

NORTHWESTERN ELEMENTARY SCHOOL

Student and Parent Handbook

2018-2019 School Year

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www.northwestern.k12.oh.us

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Northwestern Elementary School Student/Parent Handbook

INTRODUCTION

Welcome to the Northwestern Elementary School. All the members of the staff are pleased to have you as a student and will do our best to help make your experience here as productive and successful as you wish to make it. Parents are always welcome to visit Northwestern Elementary School but are asked to make arrangements in advance through the school office. **All visitors and guests are required to register at the office upon entering the building by way of the main front doors.** This is governed by Ohio Revised Code and Board Policy.

We are using this handbook as a means of communicating between the home and school. There are many policies, regulations, and services discussed in these pages. Please read and keep this handbook readily available throughout the year. Many of your questions have been anticipated and are discussed in some detail. We are always available to clarify any school matter. The telephone numbers listed will prove helpful. Do not hesitate to use them. Close cooperation between the home and school is essential to promote the best interests of your child. Parents are encouraged to visit school and attend scheduled meetings between parents and teachers. Mutual benefits accrue when there is a meaningful exchange of information between home and school. It is our hope that this handbook will be helpful to you and promote that understanding.

A parent or guardian is asked to detach and sign the receipt at the back of this handbook and return it to the child's teacher.

CORE BELIEFS AND VALUES

We believe:

- All individuals have worth and are entitled to be treated with respect.
 - Responsible use of resources aids success.
- Collaborations and communication are essential to success.
- High expectations are the foundation of high achievement.
 - A safe and healthy environment is essential for learning.
 - Problem solving skills are necessary for success.

MISSION

Northwestern Local Schools in partnership with the community provides the best educational foundation to help individuals develop to their fullest potential.

VISION

Valuing one another, working with one another, succeeding together.

EQUAL EDUCATION OPPORTUNITY

It is the policy of this district to provide an equal education opportunity for all students. Any person who believes that the school or any staff person has discriminated against a student on the basis of race, color, creed, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the district, or social or economic background, has the right to file a complaint. A formal complaint can be made in writing to the Building Administration listed below:

Luke Everhart, Principal
5610 Troy Road
Springfield, Ohio 45502
937-964-3240
everhartl@nwlschools.org

The complaint will be investigated and a response, in writing, will be given to the concerned person within a timely manner. The building administrator can provide additional information concerning access to equal education opportunity. Under no circumstances will the district threaten or retaliate against anyone who raises or files a complaint.

TELEPHONE NUMBERS

Northwestern Elementary School 964-3240
Northwestern High School 964-1324
Northwestern Board Office 964-1318
Northwestern Transportation Office 964-1672

Website

www.northwestern.k12.oh.us

SECTION I- GENERAL INFORMATION

Organization

Northwestern Elementary School houses students in preschool and grades kindergarten through sixth. Classroom enrollments average twenty-two pupils per teacher. Full-time educators give instruction in art, music, and physical education. A library aide and volunteers staff the library. Special education and gifted services are provided to students through co-teaching in the regular classroom, small group instruction, and individual instruction.

School Day

The school day begins at 8:40 a.m. and ends at 3:30 p.m.

A.M. Pre-School 8:40 a.m. - 11:25 a.m.

P.M. Pre-School 12:45 p.m. – 3:30 p.m.

Student Drop-off and Pick-up Procedures

While we encourage all students to use our bus transportation, students may be brought to school in the morning. **Parents who drop their children off in the morning will do so in the front of the building. Please pull all the way forward as indicated by the parking marks on the pavement.** A staff member will arrive on duty at 8:20 a.m. Students are to remain in their vehicles until a staff member indicates they may be released. Students are to exit from the passenger side of the vehicle and walk directly to the sidewalk and into the building. If you need to drop your child off earlier than 8:20 a.m. please stop in the office and pick up morning latch-key registration information. **Drop off ends at 8:40 a.m.** If you arrive later than 8:40 a.m., your child will need to be escorted into the office and be signed in by a parent/guardian.

Pick-up of students will also occur in the front of the building. You will need to obtain a car pick-up pass from the office in order to pick-up your student. If you have a pass from last year we will use the same pass and number for the current year. Dismissal of car riders begins at 3:30 p.m. Please do not merge into the line from the school entrance. Follow the line through the front entrance lane of the elementary. Pull your vehicle to the front-most parking spot or closely behind the person in front of you. Staff members on duty will direct the traffic flow. If students have not been picked up before 3:50 p.m. they will be taken to Latch Key and Latch Key fees will apply (\$2.50 for 1-60 minutes). **Students are not permitted to be picked up in the back of the building. Additional rules/regulations about pick-up of students will be sent home with each student. The information sheet will need to be signed and returned to the office.**

Early Dismissal/Student Sign Out Procedures

Professional appointments should be made outside school time. No student will be allowed to leave school prior to dismissal time without either a.) a written request signed by the parent, a person whose signature is on file in the school office or b.) the parent coming to the school office to request the release. No student will be released to a person other than a custodial parent/guardian without a permission note signed by the custodial parent/guardian, other legal authorization or has been authorized by the custodial parent/guardian per the student's emergency medical form.

School Closings

In extreme weather or other situations causing school to close, announcements will be made on local radio station, WEEC-FM 100.7, and on television channels WDTN, Channel 2 and WHIO, Channel 7 . Information concerning school closings or delays can also be found on the school's web page at www.northwestern.k12.oh.us or our District App. Notification will also be sent via the use of the district's One Call Now phone system. **It is vital that the school office has current contact information.** Depending upon weather conditions, an early dismissal from school may become necessary. In the case of an early dismissal, parents should make advance arrangements with a neighbor or friend to care for their children if they are not home for any reason.

Playground

Northwestern Elementary School has an outdoor play area surfaced with blacktop, mulch, and additional grass areas. In appropriate weather all students are expected to go outside for recess unless they have a doctor's statement. These few students will remain in their classrooms in their seats. As a rule, if the weather is good and the temperature is 25 degrees or above Fahrenheit (including wind chill), recess will be outside. Please dress your children appropriately for outside recess.

Textbooks

The school furnishes basic textbooks in certain classes. This is done with the hope that these major investments will be properly maintained. Reasonable wear is expected as a result of daily use. Unreasonable damage to textbooks will result in fines.

Student Fundraising

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines. The school will accept cash donations in lieu of participation in a fundraiser. The following general rules will apply to all fundraisers.

1. Students involved in the fundraiser are not to interfere with students participating in other activities in order to solicit funds.
2. No student may participate in fundraising activities off school property without proper supervision by approved staff or other adults.
3. No house-to-house canvassing is allowed by any student for any fundraising activity.
4. No student may participate in a fund-raising activity conducted by a parent group, booster club, or community organization on school property without the approval of the principal.

No student is permitted to sell any item or service in school without the prior approval of the building principal. Violation of this **policy** may lead to disciplinary action.

Advertising Outside Activities

No announcements or posting of outside activities will be permitted without the approval of the superintendent. A minimum of twenty-four (24) hours notice is required to ensure that the superintendent has the opportunity to review the announcement or posting.

The School has a central bulletin board located in the office that may be used for posting notices after receiving permission from the superintendent.

Student Valuables

Students are not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. **The school is not responsible for their safe-keeping and will not be liable for any loss or damage to personal valuables.**

Northwestern Elementary School Cafeteria Policies

We are excited to share lunch with your child. For your information all items served in our cafeteria are baked. We also have a choice of snacks. Your child may purchase one snack a day. We have several choices daily for lunch. The cost of a student lunch is \$2.60 and \$3.50 for adults. The cost of breakfast is \$1.50 and milk is \$0.50. A reduced student lunch is \$0.40 and the reduced breakfast cost is \$0.30.

- 1) Type A Plate Lunch - Entrée, bread, vegetable, fruit & milk
- 2) Salad Lunch – Chef Salad, bread, fruit and milk

Charge Policy

Each child is permitted two charges. After two charges a child will receive a peanut butter sandwich & milk at the cost of \$1.00 per day, until their account is paid.

