

NORTHWESTERN ELEMENTARY SCHOOL

2023-2024 STUDENT HANDBOOK



Mr. Douglas Hopkins, Principal
Mr. Steven Rowe, Assistant Principal

Northwestern Elementary School

7334 N. Elyria Road
West Salem, OH 44287
(419) 846-3519

HYPERLINK "<http://www.northwestern-wayne.k12.oh.us>"
www.northwestern-wayne.k12.oh.us

www.northwestern-wayne.k12.oh.us/SchoolAlerts1.aspx

WHO'S WHO AT NORTHWESTERN ELEMENTARY SCHOOL

ALL STAFF ARE RESPONSIBLE FOR ALL STUDENTS—ALL STUDENTS ARE RESPONSIBLE AND RESPECTFUL TO ALL STAFF

Administrative Team

Mr. Hopkins, Principal Mr. Rowe, Assistant Principal Mr. Brazee, District Technology	NRWS_DHOPKINS@tccsa.net NRWS_SROWF@tccsa.net NRWS_KBRAZEE@tccsa.net	Mr. Layton, Superintendent Mrs. Julie McCumber, Curriculum Mrs. Sykes, SPED Director	NRWS_LAYTON@tccsa.net NRWS_MCCUMBE@tccsa.net NRWS_SYKES@tccsa.net
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Teachers

Mrs. Agnes, 1 st Grade Mr. Alberts, Phys. Education Mr. Andrews, Band/Music Mrs. Austin, 5 th Grade Mrs. Beckler, 4 th Grade Mrs. Besancon, 5 th Grade Mr. Besancon, 4 th Grade Mrs. Bowling, 2nd Grade Mrs. Bresson, Title I Mrs. Buckingham, 3 rd Grade Mrs. Chance, 1 st Grade Mrs. Colter, 5 th Grade Mrs. Ferrell, 2 nd Grade Mrs. Fish, 3 rd Grade Mrs. Harbaugh, STEM PreK Mrs. Hartzler, Kindergarten Mrs. Hershey, Kindergarten Mrs. Hottel, Inter. Specialist Mr. Imhoff, 4 th Grade	NRWS_agnes@tccsa.net NRWS_alberts@tccsa.net NRWS_candrews@tccsa.net NRWS_austin@tccsa.net NRWS_JBECKLER@tccsa.net NRWS_mbesancon@tccsa.net NRWS_ibesancon@tccsa.net NRWS_abresson@tccsa.net NRWS_cbuckingham@tccsa.net NRWS_chance@tccsa.net NRWS_colter@tccsa.net NRWS_sferrel@tccsa.net NRWS_kfish@tccsa.net NRWS_tharbaugh@tccsa.net NRWS_hartzle@tccsa.net NRWS_hershey@tccsa.net NRWS_mhottel@tccsa.net NRWS_bimhoff@tccsa.net	Mrs. Jackson, 3 rd Grade Mr. Kline, 2 nd Grade Mr. Kline, 5 th Grade Mrs. Kostohryz, 1 st Grade Mrs. Lees, 1 st Grade Ms. Leonhardt, Kindergarten Mrs. Mahr, Inter. Specialist Mrs. McClure, 3 rd Grade Mrs. McCullough, ELA Mrs. Moats, Kindergarten Mrs. Morrow, 5 th Grade Mrs. Orr, Art Mrs. Siegrist, Inter. Specialist Mrs. Staggs, 3 rd Grade Mrs. Steiner, 2 nd Grade Ms. Stitt, 4th grade Mrs. Tiano, Kindergarten Mrs. Wiles, 4 th Grade Mrs. Woodring, Title I	NRWS_ljacks@tccsa.net NRWS_ekline@tccsa.net NRWS_rkline@tccsa.net NRWS_kkostoh@tccsa.net NRWS_klees@tccsa.net NRWS_eleonhardt@tccsa.net NRWS_mahr@tccsa.net NRWS_tmclur@tccsa.net NRWS_mccullo@tccsa.net NRWS_lmoast@tccsa.net NRWS_morrow@tccsa.net NRWS_orr@tccsa.net NRWS_asiegrist@tccsa.net NRWS_staggs@tccsa.net NRWS_smiller@tccsa.net NRWS_kstitt@tccsa.net NRWS_atiano@tccsa.net NRWS_wiles@tccsa.net NRWS_woodrin@tccsa.net
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Support Staff

Mrs. Bowers, Nurse Mrs. Buchholz, Parapro Mrs. Diehl, Parapro Mrs. Fiala, Secretary Mrs. Flinn, Cafeteria Mrs. George, Parapro Mrs. Gilles, Parapro Mrs. Gray, Custodian Mrs. Herman, Cafeteria Mrs. Howell, Parapro Mrs. Howman, Custodian Mrs. Hull, Parapro Mrs. Keener, Parapro	NRWS_bowers@tccsa.net NRWS_bucchol@tccsa.net NRWS_wdiehl@tccsa.net NRWS_afiala@tccsa.net NRWS_mflinn@tccsa.net NRWS_dgeorge@tccsa.net NRWS_gilles@tccsa.net NRWS_rgray@tccsa.net NRWS_iherman@tccsa.net NRWS_ahowell@tccsa.net NRWS_jhowman@tccsa.net NRWS_bhull@tccsa.net NRWS_kkeener@tccsa.net	Mrs. LeMaster, Cafeteria Mrs. Starling, Parapro Mrs. Marynowski, School Psych Mr. Snyder Custodian Mrs. Sugg, Secretary Mrs. Tegtmeier, Cafeteria Mrs. Terwilliger, Parapro Mrs. Julie Ulrich, librarian Mrs. Kelli Ulrich Parapro Mrs. Wellert, Cafeteria	NRWS_clemaster@tccsa.net NRWS_starlin@tccsa.net NRWS_sseidel@tccsa.net NRWS_jsnyder@tccsa.net NRWS_sugg@tccsa.net NRWS_rtegtme@tccsa.net NRWS_cterwilliger@tccsa.net NRWS_julrich@tccsa.net NRWS_kulrich@tccsa.net NRWS_tweller@tccsa.net
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INTRODUCTION

The staff at Northwestern Elementary School extends to you a sincere welcome to our school. We look forward to an exciting school year and are committed to providing the best education possible. Our goal is to help each child reach his/her full potential in an environment where all children are given respect and value. Few things are of greater concern to parents than the education of their children. Your involvement in their education will go a long way in fostering their creativity, learning, enjoyment, and success. We welcome your involvement and encourage you to be participants in your child's education



BE PAWSITIVE



“What will you choose to BE?”

Be Respectful

- Show kindness
- Support others
- Wait patiently
- Care for school property
- Use appropriate language

Be Responsible

- Use honesty
- Follow directions
- Be prepared
- Complete school work
- Take initiative

Be a Problem Solver

- Take a second to think
- Stay calm
- See both sides to a situation
- Find a solution
- Report problems to adults

Incentive Programs and Character Education

Students can earn Brag Tags weekly for demonstrating exemplary character in all areas of their school lives.

STUDENT RECOGNITION

Student recognition is a vital part of our climate at Northwestern Elementary School. Honor and Merit Roll students are recognized at the end of each grading period. All academic class, including specials are used to determine Honor and Merit Roll students.

Honor Roll: A student must receive all A's on their report card for recognition. Honor Roll will be calculated every twelve (12) weeks.

