determined by the bus driver to be appropriate.
- Handle student misconduct directly. If the bus driver is unable to correct the student's behavior, the bus driver shall make a complete and thorough report of student misconduct to the appropriate building principal for disciplinary actions.
- Request the assistance of teachers or coaches accompanying students on field trips or extracurricular activity trips to maintain a safe and orderly environment on the bus.

Therefore, students will:

1. Obey all instructions of the bus driver at all times, promptly and without question or challenge.
2. Board the bus quickly and go directly to their assigned seats in the bus without disturbing or crowding other students.
3. Engage in quiet conversation without yelling or raising their voices



4. Remain silent when the bus approaches and crosses railroad tracks.
5. Remain seated at all times when the bus is in motion until the bus comes to a complete stop and the bus driver signals that it is safe to depart. If students must cross the road upon their departure, they must cross in front of the bus upon signals from the driver.
6. Be courteous to fellow students and to the bus driver.
7. Not place any part of their body or that of another person's body outside the window of the bus at any time.
8. Not eat or drink on the bus, except as required for medical reasons.
9. Not place any large articles on the seats. All parcels or other objects shall be held in the students' laps. Aisles and exits must be kept clear at all times.
10. Not bring any of the following on the bus at any time: animals, weapons, electronic devices or other items that may distract the driver or disrupt the bus.

***NOTE:** All school rules apply on the bus and the penalties that are within the Code of Conduct apply. Students will not engage in any behavior that the bus driver determines is detrimental to safe transportation. Disorderly conduct or refusal to submit to the authority of the bus driver will be sufficient reason for the building principal to refuse transportation service or take any other appropriate disciplinary action.*

Any changes to transportation (bus riding or parent pickup) need to be cleared with the office **IN WRITING PRIOR TO NOON** each day. This will allow our school officials time to adequately communicate the information to all necessary parties.