Carry-In Lunches & Student Packed Lunches

Parents and/or other family members are welcome to eat lunch with their children throughout the year. Please sign in upon your arrival and wait in the cafeteria for your child or children to arrive. As our lunchroom is very busy and crowded during certain times of the day, you and your child may be asked to change seats to accommodate the other classrooms coming to the cafeteria. We do ask that any food brought to the school is purchased and given to only your child during lunch. Also, we ask that parents refrain from bringing or packing carbonated beverages (soda), sweetened or unsweetened tea, or high sugar content beverages for lunch. Should your child bring such a drink to school, an alternative of milk or water from the drinking fountain will be provided and the soda, tea, or high sugar beverage will be sent to the office or disposed of (if already opened).

Free and Reduced Lunch Forms

Please send these forms in as soon as you receive them. All children that received free and reduced lunches the previous year will be eligible to receive free or reduced lunches the first two weeks of school. If after two weeks, we do not receive your new free or reduced lunch form you will be responsible for any charges that occur.

If you have any question please feel free to call Sue Geis at (937) 964 – 1318

Emergency Drills

It is essential that all students become familiar with the emergency drill routes posted in each classroom. The fire, tornado, and lockdown drills are different. Students will be taught differences between the different types of drills. Teachers will instruct the children during the first week of school about the procedures for each drill. Drills are to be taken seriously and will be practiced throughout the year. Classes are to stay together and with their teacher.

Visitors

Visitors, particularly parents, are welcome at the school. **If a person wishes to confer with a member of the staff, s/he must call for an appointment prior to coming to the school. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to sign in and obtain a pass.** Any visitor found in the building without signing in and wearing a visitor badge shall be reported to the principal. Students may not bring visitors to school without first obtaining written permission from the principal.

Volunteers (Board Policy 4120.09)

The Board of Education recognizes that certain programs and activities can be enhanced through the use of volunteers who have particular knowledge or skills that will be helpful to members of the classified staff responsible for the conduct of those programs and activities. The Superintendent shall be responsible for recruiting community volunteers, reviewing their capabilities, and making appropriate placements. S/He shall not be obligated to make use of volunteers whose abilities are not in accord with District needs. **All volunteers who are in the school on a regular schedule will be fingerprinted.** The district will not reimburse for fingerprints however, you may use a Northwestern voucher at the Clark County ESC. Volunteers who have lived out of State of Ohio in the last five (5) years will also obtain a FBI check. If any staff member recruits a volunteer please be sure that the volunteer is aware of these procedures. If you need further information on these procedures please see board policy for volunteers.

Elementary Library

All elementary students have a library card on file to check out books. Each student has a scheduled library period once a week. Kindergarten students may check out one book each week to be kept in their classroom. First through sixth grade students may check out two books per week. Books are kept for one week. Students are held responsible for the cost of repairing damaged books or replacing lost books. We only ask that your child has a "safe" place to keep his/her book and that you **enjoy** reading with your child!

Lost and Found

The lost and found area is found by the cafeteria. Items left without ownership will be donated periodically.

Telephone Messages/Student Use of School Phones

Students may use office or classroom telephones only in emergencies. Permission must be given to use these phones and the call will be supervised. Important messages will be given to students promptly by the office. Messages will also be given to teachers and other staff members who will return calls when they are free.

Class Placement Policy

- The principal has the professional responsibility to assign students to designated classrooms.
- The school staff uses its experience, knowledge of children, and understanding of educational fundamentals to develop successful class placements and to make sure each student is placed in the best situation for that child.
- The assignment of students for next year's classes is accomplished through grade level meetings with teachers and the principal. **Please do not ask your child's teacher to place your child into a specific teacher's classroom as it creates undue stress upon the teacher and can easily disrupt the equitable distribution of students into next year's classrooms.**
- Many factors are considered in the placement process, including individual's needs and strengths, whole class needs, learning styles, academic levels, peer relationships, leadership qualities, behavioral factors, gender balance, and levels of parent classroom assistance.
- Individual class placements will be placed in your child's grade card envelope on the last day of the school year.

Transfer Out of the District

If a student plans to transfer from Northwestern, the parent must notify the school office. By law, the child must be enrolled in a new school district within 14 days. If Northwestern is not notified of the new placement within 14 days we are required to notify local authorities. (missing children laws). Parents are encouraged to contact the principal for specific details.

Immunizations

Ohio school law requires all students in grades K-12 be immunized before school enrollment. Please take care of this requirement before school starts. School officials have the responsibility of enforcing this requirement. Students new to the district have fourteen school days from the date of entrance to meet these requirements. If this deadline is not met, a student can be removed from school until the necessary immunizations have been administered. Immunization requirements as of the 2016-2017 school year for kindergarten and first graders are:

- a. Five doses of DPT vaccine
- b. Four doses of polio vaccine
- c. Two doses of MMR vaccine
- d. Three Hepatitis B doses
- e. Two doses of Chicken Pox (Varicella) vaccine for K-6.

Records of students in other grade levels will be evaluated as received.

A form is provided by the school to verify that the child has met immunization requirements. This form must be on file to enter class. Physical and dental examinations are not required but are strongly recommended.

Emergency Medical Forms

Each student will take home a "Northwestern Local Schools Registration/ Emergency Medical" form to be completed and signed by the parents and returned to the school. This form must be on file in the school office. **It is important that all blanks be completed on the form.**

School Records

Every student who enrolls at Northwestern Local Schools develops a personal school record. This record is compiled and filed in the school office. Once a record is established, it is difficult to change or correct any part of the record. The child's school record is a vital piece of information about him/her. An excellent record should be the goal of every student, emphasizing grades, attendance, character, citizenship, activity participation, and school community service. Your child's school record is important, so make every effort possible to help him/her create the best record that he/she is capable of making. School records are now controlled documents. Only certain individuals as outlined by school board policy have access to the records. **Please notify us of any changes of address or phone numbers throughout the year.**

School Fees

Consumable educational materials are used at each grade level at Northwestern Elementary School to administer and reinforce instruction. The price for such fees is based on the actual cost to the district. Prompt payment of fees is appreciated. **If a hardship situation exists, please contact the school office to make arrangements.** The Board of Education has authorized the building principal to enforce the payment of fees, fines, and charges by withholding grades. For preschool children, fees are \$25.00. For children entering kindergarten through sixth grade, the fees are \$50.00.

SECTION II- BEHAVIOR GUIDELINES

Guidelines for student conduct are based upon:

- A) Safety and welfare of the students and staff
- B) Maintenance of the building and its furnishings
- C) Workload of school personnel

These guidelines establish expectations for conduct of students in the classroom, on the playground, in the cafeteria, library, hallways, restrooms, during assemblies, on field trips, etc. An orientation by the principal on expected conduct while in school will be presented to the students at the beginning of the school year. Specific guidelines for behavior while in restrooms, hallways, cafeteria, on the playground, or on the school bus will be given to students upon the opening of school. Teachers will review the classroom procedures for discipline, which they will expect the students to follow.

STUDENT EXPECTATIONS

The school's rules and procedures are designed to allow students to be educated in a safe and orderly environment. **All** students are expected to follow staff members' directions and obey all school rules.

The staff expects students to arrive at school prepared to learn. In order to keep parents informed of their child's progress in school, parents will be provided information on a regular basis and whenever concerns arise. At times it will be the responsibility of the student to deliver the information. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

It is the mission of Northwestern Elementary School to assist our parents and the community in educating their children in order for them to become functioning members of our society. Providing a safe and effective learning environment within our schools requires dedication and cooperation among the parents/guardians/custodians, students, teachers, staff, and administrators. The following are responsibilities designed to establish and foster a positive learning climate within our schools.

Parents should:

- A. Insist that their children treat school staff members with courtesy and respect.
- B. Teach their children socially acceptable standards of behavior.
- C. Teach their children to be accountable for their own actions.
- D. Develop a positive self-concept in their children.
- E. Assure that their children attend school regularly and arrive on time.