Merit Roll: A student must receive all A's and B's on their report card for this recognition. Merit Roll will be calculated every twelve (12) weeks

Northwestern Local Schools 2023-2024 School Year Calendar A

BOE approved _____ Updated 12/8/22

- 17 & 18** Professional Development Days
- 21** Convocation Day
- 22** 1st Day for Students

AUGUST '23						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

FEBRUARY '24						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

- 1** Parent Teacher Conf. Elementary
- 7** Parent Teacher Conf. MS & HS (mid-term 3rd quarter)
- 14** Compensatory Day- No School
- 14** End of 2nd Trimester Elementary (64 days)
- 19** Presidents' Day - No School

- 4** Labor Day - No School
- 11** Fair Day - No School
- 12** Professional Development Day - No School
- 27** Parent Teacher Conf. MS & HS (mid-term 1st quarter)

SEPTEMBER '23						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MARCH '24						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

- 1** Professional Development Day - No School
- 7** Parent Teacher Conf. Elementary
- 15** End of 3rd Nine weeks (49 days)
- 29 thru April 5** Easter Break No School
- 31** Easter Sunday

- 12** Parent Teacher Conf. Elementary - No School MS & HS Professional Development Day
- 13** No School
- 20** End of 1st Nine weeks (39 days) MS & HS

OCTOBER '23						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL '24						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

- 8** School resumes

- 10** End of 1st Trimester Elementary (52 days)
- 22 thru 24** Thanksgiving Break No School
- 27** Compensatory Day No School
- 29** Parent Teacher Conf. MS & HS (mid-term 2nd quarter)

NOVEMBER '23						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY '24						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

- 24** Graduation
- 27** Memorial Day
- 30** Last Day of School & End of 4th Nine weeks MS & HS (47 days)
- 30** End of 3rd Trimester Elementary (63 days)
- 31** Staff Work Day

- 20** End of 2nd Nine weeks (39 days) MS & HS
- 21 thru January 2** Christmas Vacation - No School

DECEMBER '23						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JUNE '24						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

- 3** School resumes
- 15** M.L. King Day - No School

JANUARY '24						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Instructional days with pupils present: 174
 (178 contractually, but swapped -4 instructional days for +4 PD days this SY)
 Parent-Teacher Conference Days: 2 (11/27 & 2/16)
 Professional Development (contractual): 2 (8/17 & 8/18)
 Convocation Day & Teacher Work Days: 3 (August 1-start, 8/21, 5/31)
 (1 of these days August 1-start)
 Professional Development Days (additional: 9/12, 10/12, 3/1)
 Total days: 184
 Graduation Date: Sunday May 26th
 Blizzard Bags will be used if we go beyond 5 snow days.

School Closings and Delays (<http://www.northwestern-wayne.k12.oh.us/SchoolAlerts1.aspx>)

In the event of inclement weather, mechanical failure, or energy crisis, school may be closed or the starting time delayed. School closing, delayed starting times or early dismissal will also be announced on local media including:

Wooster Radio Stations: WQKT 104.5 FM or WWST 960 AM

Ashland Radio Stations: WNCO 101.3 FM or 1340 AM

Television Channels: WKYC 3, Fox 8, news 5

SIGN UP FOR SCHOOL ALERTS:

Northwestern is now using **School Messenger** for alerts. Parent contacts are automatically imported into the system from the student information system. This will send parents district alerts and the alerts from the building or buildings your child attends. In order for this to work correctly, your phone information must be up to date, and must be updated if your phone number changes. You can update your phone info in Final Forms or by contacting your child's building. The database is updated nightly so any changes made to contact numbers should be updated the following day after your changes have been submitted by our staff.

In order to receive these alerts you will need to opt-in to the short code text number for the school if you haven't already done so. To opt-in, send a text message from your phone to **67587** with a **Y** in the message field. You will receive a message that your number has been registered. To stop receiving messages, text **67587** with an **N** in the message field.

General Information

Arrival/Dismissal

The elementary school day is 8:55 a.m. – 3:30 p.m. Car riders are to be dropped off/picked up in the car line in front of the academic wing (right end of the building) or at the cafeteria, south end door. Parents may not drop off children at other locations such as the front drive, or in the bus lot. Children in the car line are only to exit/enter on the curbside of the car.

You may drop your child off between 8:30 a.m. and 8:55 a.m. (no supervision is provided for students prior to 8:30 a.m.). If you wish to have your child eat breakfast at school, they should be dropped off after 8:30 a.m. This will allow them ample time to walk to the cafeteria, eat breakfast and be in class by 8:55 a.m. Students are to be seated and ready to begin by 8:55 a.m. Car riders will be dismissed a few minutes early. In order to change a student's mode of transportation, a written note from the parent must be sent to the front office in the morning.

To strengthen our security at dismissal time in the cafeteria and loop, we ask that you show your "Northwestern Elementary Cafeteria Release Card or have Loop Release Card displayed in the window" which is issued at the beginning of the school year. You may request up to 4 cards for designated family members or friends who regularly pick up your children. Also for the safety of students and staff we ask that parents do not park and meet their child at the door. We also ask that you wait to be dismissed by a staff member before leave the loop line.

EARLY PICK UP OF STUDENTS

If it becomes necessary for parents to pick up students before the end of the school day, parents should report to the front office for check-out. The child will be paged while the parent signs the child out on the sign out sheet in the office. Children can only be released to adults identified on the registration forms. Students may not be released directly from classrooms.

CHANGE OF ADDRESS/PHONE NUMBER

Parents are responsible for notifying the school office through Final Forms of any change of address or phone number. Proof of residency is required for all address changes. The school cannot be held responsible for failure to communicate if it is not informed of such numbers in the event of an emergency. Please notify the office immediately if there is any change.

CAFETERIA INFORMATION

Breakfast and lunch will be served each school day. We encourage our families to use our Pay for it system to put money on students' accounts. Checks should be made out to Northwestern Cafeteria. Please do not include any other fee payment with cafeteria money. Peanut butter and jelly sandwiches will be provided to students who have an excessive number of unpaid charges. Students who bring a packed lunch may purchase milk for \$.50. No "pop" is allowed in the cafeteria for lunches. Parents are invited to eat lunch with their children. Free lunches or reduced cost lunches are available for children who are determined eligible. Applications are available in the office.

Students are to be considerate of others during lunch by using appropriate table manners, quiet voices and respectful conduct. Students are to be excused individually by the teacher on duty when they have completed eating and their area is properly cleaned. Food and drink is to be consumed in the cafeteria unless special permission is granted. Students indicate the need for assistance by raising their hands.

CLINIC INFORMATION

A school clinic is a service provided for children by a nurse. First aid is provided to children who suffer injuries at school. The clinic keeps no medication on hand to give to students. Cuts and scrapes will be cleaned and bandages applied as needed. Anything requiring further care will be referred to the parent. This includes removal of splinters and teeth.

Parents will be called and students sent home if they are too sick to remain at school. A child having a temperature of 100 degrees or more will need to be picked up from school. Should an emergency situation arise in which your child needs immediate medical attention and we are unable to contact anyone, we will call "911", and your child will be taken to the emergency room.

Medications can only be given with a completed medication form on file. This includes over-the-counter medication or a doctor's prescription. Medication forms are available in the clinic. Students are not permitted to carry medication of any kind to or from school.

Parents must transport all medication to school. Medicine is not to be kept by a student. All medicine will be administered in the clinic. The teacher will not be held responsible for medication.

Students suspected of being infected with head lice will be examined by a school nurse or a staff member who has been properly trained. Should head lice or the nits of head lice be detected, the students will be sent home with a parent or guardian. Should a parent or guardian be unavailable, the student will be isolated until a parent or guardian can be contacted. The parent will receive information from the school on the detection and proper treatment of head lice. Upon his/her return to school the student who had been infested will be examined to determine that he/she is free of head lice and/or their nits. It should be understood that any child can become infected with head lice, and that having head lice does not imply that the child or his/her home is in any way dirty or unkempt.

TEACHER REQUESTS

Northwestern Elementary appreciates your parent involvement in your child's education, but we regret not being able to accept requests for certain teachers. Thank you for your understanding in this matter.

CUSTODY AND GUARDIANSHIP

Parents have an obligation to inform the school anytime the custody of a child changes. Without official papers, the school shall presume that a student may be released into the care of either parent. A divorce does not change the rights of a natural parent to their child's records. Step parents have no rights to records unless conferred on them by the custodial parent. If there are custody papers, we **MUST** have copies on file in a child's record.

FIELD TRIPS

A field trip that coordinates with a curriculum area may be scheduled for your child's class during the school year. Each child who participates in the field trip must have a signed permission slip. No child is denied the opportunity to participate for failure to contribute. However, if sufficient funds are not collected, it will be necessary to cancel the field trip. If parents are invited to accompany a child on the trip, they are **NOT** permitted to bring younger siblings.

LIBRARY

The school library contains over 14,000 volumes. Students visit the library with their class on a weekly basis. Students must return books that are due to be permitted to borrow additional books. Students in grades 3-5 are permitted to borrow three books each week. Students in grades 1-2 can borrow two books, and kindergarten children may borrow one book each week. Students are responsible to pay for lost or damaged books.

LOST AND FOUND

Please label outer clothing and lunch boxes with your child's name. All items found in the school will be placed in the Lost and Found.

ASSEMBLY CONDUCT

Periodically assemblies will be held for the students. Students are to move to the gym in assigned groups. They are to remain quiet and go directly to their seats.

