

# NORTHWOOD LOCAL SCHOOLS HANDBOOK

## *7-12 Grade Level Edition*

### 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 students, parents 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.

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 and what happens there, 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 & Transportation | <a href="mailto:ebires@northwoodschoools.org">ebires@northwoodschoools.org</a>         |
| Brad Lindquist, Technology Coordinator                | <a href="mailto:blindquist@northwoodschoools.org">blindquist@northwoodschoools.org</a> |
| Naomi Smith, Enrollment & Transportation Coordinator  | <a href="mailto:nsmith@northwoodschoools.org">nsmith@northwoodschoools.org</a>         |
| Lindsey McVey, Director of Student Services           | <a href="mailto:lmcvey@northwoodschoools.org">lmcvey@northwoodschoools.org</a>         |
| Chelsea Lord, Elementary Principal                    | <a href="mailto:clord@northwoodschoools.org">clord@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>             |
| Charles Artino, PK-6 Assistant Principal              | <a href="mailto:cartino@northwoodschoools.org">cartino@northwoodschoools.org</a>       |

### Northwood Local Schools Board of Education

Misty Rodriguez – President  
Carolyn Schimmel - Vice President  
Jeff Dunlap  
Michelle Owens  
Heather Kachenmeister

*The Board of Education meets* monthly. Please call 691-3888 for meeting times and location.

Your 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 phone numbers listed on student emergency forms are automatically included in this auto-call system. Please notify us of any changes in your phone number so you may always receive these important calls.

**Parents:** The faculty and staff at NHS are dedicated to the progress and welfare of your child. Our staff is well trained, and you will find them genuinely interested in the activities of the students and the community of Northwood.

The school is open to your visits at all times, and you are encouraged to keep in contact with your child's teachers throughout the school year. Conferences may be arranged before or after school, or during a conference period. Every classroom visit or conference should be arranged in advance with the teacher, either by phone or a personal note. You will find our staff happy to discuss the progress of your child.

You may also e-mail your teachers and/or check current grades on-line using Schoology.

If at any time you would have additional questions, please do not hesitate to contact the high school office. Best wishes for a successful school year!

All faculty members can be emailed by using their first initial and last name, followed by the Northwood Schools web address. For example, Principal Tracey Petteys's email address would be: [TPetteys@northwoodschoools.org](mailto:TPetteys@northwoodschoools.org). Teacher Roger Myers address would be: [RMyers@northwoodschoools.org](mailto:RMyers@northwoodschoools.org)

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 2025. 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.

## **Equal Education Opportunity**

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

See also, Policy 5517 – Anti-Harassment

Any person who believes that they have been discriminated against on the basis of their race, color, national origin, sex (including sexual orientation or gender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, Protected Classes ) while at school or a school activity should immediately contact the School District's Compliance Officer(s):

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

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

## **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**

**Announcements** – These are given daily at the beginning of homeroom on the building public address system. The daily announcements are also posted on the high school section of the district web-site and posted on school monitors in the cafeteria. Announcements are also sent daily to students attending Penta Career Center. Anyone who would like an announcement given on these media should get it to the high school office by 7:50 AM.

**Bell Schedules** – There are three bell schedules at the high school. Alternate bell schedules may be used as needed throughout the year.

REGULAR SCHEDULE

|             |             |
|-------------|-------------|
| Home Room   | 7:50-8:05   |
| Period 1    | 8:08 - 8:50 |
| Period 2    | 8:53-9:35   |
| Period 3    | 9:38-10:20  |
| Period 4    | 10:23-11:05 |
| HS Lunch    | 11:05-11:35 |
| JH Period 5 | 11:08-11:50 |
| HS Period 5 | 11:38-12:20 |
| JH Lunch    | 11:50-12:20 |
| Period 6    | 12:23-1:05  |
| Period 7    | 1:08-1:50   |
| Period 8    | 1:53-2:35   |

BLOCK/TESTING SCHEDULE

|             |             |             |
|-------------|-------------|-------------|
| Block A     | Block B     |             |
| Period 1    | Period 2    | 7:50-9:15   |
| Period 3    | Period 4    | 9:25-10:50  |
| HS Lunch    | HS Lunch    | 10:50-11:20 |
| JH Period 5 | JH Period 6 | 11:00-1:00  |
| JH Lunch    | JH Lunch    | 11:40-12:10 |
| HS Period 5 | HS Period 6 | 11:30-1:00  |
| Period 7    | Period 8    | 1:10-2:35   |

2 HOUR DELAY SCHEDULE

|             |             |
|-------------|-------------|
| Period 1    | 9:50-10:21  |
| Period 2    | 10:24-10:53 |
| HS Lunch    | 10:53-11:24 |
| JH Period 5 | 10:56-11:25 |
| HS Period 5 | 11:27-11:56 |
| JH Lunch    | 11:25-11:56 |
| Period 3    | 11:59-12:28 |
| Period 4    | 12:31-1:00  |
| Period 6    | 1:03-1:32   |
| Period 7    | 1:35-2:04   |
| Period 8    | 2:07-2:35   |

ASSEMBLY SCHEDULE

|             |             |
|-------------|-------------|
| Period 1    | 7:50-8:32   |
| Period 2    | 8:35-9:15   |
| Period 3    | 9:18-9:58   |
| Period 4    | 10:01-10:41 |
| HS Lunch    | 10:41-11:11 |
| JH Period 5 | 10:44-11:24 |
| HS Period 5 | 11:14-11:54 |
| JH Lunch    | 11:24-11:54 |
| Period 6    | 11:57-12:37 |
| Period 7    | 12:40-1:20  |
| Period 8    | 1:23-2:03   |
| Assembly    | 2:06-2:35   |

## Student Rights and Responsibilities

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 co-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.

Northwood Local Schools, in conjunction with the Northwood Police Department and Wood County Juvenile Court, enforce the Ohio Safe School Act, codified as Northwood City Ordinance 636.20

## **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 I – 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 web-site often.

Twitter:

@rangerroundup

@NHSRangers

Facebook:

<https://www.facebook.com/northwoodschoools>

Instagram

Northwood\_Local\_Schools

### **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 he/she 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.