- F. Explain proper safety rules and monitor their children's conduct while in transit to and from school; assure that their children arrive home from school within a reasonable time.
- G. Require that their children do homework regularly and check its quality and completeness.
- H. Assure that their children are adequately fed before and after school.
- I. Assure that their children are home at a reasonable evening hour and get sufficient sleep.
- J. Assure that their children maintain good personal cleanliness habits.
- K. Respond to communications from school officials and attend conferences with the principal upon request.
- L. Review with interest and concern students' report cards and other progress reports from school officials.
- M. Attend back-to-school events, teacher conferences, and other meetings and activities provided by the school to effect good home-school communications.
- N. Assure that their children will maintain the school as an environment which is free from violence, weapons, and drugs.
- O. Support principals and teachers in the interpretation of school system discipline policies and regulations and in the enforcement of student conduct and citizenship standards by school building personnel.

P.B.I.S.

Positive Behaviors Interventions and Supports are in place to assist with recognizing positive behaviors and developing plans to re-direct/teach behaviors that are deemed appropriate for school. At Northwestern Elementary School, students and all other stakeholders are expected to be Respectful, Responsible and Ready. School wide behavior incentives to reinforce being Respectful, Responsible and Ready are listed on page 13.

School Wide Incentive Programs

There are several ways that we try to support and encourage each student to be Respectful, Responsible and Ready at Northwestern Elementary School:

Fun Fridays: Students who demonstrate proper behavior at school will get to participate in Fun Fridays. Each grade level will determine this weekly activity.

Homeroom Perfect Attendance: Classrooms are rewarded by the building principals with pencils, playground balls, bubble gum parties, and free books.

Quarterly Awards: All students will have the opportunity to earn the school wide quarterly academic and behavior awards.

Grade Level Academic Awards: At the end of each quarter, students will be recognized for individual perfect attendance, honor roll and awards created by grade level teachers.

Other Incentives: Our teachers provide many incentives for their students throughout the year. Certificates, awards, pizza parties, assemblies, field trips, ice cream socials, and other incentives will be utilized to motivate and reward students.

We look forward to continuing to recognize our students who meet these high standards. We also hope that this program will help all of our students strive to do their best and earn the rewards.

SECTION III- STUDENT CODE OF CONDUCT

Teachers and administrators have the authority and responsibility to enforce the established rules and regulations governing student conduct. The purpose of such authority shall be to protect the rights of students to acquire, and teachers to provide, quality education.

The discipline that a student receives for violating school rules will depend upon:

- A. the seriousness of the offense
- B. the number of times offenses are committed

The staff will endeavor to be fair and consistent in applying discipline to all students. It is the goal of all the staff that positive and lasting methods be planned to assist students in discipline and/or behavior problems.

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

Code of Conduct

OHIO DEPARTMENT OF EDUCATION'S DISCIPLINARY CODES AND DEFINITIONS:

01 Truancy

No student shall be absent from school without a school-approved excuse.

03 Fighting/Violence

No student shall participate in an incident involving physical violence.

04 Vandalism Damage to School or Personal Property

No student shall participate in the willful destruction or defacement of school or personal property.

05 Theft/Stealing Personal or School Property

No student shall participate in the unlawful taking of property belonging to another person.

06 Use, Possession, Sale, or Distribution of a Firearm

The use, possession, sale, or distribution of a firearm on school property or at a school related function is prohibited. A firearm is any weapon which will, is designed to, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any machine gun. This includes zip guns, start guns, and flare guns. Firearm look-a-likes should not be reported with this option.

07 Use, Possession, Sale, or Distribution of a Dangerous Weapon Other Than a Firearm or Explosive, Incendiary, or Poison Gas

The use, possession, sale, or distribution of a dangerous weapon other than a firearm or explosive, incendiary, or poison gas on school property or at a school related function is prohibited. No student shall possess, transport, transmit, and conceal any weapon, dangerous instrument, or “look alike” weapon or dangerous instrument. This includes any weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury (knives, chains, and clubs). “Look alike” weapons, knives, or instrument include, but are not limited to any object a reasonable person might consider under the circumstances a dangerous weapon, knife or instrument. Additionally, no student shall use or attempt to use any device or instrument to inflict bodily harm on another person, even if that device or instrument in any other context might not be considered a weapon by a reasonable person (e.g., stabbing another person with a pencil).

08 Use, Possession, Sale, or Distribution of Any Explosive, Incendiary, or Poison Gas

The use, possession, sale, or distribution of any explosive, incendiary, or poison gas on school property or at a school related function is prohibited. This would include any destructive device, which would include a bomb, a grenade, a rocket having a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, and a mine or similar device. This definition would also include any weapon that will, or that may be readily converted to, expel a projectile by the action of an explosive or other propellant, and that has any barrel with a bore of more than one-half inch in diameter.

09 Use, Possession, Sale, or Distribution of Tobacco Products

The use, possession, sale, or distribution of tobacco products on school property or at a school related function is prohibited. This includes smokeless tobacco.

10 Use, Possession, Sale, or Distribution of Intoxicating Alcoholic Beverages

The use, possession, sale, or distribution of intoxicating alcoholic beverages on school property or at a school related function is prohibited.

11 Use, Possession, Sale, or Distribution of Drugs Other Than Tobacco or Alcohol

The use, possession, sale, or distribution of any controlled drug other than prescription medication that has been administered in accordance with the district’s policies on school property or at school related functions is prohibited.

14 False Alarms/Bomb Threat

Any threat (verbal, written, or electronic) by a student to bomb or use of other substances or devices for the purpose of exploding, burning, causing damage to a school building or school property, or to harm students or staff is prohibited

18 Disobedient/Disruptive Behavior

Unwillingness to submit to authority, refusal to respond to a reasonable request, or any act that disrupts the orderly conduct of a school function; behavior which substantially disrupts the orderly learning environment (i.e., dress code violations, inappropriate language, cursing, inappropriate gestures) on school property or at a school related function is prohibited.

19 Harassment/Intimidation

Repeatedly annoying or attacking using physical, verbal, written, or electronic action which creates fear of harm, an intimidating or hostile education or work environment, without displaying a weapon and without subjecting the victim to actual physical attack (i.e., bullying, hazing, threat of harm) is prohibited.

20 Firearm Look-a-likes

Any items that resemble a firearm but do not have the explosive characteristics of a firearm but may use a spring loaded device or air pressure by which to propel an object or substance (i.e., toy guns, cap guns, bb guns, pellet guns) on school property or at a school related function is prohibited.

21 Unwelcome Sexual Conduct

Unwelcome sexual advances, requests for sexual favors, other physical or verbal conduct or communication of a sexual nature, including gender-based harassment that creates an intimidating, hostile, or offensive education or work environment (i.e., pinching, grabbing, suggestive comments, gestures, or jokes or pressure to engage in sexual activity) on school property or at a school related function is prohibited.

22 Serious Bodily Injury

An incident that results in serious bodily injury to oneself or others. Serious Bodily Injury is defined as "A bodily injury that involves substantial risk of death; extreme physical pain; protracted and obvious disfigurement; or protracted loss or impairment of the function of a bodily member, organ, or faculty.

A major component of the educational program at Northwestern Elementary is to prepare students to become responsible citizens by learning how to conduct themselves properly and in accordance with established standards.

THE FOLLOWING DISCIPLINARY CODES AND DEFINITIONS ARE IMPLEMENTED BY THE NORTHWESTERN BOARD OF EDUCATION IN ADDITION TO THE STATE RELATED CODES AND REGULATIONS LISTED ABOVE:

A. Alcohol, Drugs, and Narcotics

No student shall possess, (including but not limited to purses, backpacks, wallets, lockers, desks, cars etc.) consume, use, inhale, handle, give, store, conceal, offer to sell, sell, transmit, acquire, buy, represent, make, apply, or show signs of consumption of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, tranquilizer, prescription drug, alcoholic beverage, intoxicant, solvent, gas, or mood-altering substance/chemical, or any counterfeit controlled substance of any kind.

No student shall possess, use, handle, conceal, offer to sell, sell, deliver, transmit, buy or make any instrument used for drug abuse, or paraphernalia (including but not limited to hypodermic needles, syringes, pipes, roach clips, rolling papers, etc.)