The people who present assembly programs visit hundreds of schools each year. They are our guests. Each student should practice the basic rules of applause. Attendance at assemblies is a privilege that is offered to students able to display appropriate behavior.

GRADING-REPORTING TO PARENTS

Northwestern Elementary School staff continually check each student’s progress so that instructional activities can be planned that add to improvement. Parent-teacher conferences are scheduled three times each year (See District Calendar). We regard parents as partners in education. This reporting system emphasizes the need for a close working relationship between home and school. If there are any questions or concerns about your child’s progress, please request an additional conference. Students are promoted based on mastery of Academic Knowledge and Skills.

You may access your child’s progress at any time by logging on to your account on Progress Book. Account numbers and passwords are sent home at the beginning of each school year.

GRADING SCALE

A+ 99 – 100	C+ 81-82
A 94 – 98	C 76-80
A- 92-93	C- 74-75
B+ 90-91	D+ 72-73
B 85 – 89	D 67-71
B- 83-84	D- 65-66
	F Below 65

VOLUNTEERS

Parents and community members are welcomed and encouraged to act as volunteers at Northwestern. We appreciate the contributions of our many “unpaid staff”, and our students benefit greatly from their presence. Opportunities for volunteerism are many and varied! Please see your child’s classroom teacher or the office about ways you can help out in the school. To be sure that volunteers and the school have a mutually satisfying experience, the following guidelines apply:

1. Volunteers need to sign in at the office upon arrival
2. Volunteers must sign the volunteer waiver form
3. Volunteers must make other arrangements for preschool children
4. Volunteers should avoid the staff room during teacher lunch times
5. Volunteers must maintain confidentiality of students and staff
6. Volunteers who serve as chaperones will be oriented by teachers as to their duties. Chaperones must focus on the safety and learning of the children in their supervision; therefore, **preschoolers are not permitted on school trips.**

SCHOOL POLICIES

I. ATTENDANCE POLICY

Violations of this policy can result in both disciplinary and legal action as outlined here and in the *Student Discipline Code of Conduct* section of this Handbook.

NES is committed to the successful education and graduation of all its students. This requires that students be in school every day and on time. **NES is also committed to helping students develop necessary life skills in preparation for the world of work.** Such life skills include the development of an attitude by students to attend work and school regularly and on time.

Initial unexcused absences from school often result in missing schoolwork and lowered grades. This can easily snowball into a habit of truancy and failing grades and the inevitable end of a student dropping out of high school. NES is committed to being proactive with regard to excessive absences and doing all that is possible to help students attend school regularly and succeed in high school.

According to Ohio law, schools are obligated to account for all students. Ohio’s compulsory attendance law states that students under the age of 18 must be in school for regular attendance unless excused by school personnel.

A. **Excused Absences**

A phone call from a parent or guardian should be made the morning of absence and/or a note from a parent or guardian must be presented to the school office on the day of return.

Absences from school that will be “excused” are those provided for by law with the following conditions:

1. Personal illness (after 65 hours absences in a school year, not including absences covered with an official document, a medical note or other official document will be required to excuse the absence).
2. Serious or long-term illness requiring 3 or more days out of school/Hospital Stay/ Quarantine (written medical evidence of illness required stating student may return to school)
3. Death of an immediate family member for purposes of travel, funeral, and/or support. This should be verified by a parental note, giving name of deceased, date of death, date/time/place of services, etc.
4. Essential work at home due to absence of parent or guardian. (Contact with principal **in advance** of absence)
5. Delay or absence of school bus
6. Other - circumstances judged as **sufficient cause** by school authorities (Contact with principal is required).

Failure to follow these directives will result in the absence being marked as unexcused.

In order to leave school grounds, all students must have parent or guardian permission and must sign out in the main office. For instances of illness during school, the student’s parents or guardian will be telephoned in order to receive permission for student to leave school. If parent or guardian cannot be reached, the student is required to remain at school. Any student who leaves school grounds in violation of this policy is **trueant** and subject to disciplinary actions.

B. Student Absence Procedure

1. Parents/guardians are to call the school on days that the student is absent from school.
2. Calls are to be made before 9:00 a.m. to the elementary school office or voice mail system at (419) 846-3519.
3. Student absence will be marked as unexcused until contact with the parent/guardian is made and/or a note signed by the parent or guardian to the main office is submitted the first day student returns to school.
4. If the absence is due to a medical appointment, the student is required to obtain proof from their doctor of the time of the appointment and the time student leaves the office.
5. When a student has missed any part of school or class for any reason, it is the responsibility of the student to contact the teacher for missed work. For an absence, a student will be given the number of days absent plus one to complete any missed work given during the absence. If the student had prior knowledge of the assignment before his/her absence, the assignment is due the day he/she returns. Assignment may be prearranged prior to planned absences such as field trips and/vacations. Failure to complete the assigned work will result in a grade of “F” or score of “0.”

NOTE: To be able to participate in extracurricular activities, students must be present the last four periods of the day.

C. School Tardiness/Partial Day Absence Procedures

It is important that students arrive to school on time every day. Students who arrive late to school are accumulating a negative school record, developing a poor habit for future success in any endeavor and causing a disruption to the educational process for those students who arrive on time.

All students entering school after 8:55 AM must enter the building through the main doors, report to sign in. An adult will need to accompany students to the office and sign them in.

1. TARDIES/EARLY DEPARTURES –

Students arriving within 30 minutes of the start of the school day, or leaving within 30 minutes of the end of the school day will be marked as Tardy to School or Early Departure from School.

The first three tardies and/or the first three early departures will be considered excused. More than three tardies and/or three early departures in a quarter, not counting those covered by an official document, may result in disciplinary consequences. The administration reserves the right to include half-day absences within the compilation. As attendance data is kept to the nearest hour, any missed time over thirty minutes will be rounded up to an hour and will be included in the cumulative attendance data.

2. **PARTIAL DAY ABSENCES** – Students arriving after 8:55 AM AM will be marked partially absent as follows:

- b. Arrival time will have attendance data go into the cumulative attendance data. Attendance data is kept on an hourly basis. For all absences, the total time will be rounded up or down following typical rounding rules. For example, 1 hour 25 minutes will be recorded as 1 hour, while 1 hour 35 minutes will be recorded as two hours. This does not include appointments covered by official documents
- c. Loss of 120 minutes or less of the school day for medical or court appointments, covered by an official document, or for other principal approved reasons will not impact a student's attendance record.

D. Class Absence Policy

According to the Board of Education policy JED, a limitation is placed on the number of absences from class.

- 1. After a student accumulates **20 unexcused absences** from a yearlong course or **10 unexcused absences** from a semester course, students may be denied course credit.
- 2. Students with **unexcused absences, or who have missed 10% of the school days to date, may be denied permission to attend field trips, hunting, fair days or other release days.**

The 10/20 classes missed will not include days missed due to administrative discipline. Also, the following absences will not be counted in the 10/20 rule: a) Serious or prolonged illness while under a physician's care (appropriate medical evidence must have been provided to the office); b) An absence due to a class or school sponsored activity; 3. Any particular circumstances the principal deems valid.

E. Planned Absences Procedure (NOTIFY SCHOOL ONE WEEK IN ADVANCE)

Parents are strongly encouraged to plan family vacations during vacation times. An excused absence of up to five days for a family vacation may be granted if the following criteria are met:

- 1. Written notification of planned vacation **must be presented to the main office a week in advance of trip.**
- 2. Student is accompanying one or both parents on this vacation, exceptions may be granted by the Administration.
- 3. A Planned Absence Form must be obtained from the main office, fully completed and returned **NO LESS THAN THREE SCHOOL DAYS IN ADVANCE** to allow teachers time to provide assignments.

If the planned absence is to participate in a formal program or competition, it is necessary to secure and present evidence of this either prior to or upon returning from the event.

The administration reserves the right to deny these requests if a student has excessive absences, failing grades, etc., and the absence is deemed to be against the best academic interest of the student. **All time absent from school used for vacations will count in the cumulative attendance data. PLANNED ABSENCES DURING THE FINAL WEEK OF SCHOOL WILL NOT BE EXCUSED UNLESS IT IS GRANTED BY THE ADMINISTRATION**

H. Hunting Absence Procedure

Students are permitted one (1) day excused absence for hunting. One day advanced written parental notice is required for the day to be marked as excused. Time absent from school used for hunting will count in the 10/20 day absence policy limit.