### **Scheduling and Assignment**

Schedules are provided to each student at the beginning of the school year or upon enrollment. Schedules are based on the student's needs and available class space. Any changes in a student's schedule should be handled through the office. Students may be denied course enrollment due to lack of available space or the need for the student to pass prerequisite courses. Students are expected to follow their schedules. Any variation must be approved with a pass or schedule change.

## **Use of Medications**

Before any prescribed medication or treatment may be administered to any student during school hours, the Board shall require the written prescription and instructions from the child's physician accompanied by the written authorization of the parent. Both must also authorize any self-medication by the student.

### **Nonprescribed (Over-the-Counter) Medications**

No staff member will dispense nonprescribed, over-the-counter ("OTC") medication to any student without prior parent authorization. Parents may authorize administration of a nonprescribed medication on forms that are available from the Principal's Office. Physician authorization is not required in such cases.

If a student is found using or possessing a nonprescribed medication without parent authorization, the student will be brought to the School office while the student's parents are contacted for authorization. The medication will be confiscated until written authorization is received.

Any student who distributes medication of any kind or who is found in possession of unauthorized medication is in violation of the School's Code of Conduct and will be disciplined in accordance with the drug-use provision of the Code.

Students may possess a drug prescribed to the student to prevent the onset of a seizure or to alleviate the symptoms of a seizure, provided that the student has prior written approval from the student's physician, and if the student is a minor, the written approval of the student's parent or guardian (Form 5330 F5 - Authorization for the Possession and Use of Seizure Medications). Copies of the written approvals must be provided to the Principal and any school nurse assigned to the building.

A student may possess and use a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms or before exercise to prevent the onset of asthmatic symptoms, at school or at any activity, event, or program sponsored by or in which the student's school is a participant if the appropriate form is completed and on file in the Principal's Office.

A student who is authorized to possess and use a metered dose or dry powder inhaler may not transfer possession of any inhaler or other medication to any other student.

## **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 Direct 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 Americans 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 (IDEIA, 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.

Military recruiters and institutions of higher education are entitled under federal law to a list of high school students’ names, addresses, and phone numbers unless you object to such release. If you do not want directory information released, you must tell the building principal in writing what types of directory information you do not want released. This written notice must be received by the principal no later than September 15 of each school year.

Student records are protected under the auspices of the Family Rights and Privacy Act (FERPA). Confidential records include grade reports, test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers. Students and parents have the right to inspect, review and get copies of student educational records during normal school hours. These parties may request that records they believe to be inaccurate be changed and have the right to a hearing if necessary.

(Note: In cases where the student does not reside with both parents, the non-custodial parent does have the same right as the custodial parent to see school records of the child unless there is a certified copy of a court order on file at the school that specifically denies the right to access school records.)

Student records will be released to other institutions, such as colleges, other schools, and medical offices upon request of the parent. Directory Information (see section above) may be released without consent of the parent unless the parent specifically denies its release. Records may also be released without parental consent as otherwise authorized by law, or to other school officials with a legitimate educational interest.

Upon reaching the age of 18, all rights to educational privacy listed in this section and in the section on Directory Information evolve to the student alone.

## 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. Fees can be paid on the [payschoolscentral.com](http://payschoolscentral.com) web based system.

## 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.

## Valuable Property

Students who bring valuable items such as iPods, cell phones, electronic games, cameras and jewelry to school must always remember they do so at their own risk. These items can easily be taken by others in classroom, locker room, or hallway situations. Once missing, it is virtually impossible to retrieve these items. The school cannot be held responsible for the safety of items left in rooms, halls, or lockers. Students who must find a safe storage place for an expensive personal item may bring it to the high school office.

## Lockers

Each student is assigned on LOAN by the school, a locker for storage of books and equipment. As a permanent part of the building, lockers may be periodically inspected for neatness, damage, and when suspected, for the storage of contraband. There shall be no writing on lockers nor shall anything be stuck on the lockers without permission.

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.

Use only the locker assigned to you and keep it locked at all times. Do not tamper with the lock mechanism. Report all damage or malfunction to the office immediately upon discovery.

Get study materials for your morning classes when you arrive in the morning and materials needed for the afternoon classes during the lunch period. No one should leave classes to go to their locker except with special permission.

You are the only person assigned to your locker. The only way another person can get your locker combination is if you give it to them. **We are not responsible for your valuables.** If you need to bring something to school which you consider valuable, make arrangements with the administration for its safekeeping.

## Restrooms, Locker Rooms, Changing Rooms

Multi-Person Restrooms, locker rooms, shower rooms, and changing rooms are labeled for the exclusive use of the male or female biological sex of each student in a school building or facility used by the school for a school-sponsored activity.

## **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 to universal interventions will receive additional support through group and individual interventions. See Board Policy 5630.01 - Positive Behavior Intervention and Supports and Limited Use of Restraint and Seclusion for more information.

## **School Counseling Services**

Northwood High School has a full-time school counselor available to help students with both personal and career counseling. Students and parents may schedule an appointment during or after the school day, and drop-in visits may be possible, depending on the counselor's schedule.

Career guidance services include educational planning, class scheduling, interpretation of test scores, college information and applications, college admissions testing, and occupational planning. The counselor can also assist students with personal counseling and help refer students to other social services.



## 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 2026/27 JH/high school breakfast and lunch fees are:
  - Breakfast - Free
  - 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 student’s balance on: [payschoolscentral.com](http://payschoolscentral.com)
- 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

Ohio Revised Code, Section 3313, requires ALL visitors to school buildings to report to the office immediately upon entry to the building. Visitors include anyone who is not an enrolled student. Parents who wish to meet with administrators or teachers should call ahead to schedule a meeting. Northwood Local Board of Education Policy 2121 provides that any person who fails to comply with directions for visitors shall be subject to trespass and will be prosecuted. Students not enrolled at Northwood High School are not permitted to visit the school during school hours. They are welcome as spectators or guests at extracurricular events.