B. Abuse of Others

No student shall use, direct, or display words, phrases, gestures or actions, which are considered to be disrespectful, threatening, intimidating, harassing, slanderous, degrading, obscene, profane, or inappropriate behavior as defined by school administration.

C. Aiding and Abetting

A student shall NOT, in any way, knowingly aid or abet another student who is violating the rules for conduct. Students behaving in this manner will be disciplined according to the consequences given for the rule being violated.

D. Physical Misconduct/Assault

No student shall behave in such a manner which could threaten, intimidate, or cause physical injury to school personnel, administrators, teachers, support staff, secretaries, custodians, cooks, students, and/or visitors, while under the jurisdiction of the school and while on school property. Such jurisdiction includes bus stops, both before and after school, and during all school related extra-curricular activities. Examples of physical misconduct and assault will include, but will not be limited to, threats, including verbal and physical intimidation, pushing, grabbing bumping, and punching. The determination of all such actions will be determined by the building administrators. Any statement or non-contact action that a staff member, student, or other person associated with the District feels to be a threat will be considered a verbal assault as well as profanity directed toward a staff member in a threatening tone.

Aggressive Behavior Toward Students (Board Policy 5517.01)

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Aggressive behavior toward

a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well being. This type of behavior is a form of harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

Any student that believes s/he has been or is the victim of aggressive behavior should immediately report the situation to the building principal or assistant principal, or the Superintendent. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports may be made to those identified above.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated.

If the investigation finds an instance of aggressive behavior has occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any officer position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior. Making intentional false reports about aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentional false reports may result in disciplinary action as indicated above.

The following definitions are provided for guidance only. If a student or other individual believes there has been aggressive behavior, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

"Bullying" is defined as a person willfully and repeatedly exercising power or control over another with hostile or malicious intent (i.e., repeated oppression, physical or psychological, of a less powerful individual by a more powerful individual or group). Bullying can be physical, verbal, psychological, or a combination of all three. Some examples of bullying are:

- A. Physical-hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal- taunting, malicious teasing, insulting, name calling, making threats.
- C. Psychological- spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/ shunning, extortion, or intimidation.

"Harassment" includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature on the basis of age, race, religion, color, national origin, marital status or disability (sexual orientation, physical characteristic, cultural background, socioeconomic status, or geographic location).

"Intimidation" includes, but is not limited to, any threat or act intended to tamper, substantially damage or interfere with another's property, cause substantial inconvenience, subject another to offensive physical contact or inflict serious physical injury on the basis of race, color, religion, national origin or sexual orientation.

"Menacing" includes, but is not limited to, any act intended to place a school employee, student, or third party in fear of imminent serious physical injury.

"Harassment, intimidation, or bullying" means any act that substantially interferes with a student's educational benefits, opportunities, or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop, and that has the effect of:

- A. Physically harming a student or damaging a student's property
- B. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property; or
- C. Creating a hostile educational environment.

"Staff" includes all school employees and Board members.

"Third parties" include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

Confidentiality

To the extent appropriate and/or legally permitted, confidentiality will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations.

Notification

Notice of this policy will be **annually** circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedure. The Superintendent is directed to develop administrative guidelines to implement this policy. Guidelines shall include reporting and investigative procedures, as needed. The complaint procedure established by the Superintendent shall be followed. (Adopted 7/29/03)

E. Damage to Property

No student shall, at any time, destroy or deface property or equipment of the school district or the personal property of another person. Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student does damage to or loses school property, the student or his/her parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will be subject to discipline according to the Student Code of Conduct.

F. Disrespect or Non-compliance

No student shall disobey directions of administrators, teachers, substitute teachers, student teachers, teacher aides, bus drivers or other school personnel who are authorized to such directions during any specific period of time when they are subject to the authority of such school personnel.

G. Disruption or Interference with Curricular or Co-Curricular Activities

No pupil shall use force, violence, coercion, threat, or any other means to cause material disruption or obstruction of any curricular school activity.

H. Disruption of School/Bus

No student shall, by use of violence, coercion, or any other means cause disruption or obstruction of a normal school day or activity. Examples of disruption include unusual or offensive attire, setting off fire alarms, fireworks, unauthorized fire (not arson), false alarms, bomb threats, "water" items, throwing objects or food, running, wrestling, having a lighter, etc.

I. Extortion/Shakedown

No student shall use force, intimidation, undue or illegal power to obtain money or personal property from another student.

J. Forgery, Removing or Altering Student Records and Office Forms

Students shall not be involved in any form of forgery. No student shall remove any student record from its official place of deposit without permission of the record custodian or alter school forms in any way. No student shall inappropriately use computers and/or computer programs.

K. Gambling

No student shall participate in gambling of any kind. All material will be confiscated and returned to parent.

L. Hazing (State Law)

No student, including leaders of student organizations, shall plan, encourage, or engage in any hazing. Hazing is defined as subjecting or coercing another person into mental or physical harm, for purposes of organizational invitation. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy. For a definition of and instances that could possibly be construed as **hazing**, consult Policy [5516](#).

M. Leaving School Property

No student, regardless of age, shall leave the building during the school day without prior approval from one of the administrators.

N. Loitering/ Off Limit

No student shall loiter in off limits or unauthorized areas of the school grounds.

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

Examples of misconduct include but are not limited to harassment (of any type), vandalism, assault (verbal and/or physical), and destruction of property.

P. Misconduct off school grounds

Misconduct by a student that occurs off of school property but 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.

Q. Electronic or Battery Operated Items

No student shall use electronically or battery operated items, except for calculators unless requested by teacher in classroom. This includes cellular phones, tape/disc/iPods/MP3 players and video games. Students are permitted to possess a cell phone or music device at school provided that during school hours the device is turned off and stored out of sight. Bus drivers and Latch Key supervisors may permit the use of hand-held **electronics**. Such items are not to be utilized in the classroom.

R. Sales

No student shall be involved with any sales except those connected with school activities and approved by the administration.

S. Student Activities

No student shall violate the rules or regulations or misappropriate funds of such school activities.

T. Suggestive, Obscene, Lewd and Violent Materials

No student shall possess any material that would be suggestive, obscene, lewd, or violent, as defined by school administration.

U. Theft/Possession of Stolen Property

No student shall attempt to steal property or equipment of the school district or the personal property of another person while under the school's jurisdiction.

V. Unauthorized Publication (Non-school sponsored)

No student shall publish or distribute publications of matter which is, in the constitutional sense considered as unprivileged, libelous or obscene.

W. Usage of Tobacco

On July 20, 1988, a state law prohibiting tobacco use by students went into effect. Students in Ohio's public schools are not permitted to smoke, use tobacco or possess tobacco during any school supervised activity. The tobacco ban will apply to such areas and activities as: school buildings, school grounds, school buses, school field trips, all athletic events and any/all extracurricular activities. Administrators may operate on basis of suspicion and/or obvious circumstances.

X. Weapons and Instruments

A weapon includes conventional objects like guns, rifles, pistols, pellet guns, knives, or club type implements. Weapons may also include but will not be limited to such items as toys or replicas that are presented or appear to be real. Objects that are or have been converted from their original intention or use to injure or threaten another may also be defined as being a weapon. These items may include but are not limited to: pens, pencils, nail-files, and so on. Students must remember that possession of weapon(s) is subject to possible suspension, expulsion, and/or permanent exclusion. It will make no difference whether or not the weapon belongs to someone else, unless the student in possession of the weapon can provide compelling evidence that the weapon in question was placed in his or her possession without knowledge or prior approval. If it is confirmed that the weapon in question was brought on school property or placed in another student's possession with intent to frame, then the offending student or students will be subject to disciplinary action.

Under Federal Law, a firearm is defined as a weapon, including a starter gun, which will or is designed to, or may readily be converted to expel a projectile by the action of any explosive, the frame or receiver of any such weapon, any firearm muffler or silencer, or any destructive device. A destructive device may include, but will not be limited to any explosive, incendiary, or poison gas bomb, grenade, or rocket object that has a propellant charge of more than four (4) ounces, or a missile that has an explosive or incendiary charge of more than one-quarter (1/4) ounce.