I. Fair Attendance Procedure

The Board of Education policy permits students involved in either Wayne or Ashland County Fair 4H projects that require some time from the regular school day, to be excused. Such students must have their name appear on a fair list submitted by the Extension Service in advance to the school indicating a need to be excused for fair work **for a certain times on certain day or days.** Such absences will not be counted against the attendance record nor against the days noted in the Board's adopted attendance policy. **MISUSE OF FAIR ATTENDANCE WILL COUNT AS DAYS OF UNEXCUSED ABSENCES AND WILL COUNT IN THE 10/20 ABSENCE POLICY LIMIT.**

J. Leaving the Building without Permission

Unless a student has signed parental permission, she/he is not to leave the building for any reason. If a student forgets to bring a note for a legitimate reason to leave the building, the administrator or his representative may call the parent, document that permission has been received by phone and allow the student to sign out.

Any student found leaving the building in violation of this policy is considered truant.

K. Truancy Policy

The Board endeavors to reduce truancy through cooperation with parents, diligence in investigating the causes of absence and use of strict guidelines in regard to tardiness and unexcused absence. When the Board determines that a student has been truant and that the parent, guardian, or other person having care of a child has failed to ensure the child's attendance at school,

- ☒ A student is considered truant if he/she: leaves school without signing out in the main office; leaves school at lunch time without a pass; is absent from class for 10 or more minutes without permission (skipping); obtains a pass to go to a certain place and does not report there; becomes ill/upset and goes home or stays in restroom without reporting to the office; comes to school but does not attend classes.**

On the request of the Superintendent, or when it comes to the attention of the school attendance office, the designated officer must investigate any case of supposed truancy within the District and must warn the child, if found truant, and the child's parent in writing of the legal consequences of being truant.

Excessive Absences is defined as:

- a. a student who is absent 38 or more hours in one school month with or without a legitimate excuse;
- b. a student who is absent 65 or more hours in one school year with or without a legitimate excuse.

District responsibilities when a child has excessive absences

1. NES will notify the student's parent/guardian in writing within seven days of the triggering absence.
2. NES will follow the district plan for absence intervention.
3. NES may refer the student and family to community resources.

Habitual truancy is defined as

- a. a student who is absent 30 or more consecutive hours without legitimate excuse;
- b. a student who is absent 42 or more hours in one school month without legitimate excuse;
- c. a student who is absent 72 or more hours in one school year without legitimate excuse.

District responsibilities when a child is habitually truant

1. NES will select members of the absence intervention team and contact the student and the student's parent/guardian, inviting them to be on the team, within seven days of the triggering absence.
2. NES will develop the student's absence intervention plan within 14 days of the triggering absence and will begin implementation of the plan.
3. If a student does not make progress on the plan or continues to be excessively absent, the district will file a complaint to the juvenile court.

II. DANGEROUS WEAPONS/HAZARDOUS BEHAVIOR POLICY

The Board of Education affirms its opposition to any form of endangerment to persons or property such as the presence of firearms, knives of any sort, and other dangerous weapons and devices in or around the educational environment. Likewise, the Board is intolerant to any deliberate conduct that recklessly causes another person to be placed at risk of death or serious injury or causes property to be damaged or destroyed. The Board has a right to expel for any of these reasons, beyond those of possession of a firearm or knife. NMS will take both disciplinary and legal action against violators. As used in this policy, the following constitutes "dangerous weapons/hazardous behaviors":

A. Unauthorized use of Fire

The deliberate starting of a fire or explosion, or planning to do so; helping, asking, or telling another person to start a fire or explosion, having some knowledge of the potential of someone starting a fire or explosion and saying nothing to school authority. Such behavior could or does place persons (including a firefighter) in danger of injury or death and does place property in danger of being damaged or destroyed.

B. Bomb Threats

In accordance with House Bill 620 (effective March 13, 2001) and the Ohio Revised Code sections 3313.66, the superintendent is authorized to expel a student from school for a period not to exceed one year for making a bomb

threat to a school building, or to any premises at which a school activity is occurring at the time of the threat. Any expulsion under this division extends, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place.

C. Firearms

1. Students are prohibited from bringing a firearm on any school property, in a school vehicle, to any school-sponsored activity, or on any other property that is used for a school activity.
2. Any student violating this prohibition shall be expelled from school for a period of one year.
3. A year shall be a calendar year consisting of twelve (12) months. The Superintendent may reduce this expulsion on a case-by-case basis in accordance with state law.
4. Any expulsion under this division extends, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place.
5. As used in this policy, "firearms" has the same meaning as provided in the "Gun-Free Schools Act of 1994," 108 Statute 20 U.S.C. 8001 (a) (2) which includes, by way of example, but it is not limited to any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by action of an explosive; the frame or receiver of any such weapon; any destructive device such as a bomb, grenade, firecracker or a rocket.
6. As used in this policy, "bring" may mean, but is not limited to, to carry onto, to possess, to sell or agree to sell, to purchase or agree to purchase, to use or imply use, or to convey.

D. Knives

1. Students shall not bring knives onto school property, in a school vehicle, to any school-sponsored activity, or on any other property that is used for a school activity.
2. As used in this policy, the definition of a knife includes, but is not limited to, a cutting instrument consisting of a sharp blade fastened to any type of a handle or area for holding.
3. If a student brings a knife on school property, in a school vehicle, to any school-sponsored activity, or on any other property that is used for a school activity, the Superintendent may expel the student from school, with the same expulsion provisions and authority as noted above.

E. Riots

The disorderly conduct of three or more persons for the purpose of committing or facilitating the commission of a crime, for the purpose of preventing or coercing official actions, or when the actor knows a firearm or deadly weapon, as outlined in this policy, will be used.

F. Other items considered as "dangerous weapons or dangerous behavior"

Students who possess or use other "dangerous weapons" defined as, but not limited to, metal knuckles and chains, straight razors, laser pointers, explosives, noxious irritation or poisonous gases, poisons, drugs, or other items whose presence in an educational or extracurricular setting have no justification except to show off, use, sell, harm, threaten or harass students, staff members, parents or community members. Possession of such items may be subject to expulsion. Likewise, setting off a fire alarm, tampering with fire extinguishers, inciting or participating in a riot is considered endangerment and is subject to the same expulsion provisions as noted above.

G. Inducing Panic (ORC 2917.31) or Public Endangering

In accordance with ORC 2917.31, Students shall not plan, encourage, or participate in any activity that may or does lead to inducing panic or endangering others. Violations of this nature include, but are not limited to, setting off fire alarms, making bomb or school shooting threats, creating a hit list or tampering with safety equipment, as well as, initiating or circulating a report or warning of an alleged or impending fire, explosion, crime, or other catastrophe, knowing that such report or warning is false; threatening to commit any offense of violence; committing any offense, with reckless disregard of the likelihood that its commission will cause serious public inconvenience or alarm (ORC 2917.31).

III. DISCIPLINE POLICY: STUDENT CODE OF CONDUCT

PART I. GENERAL GUIDELINES

Northwestern has the 3 R's (Respect, Responsibility, and Rights) as the cornerstone of its discipline policy. Within this framework good discipline is best thought of as being positive, not negative; helping a student adjust, not as punishment; turning unacceptable behavior into acceptable behaviors. Each individual must assume responsibility for his/her own actions in accordance with socially acceptable conduct and rules, regulations, and policies of the school setting. Behaviors exhibited must be within the bounds of law and order and must respect the rights of others as individuals.

A. Expected Behaviors of Students

1. Abide by national, state and local laws as well as rules of the school.
2. Respect the civil rights of others.
3. Act courteously to all adults and fellow students.
4. Be prompt to school and attentive in class.
5. Complete assigned tasks on time as directed.
6. Help maintain a school environment that is safe, friendly, and productive.
7. Act at all times in a manner that reflects pride in self, family, and school.

B. Nature of Consequences

Consequences will be imposed where violation and/or irresponsible behavior warrant. Infractions of the school discipline policy may result such actions as a verbal warning, lunch detention, after school detention, a phone call to parent(s) or guardians, a conference with or without parents, restitution or repair, removal from class and/or school, the withdrawal of privileges or denial of participation in upcoming activities including assembly participation or attendance, concerts, and special events until all consequence are served, in-school supervision or out-of-school suspension and/or expulsion. Students who fail to serve assigned original consequences will be given additional or harsher consequences. The Northwestern Local Board of Education delegates to school officials and teachers the authority to enforce regulations regarding the conduct of students.