## Emergency Operations

Fire drills at regular intervals are required by law and are important safety precautions. Exits are clearly assigned to each room by the fire drill procedure posted in every room. When the fire bell rings, everyone should move immediately out of the building, obeying teachers’ orders and moving along promptly. Students must stay with the classroom teacher during the evacuation. Move as rapidly as may be done without running. Silence should be observed, and undue haste and pushing avoided. All windows and doors should be closed and lights turned off. No matter how small the group, nor how isolated from the general mass of students, everyone is expected to respond to the fire signal. Go far enough beyond the exits to permit all to get out of the building without delay. Return to the building on signal. Go directly to classes. In cases of severe weather, all in the building will be instructed to go to the tornado shelter areas designated for each room location. Students should move promptly, quietly and in good order, as instructed by the classroom teacher. Students must remain with the classroom teacher.

Building lock downs will be called on the Public Address system. During lock down, all students must remain in the classroom and follow teacher directions to be out of sight from the door. Students in the hallway or rest rooms when a lock down is called should proceed immediately to the closest classroom and remain there.

## **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 as well as the Northwood school districts' social media accounts. Delays will generally be of two hours duration, so each bus run and each building will begin two hours after the regular starting time. See each building section for closing and delay information specific to that building.

## **Media Center –**

The Northwood High School Media Center strives to:

- Equip patrons for problem-solving and life-long learning;
- Support and enrich the curriculum of the school by working with other educators to design learning strategies to meet the needs of individual students;
- Assist students in developing the skills necessary to succeed in the 21st century; and
- Encourage a love of reading.

The primary purpose of the library is to assist students in meeting their academic needs.

Students may use Media Center services during their RR after checking in with the RR monitor and before and after school upon request. Students coming to the Media Center from any classroom must carry a pass from that classroom.

Most materials, with the exception of reference materials and magazines, may be checked out. Charges for lost and damaged materials will be based on replacement and/or repair costs. A \$2 charge will be assessed for lost/damaged barcode labels.

## **Lost and Found**

There is a lost and found area in the high school office. Any articles found in the building should be turned in to lost and found. Items not claimed by the end of the school year will be donated to a charitable organization.

## **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 do not park in fire lanes, handicap spaces or any area not marked for general parking. Students should not park in staff parking lots during school hours. The School District will not be liable for damages from accidents occurring in the District parking lots.

## **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.

## **Work Permits**

Any high school student under the age of 18 who works for a business or regular employer is required by Ohio law to have a work permit. The permit may be applied for in the high school office and the office will send the permit to the employer, student, and appropriate state agency.

## **Tobacco Policy**

Tobacco use is not permitted by anyone at any time in any school-owned buildings, vehicles or on school grounds. All Northwood School campuses are to be considered “smoke free.” The district installed multiple smoke/vape detectors throughout the school to help enforce 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 health insurance coverage for sports related injuries before a student may practice or play.

## **Yearbook**

The **Aurora** is published annually by students in the Writing for Publication class. Upper-class students may apply for positions on the staff each spring and will be selected by the faculty advisor. The **Aurora** includes highlights of the year's activities and events, as well as pictures of individuals, clubs, teams, and many candid photos. Orders are taken in during the school year and the book is delivered in August.

## **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 Support Groups**

The high school has active After-Prom, Athletic, and Music Booster support groups. All parents are urged to get involved in one or more of these groups. Our student activity programs could not function without the help of these boosters. Please call the school for information on meeting times and current officers.

# **Use of Personal Communication Devices/Cell Phones**

For purposes of this policy, "personal communication device" (PCD) includes computers, tablets (e.g., iPad-like devices), electronic readers ("e-readers"; e.g., Kindle-like devices), cell phones, smartphones (e.g., iPhones, Android devices, Windows Mobile devices, etc.), smart watches, telephone paging devices (e.g., beepers or pagers), and/or other web-enabled devices of any type.

To support school environments in which students can fully engage with their classmates, their teachers, and instruction, the Board of Education of **Northwood Local Schools** has determined the use of cell phones by students during school hours should be limited.

The objective of this policy is to strengthen **Northwood's** focus on learning, in alignment with our mission of Student Performance, Student Growth & Student Well-Being.

## ***I. RESEARCH***

Research shows that student use of cell phones in schools has negative effects on student performance and mental health. Cell phones distract students from classroom instruction, resulting in smaller learning gains and lower test scores. Increased cell phone use has led to higher levels of depression, anxiety, and other mental health disorders in children.

## ***II. APPLICABILITY***

This policy applies to the use of cell phones by students while on school property during school hours.

## ***III. USE OF CELL PHONES***

Student use will be limited. The use of cell phones during instructional hours may change based on administrative review, policy changes, or legislative changes throughout the school year.

## ***IV. EXCEPTION***

Nothing in this policy prohibits a student from using a cell phone for a purpose documented in the student's individualized education program developed under Chapter 3323 of the Ohio Revised Code or a plan developed under section 504 of the "Rehabilitation Act of 1973," 29 U.S.C. 794.

## ***V. CELL PHONE STORAGE***

Students shall keep their cell phones in a secure place, such as the student's locker, a closed backpack, or a storage device provided by the district, at all times when cell phone use is prohibited.

## ***SECTION II – 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. Medications normally administered at school will be administered while on field trips. The Student Code of Conduct applies to all field trips. A student's behavior and academic record will determine whether or not he/she may go on a field trip.

### **Grading/Grade Cards/Interim Reports**

All grades issued to students and parents will be on a letter scale basis on all grade levels. There are four grading or marking periods during the school year. Report cards are issued at least one week after the close of each nine-week period. Nine weeks grades constitute 40% - 50% of the semester grade and are used to determine the Honor Roll as well as athletic eligibility. Semester grades are issued at the end of each semester and determine final academic credit and cumulative grade point average. Interim reports (mid-nine weeks) are made for all students and serve as an indication of how the student is doing at the midpoint of each grading period. Interim grades are not final.

Parents are encouraged to monitor their student's academic performance on-line through Schoology. Parents and students in grades K-12 are given a code to access this online grade book allowing up-to-date review of grades in all classes. Schoology can be accessed through the district website: [www.northwoodschoools.org](http://www.northwoodschoools.org).

All letter grades shall be given a numeral equivalence for determination of class ranking and also when averaging a course grade over the entire semester.