Possession of any such weapon requires the Superintendent to expel the offending student for one (1) calendar year from the date of the infraction. The superintendent may modify the expulsion based only on the consideration of one or more of the following specific circumstances:

- (1) The offending student is enrolled under an IEP or 504 plan and the IEP or 504. Team recommends removal in accordance with the law.
- (2) The offending student was unaware that he/she was in possession of a firearm.
- (3) The offending student did not understand that the item possessed was considered a firearm.
- (4) The offending student brought the item to school as part of an educational activity and did not realize that possession would be considered a firearm.

If a student is found possessing a knife - which is defined as any cutting instrument that consists of at least one sharp blade fastened to a handle- the Superintendent may expel the offending student for up to one (1) calendar year from the date of the infraction.

Any object that is used to threaten or harm another may be considered a weapon. Intentional injury to another can be a felony and may be cause for Civil action. This violation may subject the offending student to expulsion and possible permanent exclusion.

Y. 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 may subject the student to discipline.

Z. Purposely Setting a Fire

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

AA. False Alarms and False Reports

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.

BB. Insubordination

If given a reasonable direction by a staff member, the student is expected to comply. Failure to comply with directions or acting in defiance of staff members will result in disciplinary action.

CC.. Skateboards

Use of skateboards and roller shoes are prohibited in the school building, on the playground, or anywhere else on school premises.

Procedures for Handling Discipline

The following procedures are used to improve student behavior. The consequences are not in a specific order and are enforced based on the behavior infraction and past discipline incidences.

1. Counsel with student
2. Conference with parent (via telephone or personal meetings)
3. Deny privileges to student
4. Isolation during lunch & recess
5. Assign student to before or after school detention
6. Assign student to Friday School
7. Emergency removal of student from school
8. Assignment to Alternative Learning Center
9. Out of School Suspension
10. Expulsion

Cafeteria Rules

In order to maintain a pleasant and controlled environment within the lunchroom, the following rules are to be observed by all students:

1. Sit at assigned seats.
2. Keep hands, feet, and objects to yourself.
3. Raise hand to request needed items.
4. Use good table manners.
5. Use "inside" voices at all times.

Discipline Procedure for Inappropriate Cafeteria Behavior

Students who grossly abuse common rules of conduct in the lunchroom will be disciplined using the following procedures:

1. Lunchroom monitors/aides will inform the classroom teacher of the behavior infraction.
2. The classroom teacher will implement the appropriate consequence based on the grade/classroom discipline policy.
3. If necessary, the classroom teacher will refer the student to the Assistant Principal or Principal.

Playground Rules

1. Two hand touch football, tag, and kickball are played in the grass.
2. When swings or slides are used by students, they should be sitting down and facing forward.
3. Fighting, including play fighting, is improper school conduct and will result in disciplinary action.
4. Rocks, snow and other projectiles are to be left on the ground and never thrown on school property.
5. Be considerate of other students using the climbing playground equipment by not stepping on others' hands and feet.
6. Students may be in the building on outside recess days only if parents have sent a note from the doctor to stay inside or the teacher has assigned an indoor recess. Students inside will remain quietly in their seats.
7. When outside on bad weather days, students will play on blacktop or gravel areas only.
8. Students are to stay away from windows so that in-class students will not be distracted.

9. Swings are not to be wound over the top of the sets, as this may cause chains to weaken and possibly break, resulting in student injury.
10. When on playground equipment, students are not to play tag. Tag should be played only in the grassy areas of the playground.

SCHOOL BUS TRANSPORTATION

The Northwestern Local School District provides students with bus service for their convenience and safety. In order to keep the ride to and from school safe for everyone, students must behave in a responsible and respectful manner. Following the rules below will help to keep our buses safe and comfortable for everyone.

A. Expectations

1. While waiting at the bus stop, students will stand on the sidewalk or designated area in a quiet, orderly manner; and they will demonstrate proper care and respect for the yards and property of their neighbors around the stop.
2. Absolute quiet is to be maintained when the bus driver requests it, especially at railroad crossings and other dangerous areas.
3. When it is necessary to cross the road, either to or from the bus, it shall be done in front of the bus and only when so directed by the bus driver.
4. Students will line up in an orderly manner prior to entering or leaving the bus.
5. Students will obtain the bus driver's approval prior to boarding the bus with any type of animal, insect, dangerous material, or dangerous object.

B. Operation and Safety Rules

The Board of Education empowers its school bus drivers with the necessary authority and/or responsibility to maintain control of the pupils on a bus, entering a bus, leaving a bus, or interfering with the proper operation of a bus and its purpose of transportation of pupils.

Students are required to follow all rules and procedures established by the bus driver and the Student Code of Conduct. In addition, students are required to comply with the following regulations:

1. Pupils shall arrive at the bus stop before the bus is scheduled to arrive.
2. Pupils must wait in a location clear of traffic and away from the bus stop.
3. Behavior at school bus stop must not threaten life, limb, or property of any individual.
4. Pupils must go directly to an available or assigned seat.
5. Pupils must remain seated, keeping aisles and exits clear.
6. Pupils must observe classroom conduct and obey the driver promptly and respectfully.
7. Pupils must refrain from using profane language.

8. Pupils must refrain from eating and drinking on the bus except as required for medical reasons.
9. Pupils must not use tobacco on the bus.
10. Pupils must not have alcohol or drugs in their possession on the bus except for prescription medication that is required by a student and has been approved by the school.
11. Pupils must not throw or pass objects on, from, or into the bus.
12. Pupils may, with the approval of the bus driver, carry on the bus only objects that can be held in their laps.
13. Pupils must leave or board the bus at locations to which they have been assigned unless they have parental and administrative authorization to do otherwise.
14. Pupils must not put head or arms out of the bus window.

C. Transportation Disciplinary Action

Students who violate the Student Code of Conduct or the aforementioned regulations while under the authority of a school bus driver may be disciplined by the appropriate ***school administrator*** or designee in a manner deemed appropriate and adequate. This disciplinary action may include, but is not limited to, one or more of the following:

1. Loss of school privileges.
2. Detention before or after school.
3. Assignment to Friday School.
4. Emergency removal from the school bus.
5. Suspension and/or expulsion from bus transportation privileges.
6. Suspension and/or expulsion from school.

Video cameras may be used on buses and the film may be used for discipline procedures. However, under the Family Educational Rights and Privacy Act (FERPA), the parent may only view the video if his or her child is the only student in the video. Typically, the video would reveal the behavior of other students as well, and therefore, it would contain personally identifiable information of other students that cannot be viewed by any parent.

SECTION IV- HEALTH SERVICES

A clinic is maintained at the school under the supervision of the nurse aide and office personnel. Pupils who become sick or injured at school are taken to the clinic for first aid, for a rest period, or to wait for parents to take them home. When emergencies arise due to illness or injury, instructions from the student's emergency medical form will be followed. ***If a student has a temperature above 100 degrees, they will be sent home and must be fever free without medication for 24 hours prior to returning to school.***

Student Well Being

Student safety is the responsibility of both students and staff. All staff members are familiar with emergency procedures such as fire and tornado drills and accident reporting procedures. If a student is aware of any dangerous situation or accident, he/she **must** notify a staff person immediately.

State law requires that all students have an emergency medical authorization completed and signed by a parent or guardian on file in the school office.

Parents with students that have specific health care needs should ***alert the school regarding*** those needs, in writing and with proper documentation by a physician, to the school office.

Injury and Illness

All injuries must be reported to a teacher or the clinic. If the injuries are minor, the student will be treated and may return to class. If medical attention is required, the office will follow the school's emergency procedures.

A student who becomes ill during the school day should request permission from the teacher to go to the clinic. The clinic will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

Medication Policy

Medication is administered to students only upon request of parents with written instructions from the doctor. The written request, including the signature of the parent, must be on file. In those circumstances where a student must take prescribed medication during the school day, the following guidelines are to be observed.