C. Scope of Enforcement

Students will be held accountable for their behavior regarding the school rules and regulations during the following hours and situations:

1. In school, on school grounds (including in a car), or on a school bus, before, during, and after school hours.
2. At school activities, games, functions, or events on Northwestern property or another institution.
3. Off school property but related to incidents that occurred on school property, or misconduct directed at a school district official or employee or at the property of a district official or employee.

D. Definitions and Explanations

1. After School Detentions, Lunch Detentions:

The purpose of these discipline programs is to enable students, who would otherwise be suspended from school, to remain in school and hopefully amend their behavior. These programs provide students with the opportunity to improve their academic standing while reflecting on the choices that they made which resulted in the consequence in the first place.

****REGULATIONS REGARDING AFTER SCHOOL DETENTIONS, STUDY TABLES AND WEDNESDAY DETENTIONS****

- a) After school detentions or study tables may be held from 3:30 p.m.–4:30 p.m. Monday- Friday.
- b)
- c) Students must be present at 3:30 p.m. for after school detentions, study tables and for Wednesday Detentions or it will be counted as failure to serve.
- d) Staff are responsible for notifying parents/guardians of after school detentions.
- e) Transportation is the responsibility of the student and parent/guardian.
- f) If an emergency arises, the parent or guardian should contact school officials by calling the school office in advance.
- g) If an excuse is approved, it is the responsibility of the student to reschedule in a timely manner.
- h) Students who do not reschedule detentions or present themselves for rescheduled detentions will be subject to additional disciplinary action. In addition, they may be denied participation in school activities including dances, sports, concerts, intramurals, extracurricular activities and/or special events until the detentions missed have been served OR resolved as directed by the principal.
- i) Students are required to bring school-related materials and assignments to the detention. During this time, he/she is to remain totally quiet and work on completing school assignments and studying course materials. The monitor may permit the individual to read appropriate materials.
- j) No sleeping is permitted during the detention or time will be repeated.
- k) An uncooperative and/or disruptive student in detention will be required to leave the school grounds and will be subject to additional disciplinary action.
- l) In the event of inclement weather students will be notified of cancellation and permitted to use the office phone to make transportation arrangements. In this event, students are expected to serve their time in the next regular detention or .
- m) Lunch detentions may be held during the lunch period.

2. Alternative Learning Center(ALC)/In-School Supervision (ISS):

The Alternative Learning Center (ALC) or ISS is a place that a student may be assigned a disciplinary consequence. While assigned to the Alternative Learning Center students will be required to complete their work and will receive credit for their assignments. To be in the Alternative Learning Center means that you will not be permitted to attend regular class at school. During "ALC" you will receive academic credit for work completed and will be able to attend extra-curricular activities. Students who do not successfully complete their day in the Alternative Learning Center may be reassigned to the "ALC" the following day.

3. **Complicity:** No student shall actively or passively participate in any wrongdoing or questionable behavior or knowingly associate with another student who is in the act of wrongdoing in violation of the Student Code of Conduct or the law. Students who do so are considered complicit. Students found to be in "complicity" will be given the same consequences as the person or those individual(s) who actually committed the act of wrongdoing
4. **Due Process:** The procedure and measures used by school administration giving a student notice of the school's intent to suspend the student out of school and informing him/her as to why such action is being taken. Every student is entitled to such a hearing in order to protect his/her rights.
5. **Emergency Removal:** If a student's presence or actions poses a continuing danger to persons or property, or has resulted or threatens to result in a serious disruption to the educational process, the superintendent or principal may immediately remove the student from school grounds or from any curricular or extracurricular activities on or off school grounds. A teacher may remove the student from curricular or extracurricular activities, but not from the school grounds.

E. Out-of-School Suspension (OSS) and Expulsion

A 'suspension' is the removal by the principal or superintendent of a student from school curricular and/or extracurricular activities for a period of not more than 10 days. Students who are suspended out of school may not be present on school property, participate or attend school activities/contests. Students may not be present at activities or on the property controlled by the school. This also excludes a student from attending any away extracurricular events and/or trips. An 'expulsion' is the removal by the superintendent of a student from school curricular and/or extracurricular activities for a period of more than 10 days. Students may be expelled from school for a period not to exceed 80 days, and may have the expulsion continued into the following year. The expulsion may also be extended pursuant to O.R.C. 33132.66(f) related to permanent exclusion. Students shall be afforded due process of law both preceding and following suspension or expulsion in accordance with federal and state law and policies and regulations adopted by the Board of Education.

Students who violate the terms of his/her suspension or expulsion may, at the discretion of the superintendent and under appropriate circumstances, be referred to the proper law enforcement agencies. The superintendent may require a student to perform community service in conjunction with or in place of a suspension or an expulsion.

1. Right of Appeal - In cases of out of school suspension, the right of appeal shall be:

- a) A student, or his/her parents or guardian may appeal a suspension by the superintendent or principal to the Board of Education or its designee. The superintendent or his/her designee is designated by the Board to hear the suspension appeal.
- b) The request for appeal must be made in writing with the superintendent's office within 3 days of the first day of suspension.
- c) The student and his/her parent or guardian has the right of representation at the appeal hearing and shall be granted a hearing before the designee or board, as required, in order to be heard regarding the suspension.
- d) At the request of the student or his/her parents or guardian, or attorney, the designee or board, whichever is required, shall hold the hearing in executive session.
- e) Formal action on the appeal may only be taken in a public meeting.
- f) By the action of either the designee or board, whichever is required, the order of suspension may be affirmed, or the student may be reinstated or the action otherwise reversed, vacated, or modified.
- g) The Board or designee, who is required, will have 5 school days following the hearing to issue a written decision.
- h) Either the Board or designee, whichever is required, shall make or cause to be made a verbatim record of appeal hearings. The record shall not be reduced to writing except at the request, cost, and arrangement of the party requesting the written record.
- i) A student shall remain suspended for the duration of the suspension unless and until action modifying the suspension is taken on appeal, except that the principal or superintendent shall have the discretion to hold a suspension in abeyance pending appeal.

2. Acts Subject to Permanent Expulsion

A student shall not participate in any of the acts prohibited in Board Policy and listed below. A student, in

addition to suspension, expulsion, and/or emergency removal, may be subject to permanent exclusion from school for the following acts pursuant to R.C. 3313.662 and Board policy. A student may be permanently excluded from attending any Ohio public school if the student is convicted of, adjudicated a delinquent child, for committing, when 16 or older, one of the following:

- a) Illegal conveyance or possession of **deadly weapons** or dangerous ordinance on school premises, in violation of R.C. 2923.122 and board policy.
- b) Carrying or being in possession of **concealed weapons** on school property or at a school activity in violation of R.C. 2923.12 and board policy
- c) Selling or offering to sell or possessing a controlled substance in violation of board policy and R.C. 2925.03 (A)(1), (4), (5), (6), (7), (9) or (10) on school property or at a school activity.
- d) Committing one of the following on school property or at a school function: aggravated murder (R.C. 2903.1), murder (R.C. 2903.02), voluntary manslaughter (R.C. 2903.03), felonious assault (R.C. 2903.11), aggravated assault (R.C. 2903.11), felonious sexual penetration (R.C. 2907.12), rape (R.C. 2907.02), or gross sexual imposition (R.C. 2907.05).
- e) Complicity in any of the above violations regardless of whether the act of complicity was committed on school property or at a school activity.
- f) Any other acts for which a student may be subject to permanent exclusion.

3. **Expulsion for One Calendar Year**

Effective September 14, 1995, a student who brings a firearm to school or on to property owned or controlled by the Board of Education while school is in session; to school sponsored activities or events whether on or off school premises; on school premises whether or not school is in session; in any vehicle whose use is controlled or organized or arranged by the school; or at any time when the student is subject to the authority of the Board of Education or school personnel, shall be expelled from school for one calendar year. This provision does not in any way prevent school officials from pursuing the permanent exclusion of a student pursuant to Ohio Revised Code section 3313.662.