Grade point averages in non-Honors classes will be computed according to the following scale:

|    |      |    |      |
|----|------|----|------|
| A+ | 4.33 | C  | 2.00 |
| A  | 4.00 | C- | 1.67 |
| A- | 3.67 | D+ | 1.33 |
| B+ | 3.33 | D  | 1.00 |
| B  | 3.00 | D- | 0.67 |
| B- | 2.67 | F  | 0.00 |
| C+ | 2.33 |    |      |

See Northwood Curriculum Guide for current Honor Classes for the upcoming school year.

Grades in these classes will be weighted as follows:

|    |      |    |      |
|----|------|----|------|
| A+ | 5.33 | C  | 3.00 |
| A  | 5.00 | C- | 2.67 |
| A- | 4.67 | D+ | 2.33 |
| B+ | 4.33 | D  | 2.00 |
| B  | 4.00 | D- | 1.67 |
| B- | 3.67 | F  | .00  |
| C+ | 3.33 |    |      |

Honors credit can also be awarded for some college courses taken through Post-Secondary Options, as long as the course content is at or above the level for which honors credit is granted at the high school, or the class has been designated an honors class by the college.

The following grade scale converting percentage to letter grades is in effect for all classes at Northwood High School.

|    |           |             |
|----|-----------|-------------|
| A+ | Excellent | 98.5 – 100  |
| A  | Excellent | 94.5 – 98.4 |
| A- | Excellent | 92.5 – 94.4 |
| B+ | Good      | 90.5 – 92.4 |
| B  | Good      | 84.5 – 90.4 |
| B- | Good      | 82.5 – 84.4 |
| C+ | Average   | 80.5 - 82.4 |
| C  | Average   | 71.5 – 80.4 |
| C- | Average   | 69.5 – 71.4 |
| D+ | Poor      | 67.5 - 69.4 |
| D  | Poor      | 61.5 – 67.4 |
| D- | Poor      | 59.5 – 61.4 |
| F  | Failing   | 0 - 59.4    |

**Incomplete Grade (I)** - In any given nine week period, if the teacher feels that a student has not completed the assigned work for the course for that period, the teacher may issue a grade of “I”, signifying that the work for the grading period was Incomplete. A student may make up an “I” for the period, but due to the quality of the work the grade of “F” may be given. Any “I” for the given period must be made up within two weeks of the succeeding period unless the teacher grants an extension of time. Failure to make a sincere effort to make up an “I” grade within the required time will result in an “F” grade on the pupil’s record for that period of the school year. If the “I” grade is given during their final grading period and is not removed within one week (unless an extension of time is granted by the teacher) the final grade in that subject shall become an “F”, as the requirements for that course will not have been completed.

## Grade Point Average

Grade Point Average (G.P.A.) is computed at the end of each nine weeks grading period to determine the Honor Roll and eligibility for interscholastic activities. This is the student’s Current G.P.A. and is not cumulative. The student’s Cumulative G.P.A. is determined by semester grades only and is re-computed at the end of each semester. Cumulative G.P.A. is part of the student’s official academic record and is used to determine class rank and graduation honors. Please see the Curriculum Guide for more information on Grade Point Averages.

## Acceleration Policy

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.

## Graduation Requirements

Please note that even though graduation requirements have changed and may continue to change, each graduating class will be accountable for satisfying the requirements as they existed when that class entered Northwood High School.

### GRADUATION CREDIT REQUIREMENTS

|                               |   |
|-------------------------------|---|
| English                       | 4 credits   |
| Math                          | 4 credits (must include Algebra II)   |
| Social Studies<br>Government) | 3 credits (must include 1 credit of World History, 1 credit of American History, 1 credit of American |
| Science                       | 3 credits (must include 1 credit of Life Science and 1 credit Physical Science)                       |
| Health                        | 1/2 credit  |
| Physical Education            | 1/2 credit (or completed PE waiver – see page 32)   |
| Computer Tech/Fine Arts       | 1 credit or two ½ credits   |
| Electives                     | 5 credits   |
| Financial Literacy            | ½ credit  |
|                               | 21.5 credits  |

\* Students must show competency by earning a passing score on Ohio's high school Algebra I and English II tests. Students must also demonstrate readiness for graduation by earning at least two (2) diploma seals, one (1) of which must include a State-approved seal. For the list of seals and requirements see Policy 5460 and AG 5460 D. All course credit requirements must also meet specific course guidelines established by the Ohio Department of Education and Workforce.

The graduation (commencement) ceremonies are presented by the Board of Education as an honor to the graduates and their families. Participation in these ceremonies is considered a privilege and the privilege may be denied for violations of the Conduct Code, Board policies, state and federal law or other egregious actions. No student who is credit deficient will be allowed to participate in the graduation ceremony or receive a diploma. In addition, no student shall participate in the graduation ceremony or receive a diploma if he/she has not met the requirements for passage in all areas of the state mandated Ohio Graduation Test .

No student shall participate in the graduation ceremony who has not participated in graduation rehearsals. No student shall participate in graduation practices, the graduation ceremony, or receive a diploma if he/she has not paid all fees and/or fines owed to the school and returned all school-owned equipment.

## **High School Credit while in 8<sup>th</sup> Grade**

Students in the 8<sup>th</sup> grade may be eligible to take high school classes for high school graduation credit. Currently these classes include Honors Algebra I, Band, Health and Physical Education. Grades in these classes are part of the official high school transcript and are included in the Cumulative G.P.A.

## **Class Scheduling**

Every Northwood High School student will be given a Curriculum Guide each spring, including credit requirements, electives, and a narrative description of each class offered the following year. Scheduling for the next school year takes place in February and March. The Curriculum Guide lists sample schedules and all other information necessary for choosing classes.

Each student must register for a minimum of six full credits each year.

## **Classification By Grade - Students must earn:**

**FIVE** (5) credits (three from core\* classes) to be classified as a **Sophomore**.

**ELEVEN** (11) credits (6 from core\* classes) to be classified as a **Junior**.

**SIXTEEN** (16) credits (9 from core\* classes) to be classified as a **Senior**

\*Core classes consist of Language Arts, Social Studies, Math and Science.