- A. Parents should, with their physician's counsel, determine whether the medication schedule could be adjusted to avoid administering medication during school hours.
- B. The appropriate form must be filed with the elementary clinic aide before the student will be allowed to begin taking any medication during school hours.
- C. All medications must be registered with the Elementary Clinic.
- D. Medication that is brought to the office will be properly secured. Medication **MAY NOT** be sent to school in a student's lunch box, pocket, or other means on or about his/her person. Medication may be conveyed to school directly by the parent.

- E. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.
- F. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time.
- G. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written request and the parent's written release.
- H. Medications must be provided in the containers in which they were dispensed by the prescribing physician or licensed pharmacist.

Emergency medical forms are kept on file for each student. In the event of injury or illness, phone numbers on these forms are used to call parents or other persons to take the child home if necessary. **PLEASE HELP US KEEP THESE FORMS UP-TO-DATE.**

Minor illnesses or injuries are treated in the health clinic according to accepted practice. The clinic nurse conducts sight and hearing checks, instructs health classes, and coordinates other health-related activities.

The nurse is also available for consultation with parents on health or medical situations affecting the child. If a student is on long term medication, a separate form, available in the school office, must be completed, bearing the doctor's and parent's signatures, and filed with us.

Control of Casual Communicable Diseases and Pests

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 has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly transient pest, such as lice. All lice eggs must be removed before a child may return to school. The school nurse will examine the student prior to the child's return to school or the child may be taken to the Clark County Health Department to be checked.

Specific 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 only for the contagious period as specified in the school's administrative guidelines.

Control of Non-casual-Contact Communicable Diseases

In the case of non-casual-contact communicable diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion.

Non-casual-contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex, HIV (Human Immunodeficiency), Hepatitis B, and other disease that may be specified by the State board of Health.

SECTION V-STUDENT SERVICES

Individuals with Disabilities

The American's with Disabilities Act (A.D.A) and Section 504 of the Rehabilitation Act provides that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but all individuals who have access to the district's programs and facilities.

The Northwestern School District provides a variety of special education programs and services for students identified as having a disability defined by the Individuals with Disabilities Education Act (IDEA).

A student can access special education services through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the school wants the parent to be an active participant. To inquire about the procedure or programs, a parent should contact the school office at 964-3240.

Parents who believe their child may have a disability that substantially limits major life activities of their child, should contact the building administration at 964-3240.

Gifted Identification

We have services for kindergarten through sixth. We offer the Cognitive Abilities test at the second grade level. These tests are used for intervention and for screening of potential gifted identification. If you have any further questions, please contact the Gifted Education Supervisor at 964-3240.

Northwestern Elementary Title I Programs

Title I is a federally funded program by which the school district receives federal funds to be used to employ teachers and to purchase materials and equipment for the support of the Title I program. Areas of need are determined by a teacher and parent needs assessment tool given in the Spring of the previous school year. **Reading Recovery is one of the services offered through the Title I program.** The Title I teachers work closely with the classroom teachers so students' needs are being met to improve weak skill areas. Instruction can include: one-on-one student/teacher work, small group instruction, team teaching in the regular classroom.

SECTION VI- ACADEMIC INFORMATION

Field Trips

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extra-curricular program. No minor student may participate in any school-sponsored trip without parental consent and a current emergency medical form on file in the office. Medications normally administered at school will be administered while on field trips. The Student Code of Conduct applies to all field trips.

1. Attendance rules apply to all field trips.
2. While the District encourages the student's participation in field trips, alternative assignments will be provided for any student whose parent does not give permission to attend.
3. Students who violate school rules may lose the privilege to go on field trips.

Grades

Northwestern Elementary has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will so inform the students at the beginning of the course work. If a student is not sure how his/her grade will be determined, he/she should ask the teacher.

GRADING SCALE

A+	99-100	C+	84-85
A	95-98	C	80-83
A-	93-94	C-	78-79
B+	91-92	D+	76-77
B	88-90	D	72-75
B-	86-87	D-	70-71
		F	<69
		I	Incomplete

No final mark (quarter, semester, or year-end grade) will be lower than the equivalent of 50%.

S- Demonstrates Success, Shows Adequate Progress
 S- Learning in Progress
 N -Needs Improvement
 U -Unsatisfactory
 I- Incomplete

Grade Cards

A report card is issued at each grade level (K-6) every nine weeks to report student progress, provided payment towards a student's fees are paid in full.

Interim Reports

Interim reports are used to notify parents of particular problems or to give recognition for a job well done between grading periods. These reports are required for all students with a C+ or below grade average. Students with a B- or higher average are provided at the teacher's discretion. These reports will be sent home with the student and returned with parent/guardian signature. If not returned, a telephone call will be made to parent/guardian to determine if they received the report.

Parent-Teacher Conferences

Parent-teacher conference days are scheduled twice annually. These conference days give all parents an opportunity to meet with their children's teachers to discuss student progress. Please make every effort to attend each of the conference days. Specific dates will be announced.

Other Conferences

Conferences may be initiated as needed by either the parent or the teacher throughout the school year. Schedule an appointment by calling your child's teacher at 964-3240.

Promotion/Retention/Placement

Students of Northwestern Elementary School basically move at their own rate through the curriculum. Students are challenged to do their best at all times. Progress reports at the conclusion of each nine-week grading period indicate if progress is satisfactory or if the student is working below his/her ability and needs to improve. Conferences are held with parents of these students to plan appropriate educational programs. Promotion to successive grades in school will be determined by the pupil's level of skill development in language arts and mathematics. Some students are placed in the next grade when the professional staff feels that retention would not be in the best interest of the child or when parents disagree with the retention.

State Testing Security

Students taking the 3rd, 4th, 5th, or 6th grade AIR assessments must comply with all test security procedures. Any attempt to take test materials from the testing session, to copy test materials, or to cheat on any of these tests will result in disciplinary action.

Homework Policy

Homework is an extension of the instructional program. It refers to those assignments prepared by the student outside the school day. Homework is based on the following rationale:

- A) Homework reinforces skills and information learned in class.
- B) Homework prepares your child for upcoming class topics.
- C) Homework teaches your child to work independently.
- D) Homework helps your child to develop self-discipline and responsibility.
- E) Homework aids in evaluating your child's progress.

F) In grades K-6, homework may be assigned Monday through Thursday nights.

In kindergarten, homework may consist of reading a familiar guided reading book or keep book. Homework in kindergarten should not exceed 10 minutes per night.

In grades 1 and 2, homework may consist mostly of practice work and reading and should not exceed 20-25 minutes per night. (Examples: reading/listening to a story, reading vocabulary, and math links).

Homework for students in grades 3 and 4 should not exceed 30-40 minutes per night to complete and 50-60 minutes in grades 5 and 6. Homework may be assigned on the basis of pupil needs. These needs may arise when absence necessitates make-up work; pupils are not working up to expectancy; a particular difficulty needs to be overcome.

In assigning homework, teachers will encourage neatness, completeness, accuracy, and punctuality. All written homework will be checked. Students should be given praise and other incentives when they do their homework.

If your child chooses not to do his/her homework, parents will be asked to check and sign completed homework each night. If your child still chooses not to complete his/her homework, he/she also chooses to lose certain privileges.

If a child is absent from school and the parent requests to receive the child's homework, the parent must allow the teacher 24 hours prior notice to prepare the missed work.

SECTION VII– ATTENDANCE

Excellent Attendance = Academic Success

Punctuality and regular attendance are of prime importance if you expect to benefit from and experience success in school. The habits of punctuality and good attendance start in the elementary grades and continue to develop throughout a student's years in school. Our goal for all students is **97%** attendance. This breaks down into approximately 48 hours missed per year. The State of Ohio (HB 410), like most states, has compulsory attendance laws for persons under eighteen years of age. Parents can be held legally responsible for their child's poor attendance. The state laws and local board regulations determine the absences that may be excused.

Definitions

Our efforts to promote regular attendance and punctuality are based on the procedures and practices spelled out as follows. In order to allow a student to have the opportunity to improve as the year progresses at the beginning of each semester the student will start with a clean slate in attendance matters.

Absence

Students who arrive after thirty minutes into the school day and before the mid point of the school day will be counted as being one half day absent. Students who leave after the mid point in the day will also be counted as being absent one half day.