Effective September 14, 1995, any student who brings a knife to school or on to school property while school is in session; to school sponsored activities or events whether on or off school premises; on school premises whether or not school is in session; in any vehicle whose use is controlled or organized or arranged by the school; or at any time when the student is subject to the authority of the Board of Education or school personnel, shall be expelled from school for one calendar year. This provision does not in any way prevent school officials from pursuing the permanent exclusion of a student pursuant to Ohio Revised Code section 3313.662. **The decision of either the designee or board, which is required, may be appealed to the Court of Common Pleas as authorized by Ohio law.**

F. Physical Restraint

Section 319.41 of the Ohio Revised Code specifies that: a person employed or engaged as a staff member, teacher, principal or administrator in a school, whether public or private, may, within the scope of their employment, use and apply such amount of force and restraint as is reasonable and necessary to quell a disturbance threatening physical injury to others, to obtain possession of weapons or other dangerous objects upon the person or within the control of the pupil for the purpose of self-defense, or for the protection of persons or property.

PART II: GROUNDS FOR DISCIPLINARY ACTION AND CONSEQUENCES

Violations on the part of a student of any one or more of the following rules shall constitute misconduct and may result in a detention, Wednesday School, alternative learning center placement, suspension, expulsion, emergency removal, or other discipline of the student. **Violations with substitute teachers will be subject to an investigation. At any point, if administration feels there is a need to involve the School Resource Officer (SRO), higher disciplinary consequences may be assigned.**

A. Regarding Repeated Violations or Other Circumstances

These guidelines do not restrict the principal or superintendent from using her/his judgment in interpreting and implementing consequences. The administration reserves the right to assign and establish procedures in areas where precedent has not been set. **Repeated violations, though nature of infractions may differ, reflect a disregard for school rules and may result in consequences becoming more punitive.** Student's increasing disciplinary history and the circumstances surrounding occurrences may ultimately result in a recommendation for expulsion for ongoing unruly or disorderly conduct. **Violations beyond the offenses stated here are subject to Administrative Action.**

III. **STUDENT CODE OF CONDUCT ORGANIZATION**

LEVEL 1 VIOLATIONS: 1 demerit for each detention issued by the office.

- 1.1 Disrespect (verbal/nonverbal)
- 1.2 Failure to Follow a Reasonable Request
- 1.3 Disruption of Educational process without Removal
- 1.4 Food/Cafeteria Violation
- 1.5 Playground Violation

LEVEL 2 VIOLATIONS: 3-15 demerits for each infraction. With some infractions there may be additional disciplinary action, including ISS, OSS, and/or referral to a specialist.

- 2.1 Insubordination (refusal to comply with teacher request or school rules)
- 2.2 Major Disruption of Educational process with Removal
- 2.3 Inappropriate Language/gestures
- 2.4 Conduct that is physical/unsafe (pushing, grabbing, poking)
- 2.5 Theft/Damage/Vandalism (\$50 or Less)

LEVEL 3 VIOLATIONS: In School Supervision or Out of School suspension; Police Report may be filed.

- 3.1 Harassment (verbal/sexual/ethnic)
- 3.2 Fighting and/or Instigating a fight (attempt to cause harm)
- 3.3 Threats (physical, verbal, written to students/staff)
- 3.4 Alcohol, drugs, or Tobacco on school grounds (possession or distribution)
- 3.5 Theft, Damage or Vandalism (more than \$50)
- 3.6 Weapon possession (with motive to harm)
- 3.7 Bullying (verbal)

Separate Policies

- S.1 Bus/Van Conduct Violations
- S.2 Cheating and/or Plagiarism
- S.3 Computer Hardware, Software or other
- S.4 Electronic Device Usage
- S.5 Other

**The Administration reserves the right to replace the OSS assignment with other disciplinary action when it is deemed appropriate.*

EMERGENCY REMOVAL OF A STUDENT FROM CLASS

1. Students are emergency removed by teachers when the student poses a continuing danger to persons or property or a threat of disrupting the academic process. Emergency removal from class is a Level 2 violation.
2. This removal shall not exceed 72 hours, during which time the principal/designee shall arrange a hearing for the student, which will involve the student, teacher, and principal/designee.
3. At the conclusion of this hearing the student may receive further disciplinary actions.

Alternate Learning Center/IN-SCHOOL SUPERVISION

A student receiving an ALC/ISS assignment shall follow the following procedures:

1. The student will write the following:
 - a. What behavior the student exhibited that violated the *NES Student Conduct Code*.
 - b. What consequences the student received for this behavior.
 - c. An explanation of how to avoid exhibiting this behavior in the future.

If the above is deemed unacceptable, the student will be required to rewrite the entire essay.

2. Once item #1 has been completed, the student will receive his/her academic assignments. Any assignments not completed in ALC/ISS will not be accepted for credit and no make-up work will be given.
3. Students placed in ALC/ISS **may not** be able to participate in any contest during the supervision.

OUT-OF-SCHOOL SUSPENSION

1. The principal will administer out-of-school suspensions.

2. No out-of-school suspensions will exceed 10 school days.
3. The student will be give written notice of intention to suspend and the reasons why.
4. The student will have an opportunity to appear at an informal hearing before the principal, superintendent or his designee, and has the right to challenge the reasons for the intended suspension or otherwise explain his actions. The hearing may take place immediately.
5. Written notice of a suspension will be mailed or otherwise presented to the parent, guardian, or custodian of the student and treasurer of the board within 24 hours of the suspension.

During an out-of-school suspension, the student will be required to complete all assigned work and submit work for full credit. During the suspension, the student shall not be permitted on school grounds or attend home or away events sponsored by the Northwestern Local School District.

Level 1 Specific Violations

1.1 & 1.3 Disruption: Non-Removal from Assigned Area (Class, Lunch, Assembly, Etc.) and Disrespectful Behavior

Students are expected to demonstrate positive behaviors that are conducive to a good learning environment in their assigned classes. Disruptive behavior, such as, “messaging around” without removal refers to any negative behavior that tends to disturb the educational process or anyone trying to learn. Students found in violation of this policy or in possession of any nuisance object (water guns, whistles, etc.) will be subject to confiscation of said object and disciplinary action.

1.2 Failure to Follow a Reasonable Request

When given a reasonable request by a member of the faculty or staff, students are expected to do what they are told to do, when they are told to do it. It is also expected that the student will be respectful while complying with the request.

1.4 Food/Cafeteria Violation

Students are expected to behave in a mature manner in the cafeteria. This includes the proper handling of food and cleaning up after eating in the cafeteria. Food may not be taken from the cafeteria. Students may not consume food or beverages in the hallways or classrooms. On special occasions, teachers may grant an exception to this rule. No food deliveries of any type, whether in class or cafeteria, are permitted to students without prior approval of the principal.

1.5 Playground Violation

Students are expected to follow all playground rules and procedures during recess. This includes proper use of playground equipment.

Level 2 Specific Violations

2.1 Insubordination

A student shall not disregard or refuse to obey reasonable requests or directions given to the student by school employees. Students shall not challenge the school employee’s authority. Repeated acts of misconduct will be considered insubordination as well.

2.2 Disruption with Removal from Assigned Area (Class, Lunch, Assembly, Etc.)

A student shall not knowingly or with reckless disregard act or urge others to act in such a way as to cause by use of violence, force, noise, threat, intimidation, fear, passive resistance, or any other conduct, the substantial and material disruption or obstruction of any school activity. Students may not act in a manner that does not allow the teacher to effectively teach the class.

2.3 Inappropriate language/gestures

A student shall not use profane, vulgar or abusive language or gestures which under the circumstances are offensive to the sensibilities of ordinary people or which disrupt normal school activities. Such prohibitions include, but are not limited to, use of computers or other technology or communications. Inappropriate language or gestures in response to, but not directed to a staff member will not be tolerated.

2.4 Conduct that is physical/unsafe

A student shall not engage in conduct that is unsafe to themselves or towards others. Unsafe behavior is defined as but not limited to pushing, grabbing, poking, throwing items, etc).

2.5 Theft, Damage and Vandalism (\$50 or less)

A student shall neither take/attempt to take nor receive into his/her possession property of the school district, another student, visitor, or school employee without the owner’s explicit knowledge and consent. Not knowing the ownership of any particular item is not an excuse to keep the item. Nor should students assume that they will find the owner. Instead, any item “found” in classrooms, hallways, bathrooms, athletic areas or commons or anywhere else on any school property should be turned into a staff member or the school office immediately.

A student shall not knowingly, or with reckless disregard, cause or attempt to cause damage to or deface school property,

grounds, equipment, materials, or computers or other technology. In addition, a student shall not knowingly or with reckless disregard cause or attempt to cause damage to any private property.

In accordance with state law, parents or guardians may be liable for payment for the cost to repair or replace any such property damage caused by acts of their child. Charges may be filed with the police.