## **College Preparatory Program**

Students who attend Northwood High School have access to a regular college preparatory program. Successful completion of this program will prepare them for post-high school studies. Northwood students who attend Penta Career Center may also follow a program of college prep studies. Please see the Curriculum Guide for complete details of all academic programs and classes at both Northwood and Penta.

## **Correspondence/Summer School**

Only **FIVE** (5) credits from correspondence courses and / or summer school may be applied towards the credits needed to graduate. No verbal grading of tests will be allowed. Northwood High School will not accept correspondence and/or summer school credits if classes taken in this high school can satisfy the credit deficiency and the student's class has not graduated.

The written transcripts from the correspondence school must be received in the school office prior to the first graduation rehearsal practice, or the student will not be allowed to participate in the graduation ceremony.

## Dropping/Adding Classes

By the time a student reaches high school age, he/she should be mature enough to begin making decisions regarding class requests. The School Counselor is always available to aid when necessary, and students are urged to communicate with their parents regarding their schedules. During pre-registration and final registration, students are continually urged to take the time necessary to make good decisions so that changes will not be necessary the following year.

Therefore, the following policy has been adopted regarding schedule changes: Once a student turns in his / her scheduling requests for the following year, **no changes in either the requests or the final schedule will be allowed, except those initiated by either the School Counselor or a Faculty Member.**

Situations which would necessitate a change by one of these parties include, but are not limited to:

- Issues related to College Credit Plus
- The teacher feels a student is making a legitimate attempt in the class and the work is too difficult.
- Completion of Summer School Classes.
- A need to make up classes failed from the previous year.
- Obvious scheduling errors (i.e. duplication of classes, etc...)

The following are **not legitimate reasons for changing your schedule:**

- "It's too hard."
- "It isn't what I thought it was going to be like."
- "I talked it over with my parents and we decided that I should change my schedule."
- "I really don't need this class."
- "I just took it to fill up my schedule."

## Early/Deferred Graduation - Procedure and Requirements:

1. The principal will grant early graduation only if all graduation requirements have been met.
2. Whenever a student graduates at mid-year, one year early, or sometime after the completion of the fourth year, he/she will have the opportunity to participate in the next scheduled graduation ceremony. He/she must, however, attend all required graduation practices unless excused in advance by the building principal.
3. Whenever a student graduates at mid-year, one year early, or sometime after the completion of the fourth year, the student becomes an alumnus and forfeits all local honors/activities /privileges designed for seniors from that date forward (with the exception of the graduation ceremony).
4. Full authority for granting early graduation rests with the building principal.

## Gifted Identification

In accordance with the belief that all children are entitled to education commensurate with their particular needs, students considered gifted are provided opportunities to progress as their abilities permit. These students may require services beyond those offered in regular school programs. Gifted students are identified by qualified professionals using a variety of assessment procedures based on eligibility criteria specified by the Ohio Department of Education.

## Homework

Recognizing that home study is a necessary part of each student's educational program, teachers do assign work to be completed outside of class. Although only the individual student can determine the amount of time necessary to successfully complete assignments, each student must expect to spend some time in addition to scheduled class times to successfully complete homework. Homework not only directly affects grades, but indirectly as well, by better preparing students to participate in class and to pass quizzes and tests. Adequate preparation eliminates "surprises" and excuses.

Some assignments, especially in more advanced classes, are long-range in nature and require home study over a period of time for adequate completion. Planned study eliminates the need to spend too much time completing assignments the day before they are due.

Students who do not complete homework may be required to do so during non-class time within the school day.

## Honor Roll

The Honor Roll is released at the end of each grading period. The Honor Roll recognizes students who earn a 3.0 or higher grade average for the grading period, with NO grade lower than a “C”.

## Eligibility

The Northwood Local Board of Education prohibits students in grades 7-12 from participating in extracurricular activities if they have earned less than a 1.75 GPA (grade point average) or received more than 1 failing grade (F) in the previous grading period. Extracurricular activities are defined as school-sponsored student activities (i.e. . . .Athletic Teams, Cheerleading Squads, Quiz Bowl, Power of the Pen, Musical, Homecoming Court, Drama Club, etc..)

\*\*\* Students attending Penta Career Center\*\*\*

Due to the block schedule, athletic eligibility is established with the passing of the lab and one of the two academic classes in addition to maintaining the 1.75 GPA for the quarter.

A student enrolling will have his / her eligibility determined by his / her academic achievement from the previous grading period at his / her previous school. This policy does not apply to any activities, which are included in the Northwood Local School District graded Course of Study for which credit is given.

Failure to comply with the grading period eligibility requirements will result in the loss of Interscholastic Extracurricular Eligibility for the next grading period.

## Probationary Periods

A student will be granted one (1) probationary period in Grades 7 & 8, one (1) probationary period in Grades 9 & 10, and one (1) probationary period in Grades 11 & 12, if they meet the minimum eligibility standards as established by the OHSAA (Ohio High School Athletic Association). This probationary period allows a student the opportunity to improve his / her academic standing as well as being able to stay involved with interscholastic extracurricular activities.

In order to use the one (1) probationary period in Grades 7 & 8, a student must pass at least 75 % of all courses he / she is enrolled in during the preceding grading period, but fall below the required 1.75 GPA and have no more than 1 failing grade (F).

In order to use the **one (1) probationary period** in Grades 9 & 10, and **one (1) probationary period** Grades 11 & 12, a student must pass the equivalent of five (5) full credit courses he / she is enrolled in during the preceding grading period, but fall below the required 1.75 GPA and have no more than 1 failing grade (F).

A student’s probationary period will be considered as being used if the student becomes involved in an interscholastic extracurricular activity whose season officially begins during that grading period.

Unless otherwise specified in an identified student’s IEP (Individualized Education Plan), that student must also comply with the eligibility provisions set forth in this policy.

## Flex Credit Program

The high school offers flexible plans to earn credits for graduation. There are three possible uses of the Flex Credit Program:

Flex Recovery – To earn credits for graduation when the student is behind due to failure/loss of credit.

Flex Out – To “test out” of a class if the student wants to accelerate. All class requirements must be met.

Flex Advance – To do advanced course work for credit in a class or area not offered in the regular curriculum.