Students who have to leave the building for medical appointments and return to the building within 1 and ½ hours will not be counted tardy or absent if they bring a Doctor's note when they return.

Any unusual circumstances will be subject to the building administrator's inquiry/approval. If a student is habitually or chronically truant and the student's parent has failed to cause the student's attendance, the student will be referred to the Clark County Juvenile Mediation Service which could be followed by a complaint will be filed with the Judge of the Juvenile Court in compliance with State law and Board Policy 5200.

Habitual Truant:

- Absent 30 or more consecutive hours without a legitimate excuse.
- Absent 42 or more hours in one school month without a legitimate excuse
- Absent 72 or more hours in one school year without a legitimate excuse

Excessive Absenteeism:

- Absent 38 or more hours in one school month with or without a legitimate excuse.
- Absent 65 or more hours in one school year with or without a legitimate excuse.

Chronic Absenteeism:

- Absent 92 or more hours with or without a legitimate excuse.

If your student meets the definition of habitual truant, the district will:

- Assign the student to an absence intervention team.
- Attempt to secure parent participation on the absence intervention team.
- Develop an absence intervention plan.
- If the student does not make progress on the plan or continues to be excessively absent, the district may file a complaint in the juvenile court.

If your student meets the definition of excessive absenteeism, the district will:

- Notify the family in writing.
- The student will follow the district's plan for absence intervention.
- The student and family may be referred to community resources.

Excused Absences

Students may be excused from school for one or more of the following reasons and will be provided an opportunity to make-up missed schoolwork and/or tests:

1. Personal illness
2. Serious illness in the family
3. Death in the family
4. Quarantine of the home
5. Observance of a religious holiday
6. Emergency or a set of circumstances which; in the judgment of the administration constitutes a good and sufficient cause for absence from school.

Unexcused Absences

An unexcused absence is an absence that may be with the knowledge/consent of the parent/guardian but which is not acknowledged by the school as a sufficient reason for absence. Examples are, but not limited to shopping, oversleeping, missed buses, haircut appointments, helping with housework, and departure from school with parent/guardian permission without school permission. No credit shall be given for any schoolwork not completed as a result of truancy.

Notification of Absence

If a student is absent from school, the child's parent/guardian should call the school (964-3240) between **7:30 and 8:40 a.m. or leave a message the evening prior**, to notify school personnel about the absence and give a reason for the absence. If the parent/guardian fails to call the school, school personnel will call the parent/guardian at home or work to check on the absent child. It is required that you give the school and teacher 24 hours notice to prepare requested work for a student who is absent.

Return to School Following Absence

When the student returns to school following an absence, **an acceptable written excuse is requested from the parent/guardian even if an absence call was made.** Acceptable written excuses must contain the student name, date, reason for absence, and parent/guardian signature.

Make-up Tests and Other School Work

Students who are absent from school with an excuse shall be given the opportunity to make-up work that has been missed. Students will be given time equal to the length of their absence to complete make-up work. If a student misses a teacher's test due to an excused absence, s/he may make arrangements with the teacher to take the test.

Tardiness

Students arriving after 8:40 a.m. must have their parents sign them in at the office.

Tardy

Any time a student arrives at school after the tardy time and within the first half-hour of the school day, he or she will be considered tardy. The following action will be taken when a student is tardy.

1. After being tardy three times, the parent will be called and/or a warning letter will be sent home.
2. After being tardy five times, the parent will be referred for mediation.

Any unusual or extenuating circumstances will be subject to building administrator inquiry/approval.

Elementary Guidelines for Attendance

Arrival after 8:40 a.m. and before 9:10 a.m. - Tardy
Arrival from 9:11 a.m. until 11:30 a.m. - 1/2 day absent
Leaving after 11:30 a.m. until 3:30 p.m. - 1/2 day absent
Leaving for an appointment - not penalized if back before 1 1/2 hours -- otherwise, counted as an absence depending upon the time of the departure.

Dismissal, End of Day

All students will be placed on the buses for dismissal at the end of the day unless a written note signed by the parent/guardian has been sent to the teacher and principal on that day. ***If dismissal arrangements change during the day, the office must be notified NO LATER THAN 2:30 p.m. If an emergency should arise, parents should call to make other arrangements. It is not possible to have parents call daily to make arrangements.*** If a student is to be picked up in front of the building by parent/guardian on a permanent basis, a note must be sent to the teacher and principal requesting such an arrangement.

Parents wishing to pick their student(s) up from school need to register with the office and receive a car pick up tag and utilize the pick-up line located in the front of the building. Pick up begins at 3:30 and ends at 3:50. Any student not picked up from the pick-up line will be sent to the office and/or afternoon latchkey. Parents will need to sign their student out from either the office or afternoon latchkey. If a child is placed in afternoon latchkey, fees will apply.

Vacations During School Year

Vacations during the school year are discouraged; however, in situations where a parent's vacation schedules necessitate a student being absent from school, the following guidelines must be met:

- a) The school must be informed of the pending vacation by a written request signed by parent/guardian **at least one week in advance**.
- b) It will be the responsibility of the parents and students to arrange at least a week in advance for make-up work and assignments. All school work is due the day the student returns to school.
- c) **Failure to inform the school at least one week in advance will result in unexcused absences. Students will not have an opportunity to make up missed work.**

SECTION VIII- DRESS CODE

Dress Code for Northwestern Local School District 2011-2012

We are proud of the quality of dress worn by our students and the guidance provided by parents. All clothing is expected to be in good taste, neat and clean and provide for a safe environment for students. The Northwestern Local School District is committed to providing students a quality education in an environment that prepares them for life. These standards of dress have been established to ensure such an environment where learning and preparation for the future are the top priorities. These standards are the minimum standards for dress and grooming. Students will be permitted to wear apparel considered appropriate, reflecting ideals consistent with and promoting the qualities of good education. The following dress and grooming requirements are the expectations for all school-sponsored events. The building administrator may exclude any student, when, in his/her judgment, the apparel is not consistent with the standards established below or Board policy. Violations of the dress code could result in removal from class or school-sponsored activity until the violation can be resolved and/or disciplinary action taken.

Dress Code Standards:

Hats and Head coverings

Hats, head coverings, bandanas, sweatbands, and sunglasses are not to be worn inside the building to avoid disrupting the educational program.

Footwear

Appropriate footwear must be worn to provide for the health and safety of the student and others in the school. The school reserves the right to not allow a student to participate in a certain activity if safe footwear is not being worn.

Shirts, Tops and Jackets

The following guidelines are established to avoid situations where shirts, tops and/or jackets materially interfere with school work, create disorder, or disrupt the educational program.

- Shirts and tops must have high enough necklines to cover all cleavage.
- Shirt sleeves, sweater sleeves, and vests must not be so loose or decorative as to create a safety hazard in lab classes, etc.
- Sleeveless shirts which completely cover the area from the base of the neck to the top of the arm, do not have oversized arm holes or open sides and which do not expose undergarments or skin under the arm are acceptable.

Examples of inappropriate apparel include but are not limited to: halters, midriff tops, crop tops, spaghetti strap tops, strapless tops, revealing and/or see-through tops, open mesh garments, garments with open sides which expose skin or undergarments, torn or tattered garments, tank tops and muscle tops (oversized arm holes). No skin should be visible between a student's top and bottom garment when the student sits, stands, raises his/her hand or bends over.

Pants and Other Lower Garments

The following guidelines are established to avoid situations where pants and/or lower garments materially interfere with school work, create disorder, or disrupt the educational program.

- Lower garments are to be worn at the appropriate level. Lower garments are not permitted to sag, droop or drag the floor. Lower garments should not allow any portion of the buttocks or undergarments to be exposed when the student sits, stands, raises his/her hand, or bends over.
- Sleep wear is not appropriate attire for school.

Items containing obscene, illicit or offensive writing or images

A student's clothing and other personal items that include writing or images that are obscene or promote tobacco, alcohol, drugs or otherwise materially interfere with school work, create disorder, or disrupt the educational program are prohibited.