Level 3 Specific Violations

Those violations noted as level 3 are deemed to be the most serious violations in the Northwestern Middle School Code of Conduct. The consequences for repeated level three violations will be progressively more severe. These consequences are also cumulative throughout a student's middle school tenure. The principal may adjust the steps when it is deemed to be warranted.

3.1 Harassment and or Bullying (verbal/sexual/ethnic)

A student shall not harass, intimidate, degrade, disgrace, disparage, incite, provoke, threaten, or discriminate against any other student or school employee for any reason e.g. racial, ethnic, physical or mental disability, religious, etc. Northwestern Elementary School is committed to providing a safe, caring and respectful learning environment for all students. It is our expectation that students will have respect for others and their individual differences. No student shall engage in any sexual harassment or sexual misconduct. This includes the possession or viewing of inappropriate materials and/or pictures. Any incident that is considered fore sexual harassment will be sent to the Title IX Coordinator for review.

Definition of bullying:

- Bullying is defined as intentional, repeated behavior by an individual or group of individuals that causes distress, hurt or undue pressure.
- Bullying involves the abuse of power in relationships. Bullying can involve all forms of harassment, humiliation, domination and intimidation of others.
- Bullying behavior can be verbal, physical, social or emotional, and may include, but are not limited to, intimidation, assault; extortion; oral or written threats; teasing; putdowns; name-calling; threatening looks; gestures, or actions; rumors; false accusations; hazing, social isolation, and cyber-bullying.

3.2 Fighting and/or Instigating a fight (attempt to cause harm)

A student shall not engage physically with another student. If both students are physically engaged, then both students will be subject to disciplinary action.

3.3 Threats of Faculty, Staff or Visitors

A student shall not knowingly or with reckless disregard cause physical injury or threaten to cause physical injury to any person.

3.4 Alcohol, Other Harmful or Illegal Substances and Drugs

A student shall not possess, use, sell, offer to sell, distribute, conceal, transmit or demonstrate any evidence of consumption of any alcoholic beverage or other harmful, illegal or illegally used substances, intoxicants or drugs including steroids, counterfeit (look-alike) drugs, controlled substances, juul and associated paraphernalia.

Complicity in any of the above will result in the same disciplinary action. Students must turn in all medication to the office in original containers, prescribed medications and over the counter medication.

1st offense: Parent notification and immediate removal of student from school grounds;
3-5 days ISS/ OSS

2nd offense: Parent notification and immediate removal of student from school grounds; Police notification;
10 days OSS

-OR-

5 days OSS and 2 days ISS with balance of OSS held in abeyance pending completion of the following:

- a) Alcohol or chemical dependency assessment by a trained professional
- b) Attend and successfully complete an Alcohol/Drug/Tobacco Intervention/Education Program selected by the Principal/designee

NOTE: Failure to begin this process in a timely manner will result in serving the remaining days of OSS regardless of ISS time served.

Additional offenses:

Parent notification and immediate removal of student from school grounds; Police notification; 10 days OSS, possible recommendation for expulsion.

3.5 Theft, Damage or Vandalism (more than \$50)

A student shall neither take, attempt to take nor receive into his/her possession property of the school

district, another student, visitor, or school employee without the owner’s explicit knowledge and consent. Not knowing the ownership of any particular item is not an excuse to keep the item. Nor should students assume that they will find the owner. Instead, any item “found” in classrooms, hallways, bathrooms, athletic areas or commons or anywhere else on any school property should be turned into a staff member or the school office immediately. A student shall not knowingly, or with reckless disregard, cause or attempt to cause damage to or deface school property, grounds, equipment, materials, or computers or other technology. In addition, a student shall not knowingly or with reckless disregard cause or attempt to cause damage to any private property. In accordance with state law, parents or guardians may be liable for payment for the cost to repair or replace any such property damage caused by acts of their student.

3.6 Weapon possession (with motive to harm)

A student shall not directly or complicity possess, transport, transmit, conceal, or attempt any actions that violate the Dangerous Weapons/Hazardous Behavior Policy approved by the Board as described in this handbook.

SEPARATE POLICIES

S.1 Bus/Van Conduct Violations

A student shall not violate Board policy on conduct of students on school buses or vans. Any acts that threaten the safety and welfare of those riding or driving the bus/van or that result in destruction of said vehicle shall result in disciplinary actions, including the loss of riding privileges. Fighting on bus/van shall result in suspension or expulsion and/or referral to law enforcement. Violations with substitute bus drivers will automatically constitute 2 offenses.

- 1st offense: Warning -conduct card home for parent/guardian signature - return to driver
- 2nd offense: 3-5 day denial of riding privileges with possible additional discipline
- 3rd offense: 10-day denial of riding privileges with possible additional formal discipline
Conference with student/parent/principal/transportation director/principal before return to bus
- 4th offense: Extended to permanent denial of bus riding. Hearing w/principal/superintendent

S.2 Cheating and/or Plagiarizing

A student shall not obtain by fraudulent, dishonest or deceptive means and use as his/her own (or provide to another student) any schoolwork, work product, questions on or answers to examinations or any like matters or violate the reasonable requirements of a teacher with respect to the conduct and taking of examinations or the completion of other course work. A student who violates this policy or allows another to do so will receive no credit for the work, product or any like matters. Cheating and/or plagiarizing violations are cumulative over a student’s elementary school tenure.

Academic Probation involves a denial of privilege to receive honors or recognition.

- 1st offense: Referral to principal; parent-teacher conference; After-school Detention; no credit on work in question.
- 2nd offense: Referral to principal; parent-teacher conference, 1-2 days of ISS; no credit on work in question; possible notation in student’s permanent file,.
- 3rd offense: Referral to principal; parent-teacher conference; 2-3 days ISS, no credit on work in question; and no participation in field trips, notification in student’s permanent file.

S.3 Computer Hardware, Software or other School Technology Violations

No student shall violate the posted computer usage guidelines (also included in this handbook). In addition, students are not permitted to be on or utilize social media, YouTube, or other social networking sites while at school, without the permission and supervision of a staff member. Students may not take video or utilize the camera function to photograph or record events at the school without permission and supervision of staff. No student shall willingly take another student’s password or computer login identity.

- 1st offense: 3 days ISS /OSS, removal from computer use up to 9 weeks
- 2nd offense: 5 days ISS/OSS, removal from computer use up to one trimester (12 weeks)
- 3rd offense: 5-10 days ISS/OSS, permanent removal from computer use up to two trimesters (24 weeks), to be carried over into the next school year until time is served.

S.4 Electronic Device Usage

While students may bring in electronic devices (cellphones, laptops, Chromebook or tablets) for educational use only, we do not encourage them to do so. We do not assume any responsibility if they are lost/stolen. Personal electronic devices (*other than cell phones*) must be registered using the Waiver for Personal Electronic Property form. **Cell Phones are not to be used, heard or even be visible at any time during the school day (between 8:55 a.m. and 3:30 p.m.).**

Instead **they should be turned off and put away**. Violations of these policies will result in the confiscation of said items and possible disciplinary consequences. Confiscated electronic devices are subject to search by the administration and students will be held accountable for the contents in the device. It is the student's responsibility to notify their parents that an item was confiscated and must be picked up by a parent at the main office within two weeks of confiscation. See code of conduct electronic device violation.

- 1st offense: confiscation and turned in to the office to be picked up by the student at the end of the school day; conference or detention.
- 2nd offense: confiscation and turned in to the office to be picked up by the student at the of the day, Detention or After-school Detention .
- 3rd+ offenses: confiscation and turned in to the office to be returned to the parent/guardian at a date to be determined by the principal/designee; Wednesday Detention, or 1-2 days ISS.

S.5 Violation Considered as Other

In recognition that any list of prohibited conduct cannot encompass every conceivable action that may properly be subject to discipline, the principal has the authority to suspend and/or recommend the expulsion of a student for conduct not specifically mentioned in this handbook.

IV. OTHER REGULATIONS & POLICIES

A. Bus/Van Transportation

Students may be dropped off at a location other than their normal drop-off point for emergency and/or school-related reasons only and not for personal or social ones. Such drop-offs should not be frequent. Only the transportation supervisor may approve a permanent change to a new location.

1. Present a note to the main office signed by a parent or guardian requesting and explaining the change.
2. This note must be presented to the office upon arrival and if approved, will be signed by the principal.
3. If the request is granted, the student must present the signed note to the bus driver.