A complete explanation of the Flex Credit Program and its policies and regulations is available in the Curriculum Guide.

# Honors Diploma

What are Honors Diplomas?

High school students can gain state recognition for exceeding Ohio's graduation requirements through an honors diploma. Students challenge themselves by taking and succeeding at high-level coursework and in real-world experiences.

Ohio students have the opportunity to choose to pursue one of six honors diplomas:

1. [Academic Honors Diploma](#)
2. [International Baccalaureate Honors Diploma](#)
3. [Career Tech Honors Diploma](#)
4. [STEM Honors Diploma](#)
5. [Arts Honors Diploma\\*](#)
6. [Social Science and Civic Engagement Honors Diploma](#)

\*includes dance, drama/theater, music and visual art.

Northwood High School will follow the Ohio Department of Education requirements for an Honors Diploma. Criteria is subject to change. Please see the ODE website for the most current state requirements.

<https://education.ohio.gov/Topics/Ohio-s-Graduation-Requirements/Honors-Diplomas>

## Intervention Assistance

Northwood High School will attempt to intervene with all students who struggle academically. The school and/or parent may initiate a case review to determine possible reasons for the lack of success. The review team (a.k.a. intervention team) will consist of the parent, counselor, administrator, teachers, school psychologist, and others who may have important knowledge or interest in the student. The team will gather data to determine the best course of action.

## National Honor Society

To qualify for consideration to become a member of the National Honor Society, a student must be a Sophomore, Junior or Senior and meet the eligibility requirements as defined by the National Honor Society Teacher Committee of the Northwood High School Chapter of the National Honor Society. Students eligible for consideration are judged and selected by faculty based upon the following criteria/qualities: • Scholarship • Leadership • Character • Service

## 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/Cheating offenses may 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 may 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.

## **Artificial Intelligence/Natural Language Processing Tools:**

The Board recognizes that the responsible use of AI requires the highest standards of academic integrity with clear expectations for students, educators, and staff regarding the ethical use of AI tools. AI-enabled tools may be used to support student work (such as brainstorming or feedback), but AI-generated work must not replace student work. Students are expected to complete assignments and assessments in a manner that reflects their own understanding and effort, critically analyze AI-generated content and not misrepresent it as original work, and use proper citations and references for AI-assisted work according to existing policies and expectations relevant to assignments (such as APA or MLA style formats).

A student's unauthorized use of AI tools may be considered a form of plagiarism, unauthorized collaboration, or misrepresentation of AI-generated content as original work, and any student found using these tools without permission or in a prohibited manner may be disciplined in accordance with the Student Handbook or Policy 5500 – Student Code of Conduct.

See Board Policy 7540.09

## **College Credit Plus**

Students have the opportunity to take coursework and earn high school and college credit that applies to both their high school and college transcript. The coursework must apply to a degree or professional certificate.

Students will have the option throughout high school to earn college credits offered by Ohio public and private colleges and universities in a setting arranged by the college, including taking courses on campus or as online courses.

- Equivalent college courses will be weighted the same as the high school Honors courses
- High school credit for college courses taken through the College Credit Plus program will be awarded according to the following formula:

|                              |             |
|------------------------------|-------------|
| Three or more semester hours | 1.00 credit |
| Two or less semester hours   | TBD         |

(all courses must apply to a degree or professional certificate)

To be eligible:

- Students and parents attend mandatory CCP meeting
- Meet the admission standards of the participating college or university to which they apply for enrollment, either through ACT test scores or placement testing and by meeting the college or university GPA requirements
- **Intent to Participate Form** must be returned to the High School Office by ***March 31st*** with signatures indicating that the student and parents have received the required counseling and that they understand their responsibilities

Participating colleges and universities will provide an advisor for each student enrolled, who will help the student navigate the college requirements.

There is no cost for the student to participate in College Credit Plus when the student is enrolled in a *public college or university*. Students choosing to enroll in a participating *private college or university* may incur costs.

- Students who withdraw from a college course after designated drop times will be responsible for the cost of the course(s).

## Testing Programs

*There are several important testing programs at Northwood High School:*

- The class of 2019 and beyond will be required to meet the graduation testing requirements set forth by the state of Ohio.
- End of Course Exams – A minimum of 18 points on end of course exams is required for graduation for the 2018 class and beyond. A minimum of 4 points must be earned on both English exams and Math exams. A minimum of 6 combined points must be earned on History, Government and Biology exams.
- PSAT – This is a preliminary version of the Scholastic Aptitude Test (SAT) and is given to college-bound juniors in October. This test helps prepare the student for the SAT and ACT. It also is the qualifying test for the National Merit Scholar Program.
- ACT – The American College Test is used by most colleges in the nation, especially in the Midwest. It is given at several sites in the area throughout the school year. Students can get registration information from the high school counselor office. The state of Ohio will pay for all Juniors to take the ACT one time as part of the pathways to graduation
- SAT – The Scholastic Aptitude Test is not a requirement for admission to most colleges, but may be needed for certain schools. Like the ACT, it is administered at several sites in the area, although not as often as the ACT. Registration information is available in the school counselor’s office.
- Specific test security measures will be communicated during each testing session. The use of electronic equipment not specifically for testing is prohibited. The use of social media to share test questions and/or other test related material is also prohibited.

## Computer Usage Agreement

### Local Network and Internet Acceptable Use Policy

#### 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 all efforts to assure 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.

## **Chromebooks**

### **School issued iPads and Chromebooks**

iPads and chromebooks are specifically addressed in the iPad and chromebook handbooks signed by all students and parents at the start of each school year through finalforms. No chromebook will be issued until there is a signed handbook in place.

### **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.

## SECTION III – 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.

Activities available at Northwood High School include Key Club, Spanish Club, Teen Institute, Chess Club, Academic Quiz Team, Swing Choir, Jazz Band, Pep Band, Musical, National Honor Society, and student governance through the Student Council and class 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.

### Service Clubs

Three clubs at Northwood High School conduct community service activities during the school year. They are the Student Council, Key Club, and National Honor Society.