Jewelry and Chains

The wearing of items in body piercings, other than ears, is prohibited. Items larger than a standard earring post may not be worn through any ear piercing holes (e.g., items that stretch the ear lobe). This is to prevent hazards to the health or safety of the student or to others in the school and to avoid disrupting the educational program.

Exposed chains or chains on wallets, jewelry, dog collars, spikes, and other articles judged to present a hazard to the safety of the student or to others in the school are prohibited.

Makeup and Hairstyles

Excessive or extreme makeup, hair colorings or hair styles that interfere with school work, create disorder, or disrupt the educational program are prohibited.

Exceptions

Exceptions to the above dress code will be considered to provide for special events and to promote school spirit. Students and/or sponsors must have permission from the principal prior to the activity.

Appeals

Students, with parent permission, may elect to appeal the limitations described in the code. The administrators will process student and parent requests for exceptions to the code. Parent attendance at the appeal conference is necessary for an administrator to consider an exception to the code.

Northwestern Local Schools
STUDENT ACCEPTABLE USE POLICY

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

The use of the computer network and Internet is a privilege, not a right. A user, who violates this policy, shall at a minimum, have his or her access to the computer network and Internet terminated. A user violates this Policy by his or her own action or by failing to report any violations by other users that come to the attention of the user. Northwestern Local Schools may also take other disciplinary actions in such circumstances. A list of computer infractions can be found following this policy.

Students' home and personal Internet use, along with cellular phone/handheld use can have an impact on the school and on other students. If students' personal Internet use or cellular texting expression through cyber bullying, (a threatening message to another student/staff member or a violent message posted to a website) creates a likelihood of material disruption of the school's operations, students may face school discipline and criminal penalties.

Personal Responsibility:

I accept personal responsibility for appropriate use of all resources, and will assist in keeping equipment working. I will report any misuse of technology hardware, network, software, and Internet resources to a school administrator.

Computer/Network/Internet Guidelines:

I understand:

- a) I am responsible for my school assigned account and I am responsible for its proper use at all times. I will keep my personal account passwords private. I shall use this system only under my own account.
- b) The network should not be used in such a way that it disrupts the use of the network by others.
- c) The use of the computer/network is not for financial gain or for any commercial or illegal activity.
- d) Use of these resources must be in support of the educational goals and objectives of the school district (i.e. no recreational games, online purchasing/selling)
- e) Copyrighted material may not be placed on the system without the written permission of the publisher of the material.
- f) No outside media (i.e. disk, CDs, flash drives) are allowed to be used on school computers unless otherwise approved by a teacher or administrator.
- g) Vandalism results in the cancellation of my account privileges. Vandalism includes uploading/ downloading any inappropriate material, creating computer viruses and/or any malicious attempt to harm or destroy equipment, materials, or the data of any other users.
- h) I will report any security problem or misuse of the network to the teacher, media specialist, principal or technology personnel.
- i) I will not disrupt class with inappropriate use of the computer such as broadcasting messages over the network.

j) Improper use of this system will result in me losing the privilege of the use of the computer service and I will face school disciplinary action ranging from detention, Friday School, ALC, suspension or expulsion. Further disciplinary action may be necessary, depending on the circumstances.

Communications:

The Northwestern Local School District in combination with Miami Valley Educational Computer Association will utilize filtering software or other technologies to prevent students from accessing information or visual depictions that are (1) obscene, (2) pornographic in nature, or (3) harmful/illegal to minors.

- a) Sharing your personal information online is not safe. Users should not:
 - a. Reveal one's personal home address, phone number, social security number, credit card numbers or those of other persons.
 - b. Arrange a face-to-face meeting with someone "met" on the computer network.
 - c. Access personal social networking sites.
- b) Users should note that electronic mail (e-mail) is not guaranteed to be private.
- c) Users are expected to keep e-mail messages brief and use appropriate language. Use on-line etiquette. Do not type messages in all capital letters. This is considered "shouting" in telecommunications. Best grammar and spelling in messages should be used at all times.
- d) Users shall not use profanity, obscenity or other language, which may be offensive to other users. Users shall not upload or transmit material that is threatening, obscene, disruptive or sexually explicit or that could be construed as harassment (Cyber bullying) or disparagement of others based on their race, national origin, citizenship status, sex, sexual orientation, age, disability, religion or political beliefs. Users shall not create/maintain a personal social networking website.
- e) Users shall not read other users' mail or files: they shall not attempt to interfere with other users' ability to send or receive electronic mail, nor shall attempt to read, delete, copy, modify or forge other users' e-mail or other account access.
- f) Users shall not use the following online communications: Texting, blogging, or "chatting" with others unless otherwise directed by a teacher or administrator and such online communications should be so stated within the curriculum.
- g) Users should report any questionable site(s) to a teacher or administrator.
- h) Users understand that there is the potential to access materials inappropriate for school-aged pupils. All inappropriate sites will be reported immediately to a teacher and/or administrator.
- i) Users will not gain unauthorized access to other computers or computer systems, or attempt to gain such unauthorized access.

Computer Infractions:

Please note that in certain circumstances, a school administrator has the option to immediately remove a student from the computer/classroom when infractions occur.

Level 1 – Behavior that could include any of the following or similar incidents

- A. Inappropriate use of the Internet
- B. Tampering with computer settings
- C. Sharing of passwords
- D. Installing software
- E. Broadcast messaging
- F. Inappropriate use of a chat room, social networking site, blog/wiki

Level 2 – Behavior that could include any of the following or similar incidents

- A. Vandalism
- B. Theft
- C. Hacking or password cracking
- D. Viewing/sharing suggestive, obscene, lewd and/or violent materials

Infraction Consequence:

Level 1

- A. 1st Violation – Verbal Warning
- B. 2nd Violation – Loss of computer privileges and/or detention
- C. 3rd Violation – Loss of computer privileges (minimum four (4) weeks) and/or Friday School, ALC, OSS

Level 2

- A. 1st Violation – Loss of computer privileges/restitution (if applicable)
- B. 2nd Violation – Restitution (if applicable)/OSS
- C. 3rd Violation – OSS/recommendation for expulsion

Please sign the accompanying authorization form.

Please provide signatures and return this page to school.

Student Acceptable Use Agreement:

We have read this policy, accept its terms and shall assume full liability, legal, financial and otherwise, for the student's actions. If the student disregards or violates this policy, we understand that he/she will be subject to sanctions in accordance with the laws of the United States of Ohio, Board Policies and the Student Code of Conduct.

I (DO ____ DO NOT ____) authorize my child's use of the District's computer network and internet access (including e-mail) while at school.

Image Release Authorization

I (DO ____ DO NOT ____) authorize release of my child's image and/or property, including, but not limited to, art work, poetry, essays, performances, video, motion pictures, audio recordings, web page postings, still photograph productions (i.e. yearbook, calendar, newsletters, newspapers or other publications) to be used in a manner consistent with educational content or promotion. Please note: Student's last names are not used on the Northwestern Local Schools website without parent consent.

**Northwestern Elementary does not release directory information.
The following section only applies to students in grades 7-12**

Directory Information Release Authorization:

Northwestern Local School District is required to make available, upon request, certain information known as "directory information." The Board has designated the following as "directory information":

<ul style="list-style-type: none">❖ a student's name;❖ address and telephone number;❖ date and place of birth;❖ major field of study;❖ participation in officially-recognized activities and sports;	<ul style="list-style-type: none">❖ height and weight, if a member of an athletic team;❖ dates of attendance❖ date of graduation❖ awards received, honor rolls, or scholarships
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❖ I (DO ____ DO NOT ____) give Northwestern Local Schools permission to release my son/daughter's directory information, including, but not limited to, the use of this information in school publications or other publications that are calling attention to prominent school activities (e.g.. newspaper articles. yearbooks. district newsletters. etc.).

This User Agreement remains in effect through the end of the current school year for which it is signed.

Receipt of Student/Parent Handbook: (required for all students)

I have received the 2015-2016 Student and Parent Handbook. We will comply with the guidelines contained herein.

Parent's Signature

Date

Student Signature

Teacher's Name