Your Student Council is an active group of student representatives chosen from the student body (representatives at large) and from the four classes to serve as the governing body for student affairs. Student Council members are directly responsible to their classmates and the Student Council advisor. Students apply for membership at the beginning of the school year.

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 charter school clubs and other organizations.
8. To promote the general welfare of the school.

The Key Club sponsors and conducts two or three Red Cross blood drives during the school year. Its members also volunteer in the community in several different capacities and assist at Toledo Area soup kitchens. Key Club also sponsors annual volleyball and field day activities for the high school. Membership in Key Club is selective, based on grade, academic record and participation in other activities. Application for membership can be made at the beginning of the school year.

The Northwood Chapter of the National Honor Society is open to students who meet the criteria established by the national office of NHS. These criteria are scholarship, leadership, character and service. To qualify for consideration to become a member, a student must be a Junior with a minimum G.P.A. of 3.30 or a senior with a minimum G.P.A. of 3.00. Students eligible for consideration will then be chosen by the high school faculty based on the four criteria above.

### Athletics

Northwood High School offers a variety of interscholastic sports during the school year. These sports include football, girls' soccer, volleyball, cross country, golf, boys and girls basketball, wrestling, cheerleading, boys and girls track, baseball and softball. Northwood is a small school system, therefore the

opportunity to participate is more open than many bigger schools. Students who have a firm desire to participate in interscholastic athletics will be able to find a place on one or more of our teams.

Northwood is a member of the Ohio High School Athletic Association and abides by all the rules of the Association. Student transfers to Northwood may not be immediately eligible under OHSAA regulations. Northwood is also a member of the Toledo Area Athletic Conference.

To help defray the costs of the athletic program, participants will be required to pay a fee. Currently this fee is \$60 a sport, or \$120 to cover all sports and activities for a school year.

All athletes must meet eligibility requirements listed in “Section II – Academics”

## **Section IV – Student Conduct**

### **Attendance**

#### **General Attendance Information –**

The Ohio Revised Code, Section 3321.01, requires all youth under the age of eighteen (18) to attend school unless they have graduated from high school. For those eighteen (18) or older, attendance is not compulsory and the privilege of attending is granted until it is abused. Students eighteen (18) or older with excessive absenteeism will be recommended for expulsion.

Northwood High School is in session from 7:50 to 2:35.

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
- N. To receive accommodations for religious expression days, parents or guardians must submit written requests to the Principal within fourteen (14) days after the start of the school year or fourteen (14) days after a student is enrolled in the District. The requests must specify the religious expression day(s) to be approved.

**Ohio law** requires that 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 absence;
- 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. All students must obtain an Admit Slip the day of return.

Work missed on the day of an unexcused absence is due the student's first day back to school.

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

## **Excessive Absence Policy**

When a student of compulsory school age is absent from school with combined nonmedical excused absences and unexcused absences in excess of thirty-eight (38) or more hours in one (1) school month, or sixty-five (65) or more hours in a school year, that student is considered "excessively absent" from school.

## **Truancy**

A student will be considered habitually truant if the student is absent without a legitimate excuse for thirty (30) or more consecutive school hours, for forty-two (42) or more school hours in one (1) school month, or for seventy-two (72) or more school hours in one (1) school year.

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 also be referred to Community Based Diversion Services provided by Wood County ESC or other services to support methods of increasing attendance.

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

## **Unexcused Absences**

Unexcused absences include, but are not limited to:

Oversleeping, Car Trouble, Missed bus, Babysitting, Truancy, Birthday/other celebration, Employment, Shopping, Vacation (Work may be made-up under parameters listed above.)

## **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 3<sup>rd</sup> period deadline also applies to any delays in the starting time. A student who leaves school early due to illness may not participate in any after-school activity. If a student is absent from school all day, s/he may NOT attend any after-school activities.

## **College Visits**

Students will not be marked absent for a college visit if the visit is arranged in advance with the school counselor. The number of approved visits may be limited.

## **Early Dismissal from School**

Students who leave school during the day must present a note to the school office 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 by the school and permission obtained before any student may leave school. An ill student cannot leave the school without the permission of the office staff. Leaving school early will count towards total school absence hours.

## **Make-Up Work**

Make-up work for all absences is the student's responsibility. Students must request make-up work from teachers, and will be given one day for each day of an excused 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 8:00 AM or as soon as reasonably possible.

## **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**

Students are considered tardy if they are not in their 1<sup>st</sup> Period class by 7:50.

The student should report directly to the main office when tardy to school. 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.

## **Transportation**

Students who ride buses 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.

## **Vacations**

Although the school does not encourage this, occasionally it becomes necessary to accompany parents on these excursions. In anticipation of this occurrence, students are to secure a Permission Slip or Leave of Absence form in the office and have the form completed for arrangement of course make-up, and duly signed by all persons involved. This absence is considered as an unexcused absence under state law, but students are allowed to make-up any missed work, within time limits.

## **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 loses 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)

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. All pants must be worn at the waist.
3. Tube tops, halter-type clothing and plunging necklines are prohibited. Undergarments are not to be visible.
4. Muscle shirts are prohibited. Mesh, see - through shirts or jerseys are permitted provided an appropriate shirt is worn under it.
5. Attire that suggests/sells gang activity of any kind is strictly prohibited.
6. Bare feet are prohibited.
7. 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.
8. No heavy coats, blankets, hats, sunglasses or head coverings shall be worn within the school building.
9. 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.

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

All other situations not covered in this dress code will be left to the final judgment of the administration regarding appropriate attire that is not disruptive to the educational process.

## **Zero Tolerance**

Northwood Local Schools have 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.

## **Protection of Individual Beliefs**

The Board shall not solicit or require current or prospective students who seek enrollment in the District to affirmatively ascribe to specific beliefs, affiliations, ideals, or principles concerning political movement or ideology, nor will the District use any statements of commitment to specific beliefs, affiliations, ideals, or principles concerning political movements or ideology to evaluate the student's academic performance. (See Policy 2265)

## **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. Frequent multiple missing assignment discipline infractions will result in disciplinary action not excluding Friday detention and in school suspension. 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 IDs are forms of lying and are not acceptable. Plagiarism and cheating are also forms of falsification and will subject the student to academic penalties as well as disciplinary action. See Plagiarism in [Section II – Academics](#).

### **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 VI 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 and personal 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, violent 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**

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 (including candies containing illegal substances), mood altering drugs, counterfeit controlled substances, look-a-likes, 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. Parents may allow their child to be part of a pool of students subject to random testing. 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. 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.

This rule (10) applies at all times in school, on school grounds, on school buses, and at any interscholastic competition, extra-curricular event, or other school-sponsored event.

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

Student possession and use of cellular phones, pagers and other electronic signaling devices on school campuses and school buses, at school-sponsored activities and while under the supervision and control of school district employees is permitted under the circumstances described within this handbook. See additional Electronic Equipment guidelines listed in the “Personal Communication Devices” section of the handbook

All students may use these devices on campus before school begins and after school ends.

Unauthorized use of such devices disrupts the instructional program and distracts from the learning environment. Therefore unauthorized use is grounds for confiscation of devices by school officials, including classroom teachers.

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, including expulsion and criminal charges.

## **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 and criminal charges.

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 the 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.

### **Reporting Harassment -**

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 guidance 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 other associated with the District. This guideline does not negate the requirements to report suspected abuse in compliance with AG 8462

## **20. Hazing/Bullying/Intimidation** (Reference: School Board Policy 5517.01)

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, electronic 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.

Cyber-bullying is abusive behavior including, but not limited to, taunting, threatening, stalking, intimidating 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. Such action is prohibited and subject to disciplinary measures.

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.

All incidents of hazing must be reported immediately to any of the following individuals: the building principal or other administrator, teacher, coach, student club advisor/supervisor and/or Superintendent. Students who engage in hazing may also be liable for civil and criminal penalties.

### **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 constitutes insubordination. Failure to surrender personal items upon teacher directive constitutes insubordination.

### **22. Misconduct**

Any conduct which causes a reasonably direct disturbance, disruption, dangerous, injury, not otherwise specifically enumerated herein. Conduct that is disruptive to the educational process.

### **23. 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. This protection of school employees is afforded by Ohio law.

### **24. 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 at a school activity or 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.

### **25. 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.

### **26. Physical Assault of A Staff Member/Student/Person**

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 individual may result in criminal charges and may subject the student to expulsion.

### **27. 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.

### **28. Refusing to Accept Discipline**

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

### **29. Setting Fires**

A student will not set a fire, attempt to set a fire, possess or use any type of incendiary device in any fashion unless part of a supervised school lesson or program.

### **30. Theft-Possession of Stolen Property**

Students found in possession of property taken from others may be found guilty of theft. Students are encouraged not to bring valuable possessions to school that are not needed for studies. The School is not responsible for personal property.

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

Any statement or 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, or in reaction to the directive of a staff member will also be considered a verbal assault, which will subject a student to discipline-

### **32. 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.

### **33. 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.

### **34. Unauthorized Presence/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.

### **35. 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 or their property, regardless of where or when that act may occur, if that act would be a criminal offense if committed by an adult.

### **36. 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 purposes, 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, pens, pencils, laser pointers, and jewelry.

### **37. Careless or Reckless Driving**

Driving on school property in such a manner as to endanger person or property.

# 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 above will be responded to as necessary by staff.

This is a sequential system to deal with student conduct which maintains effectiveness, consistency, and open communications.

1. Students are assigned a discipline program as prescribed by the handbook.
2. A discipline program is referred to as an outcome.
3. Once a student has accumulated the maximum number of assigned program area outcomes, he/she will progress to the next level. \*

## Level I – Detention/Office Referral

A student will be assigned a maximum of 6 detentions per semester.

## Level II – Friday Detention/In-School- Suspension

A student will be assigned a maximum of four (4) Friday Detentions per semester.

## Level III – Out-of-School Suspension

A student will be assigned an out-of-school suspension when Level I and Level II have been exhausted.

When a student has progressed through all levels of discipline, his/her case will be reviewed by the administrators with a determination of whether the student will be recommended for expulsion. Violating any of the guidelines in the Safe School Act may result in a suspension.

Bullying/Harassment Hierarchy – applies to Code of Conduct sections 19 and/or 20 violations

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

2<sup>nd</sup> Infraction – After school detention

3<sup>rd</sup> Infraction – Friday Detention

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 –*

Detentions can be assigned by classroom teachers or school administrators. The student will receive a written notice at least 24 hours in advance. Detentions are served after school from 2:40 to 3:30. If a detention is not served (without a valid excuse) an additional detention will be assigned. (Note: Participation in extracurricular activities is not a valid excuse.) Detention will be monitored by a high school staff member. All regular school rules apply during detentions.

### *Friday Detention Regulations –*

Friday Detention will be assigned by the building administrator. Students will receive a written notice at least 24 hours in advance. Friday Detention hours are 2:40 to 5:30 PM. Students who fail to attend Friday Detention without valid prior notice to the school will receive an additional Friday Detention or an immediate suspension from school. Friday Detention is monitored by a certified staff member. All regular school rules apply during Friday Detention.

### *Suspension –*

Suspensions from school may result for major violations and/or repeated violations of the Code of Conduct. The Principal will handle these violations through suspension from school or in-school suspensions at their discretion. Suspensions can be from one to ten school days. The student has the right to a hearing before the suspension and any suspension may be appealed to the superintendent of schools. During the period of suspension the student may not be on school grounds or attend any school functions.

### *Expulsion –*

Expulsion is any removal for more than ten (10) days by the Superintendent of Schools. The Superintendent will convene an expulsion hearing before making a final determination. The building administrator may recommend expulsion to the Superintendent for serious violations of the Code of Conduct and/or for violations of state law governing school conduct. During the period of expulsion the student will receive no academic credit and may not be on school grounds or attend any school functions.

### *Due Process -*

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

### *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.

### *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.

## SECTION IV-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 a 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 may be denied the privilege of transportation on district vehicles. These safety rules and procedures are listed in Section VI of this handbook under "Transportation."

### 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 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.*

**Upon receipt of this handbook, each student or parent will be asked to sign a receipt on final forms signifying his/her acknowledgment of the importance of being aware of the information herein.**