The Board, as part of the District's ongoing program to improve student discipline and ensure the health, welfare and safety of all those riding school transportation vehicles, may utilize video cameras on all school vehicles transporting students to and from curricular and extracurricular activities. The video cameras monitor student behavior and the recordings are admissible evidence in student disciplinary proceedings. The videotapes may be student records subject to confidentiality.

B. Anti Bullying Policy (HB116)

Northwestern Elementary School is committed to providing a safe, caring and respectful learning environment for all students. It is our expectation that students will have respect for others and their individual differences.

Definition of bullying:

- Bullying is defined as intentional, repeated behavior by an individual or group of individuals that causes distress, hurt or undue pressure.
- Bullying involves the abuse of power in relationships. Bullying can involve all forms of harassment, humiliation, domination and intimidation of others.
- Bullying behavior can be verbal, physical, social or emotional, and may include, but are not limited to, intimidation, assault; extortion; oral or written threats; teasing; putdowns; name-calling; threatening looks; gestures, or actions; rumors; false accusations; hazing, social isolation, and cyber-bullying.
- Students who engage in cyber bullying through the use of a cell phone, computer or other electronic communication device may face school disciplinary action including suspension. Incidents of this nature, that impact the school environment, will be investigated and handled in the same manner as if the incidents happened on school grounds. (Jessica Logan Act)

Student/Parent Action

The school system encourages students and parents who become aware of an act of bullying to immediately report the incident(s) to the principal/designee for further investigation. Any student who retaliates against another for reporting bullying will also be subject to consequences.

Complaint/Investigative Procedure

All students shall be informed of their right to protection against bullying behaviors and the right to file a complaint if they believe they have been the victim of bullying behavior. School administrators are responsible for investigating each complaint, determining if the complaint is legitimate in accordance with the above definition, and taking appropriate corrective action. Any student (be they the victim or the bystander) may

initiate a complaint by submitting the concern in writing to the principal/designee. Because the school takes these complaints seriously, any students who make false reports intentionally may face disciplinary actions.

Intervention/Consequences:

Reports of bullying are taken seriously and shall be dealt with quickly and effectively. If a student is found guilty of bullying behavior the consequences shall depend on both the results of the investigation and the severity of the incident. Consequences may include but are not limited to mediation, a parent conference, counseling, suspension, expulsion, or referral to local law enforcement agency. The school will utilize resources and strategies for working with all parties to reduce any future incidents continued harassment, or retaliation.

C. Cheating and Plagiarizing

Students are expected to conduct themselves honestly and with integrity in their work. All forms of cheating and plagiarizing, whether direct or complicit, are strictly prohibited. Consequences are severe and clearly outlined in the Discipline Code of Conduct. Forms of cheating and plagiarizing include, but are not limited to misrepresentations of papers, essays, writing from other students, or the Internet.

Examples:

- Copying another student's homework
- Working with others on projects that are meant to be done individually
- Looking or copying another student's test or quiz answers even if the student allows you to do so
- Allowing another student to look at or copy answers from your test or quiz
- Giving questions and/or answers to a test or quiz to another student who has not yet taken it
- Receiving questions and/or answers to a test or quiz from another student who has already taken it
- Taking a test or quiz in part or in whole to use or give to others
- Copying information from a source without giving proper credit to that source
- Presenting other's work/ideas as one's own without giving proper credit to the source

D. Computer/Technology Usage Policy

Computer use is encouraged and made available to students for educational purposes. The school retains the ownership of all hardware and software, as well as the right to inspect, copy, and delete all files and records created or stored on school-owned computers. The use of the school's computers is a privilege. Students choosing to use the school's computers must sign a contract agreeing to follow the Computer Usage Guidelines. Failure to sign this contract will result in denial of all computer privileges.

I. COMPUTER/ON-LINE SERVICES

Technology can greatly enhance the instructional program, as well as the efficiency of the District. The Board recognizes that careful planning is essential to ensure the successful, equitable and cost-effective implementation of technology-based materials, equipment, systems and networks. Computers and use of the District network or on-line services support learning and enhance instruction, as well as assist in the administration. Computer networks allow people to interact with many computers; the Internet allows people to interact with hundreds of thousands of networks. All computers are to be used in a responsible, efficient, ethical and legal manner. Failure to adhere to this policy and the guidelines below will result in the revocation of the user's access privilege. Unacceptable uses of the computer/network include but are not limited to:

- 1) Violating the conditions of the Ohio Revised Code dealing with students' and employees' rights to privacy.
- 2) Using profanity, obscenity or other language that may be offensive to another user.
- 3) Reposting (forwarding) personal communication without the author's prior consent.
- 4) Copying commercial software in violation of copyright law.
- 5) Using the network for financial gain, for commercial activity or for any illegal activity.
- 6) Accessing and/or viewing inappropriate material downloading of freeware or shareware programs.

The Board does not condone the use of such materials. Employees, students and parents of students must be aware that the privileges to access on-line services are withdrawn from users who do not respect the rights of others or who do not follow the rules and regulations established. A user's agreement is signed to indicate the user's acknowledgment of the risks and regulations for computer/on-line services use.

[Adoption date: August 17, 1999]

LEGAL REFS.: U.S. Const. Art. I, § 8

Family Educational Rights and Privacy Act; 20 USC 1232g et seq.

ORC 1329.54-1329.67, 3313.20, 3319.321 20 USC 1232g; 34 CFR, § 99.1 et seq.

CROSS REFS.: IB, Academic Freedom IIBG, Computer-Assisted Instruction JFC, Student Conduct

PART III. DRESS CODE POLICY

Students are to appear in school and at school-sponsored activities in clothing that is clean, in good repair and in good taste. Student dress may be regulated if the administration deems said attire to be bizarre, offensive, disruptive or

distracting to the educational process. Students who choose not to abide by the dress code will be subject to disciplinary action. In addition, students will be required to call home to ask for a replacement and be placed in the Alternative Learning Center for the remainder of the day or until a replacement is brought from home. Assignments from teachers will be requested and students will receive full credit for all completed work done in the ALC.

It is important to remember that a dress code exists to ensure that the educational environment will not be disrupted and so that the majority of the students will not be adversely affected by the actions of a few. In addition, it is the position of the Northwestern Local School District that **OUR MANNER OF DRESS, AMONG OTHER THINGS, WILL DETERMINE THE REPUTATION OF OUR PARTICULAR SCHOOL, OUR SCHOOL DISTRICT AND OUR COMMUNITY.**

The following guidelines shall constitute the Northwestern Local School District Student Dress Code:

- SHOES** All students must wear shoes at all times. Shoes with cleats, wheels, slippers and/or shoes intended as sleepwear or look-alike sleepwear may not be worn.
- SHIRTS/TOPS** The length of all shirts/tops must cover the midriff at all times including when a student is sitting, raising his/her hands or arms, bending over or leaning forward, etc. Sleeveless shirts may be worn as long as armholes are hemmed. All shirts/tops must have a center-of-the-shoulder width of no less than three (3) inches. Tops may not go lower than 2-5/8" (the width of a dollar bill) below the collarbone. Man-made/commercial cut-off or tattered shirts/tops, semi-bare or bare shoulders, bare midriffs, tube tops, low cut, side-vented, transparent or semi-transparent, backless or semi-backless, sleepwear or look-alike sleepwear are not permitted. Mesh tops may be worn over an appropriate shirt. Any garment designed as underwear or look-alike underwear may not be visible at any time.
- PANTS** Pants are to be worn without any garment designed as underwear or look-alike underwear visible. All pants must have a hem; slits in pants to accommodate shoes must also be hemmed. Pant legs should not drag on the floor. Holes in pants should be limited and any holes within the "shorts" area must be patched or covered. Warm-ups and sweatpants may be worn, but must be neat, clean.
- SHORTS** Shorts, including those used for physical education classes, are to be worn without any garment designed as underwear or look-alike underwear visible. All shorts must be hemmed both front and back.
- SKIRTS** Skirts are to be worn without any garment designed as underwear or look-alike underwear visible. Skirts must have a hem and skirt lengths cannot be any shorter than those of shorts.
- DRESSES** Dresses may be worn without any garment designed as underwear or look-alike underwear visible. Spaghetti straps and/or sundresses are not permitted unless arms and shoulders are covered by an appropriate shirt/top. Directives for shirts/tops apply to dresses as well.
- UNDERWEAR** Appropriate underclothing must be worn. Garments designed as underwear or look-alike underwear will not be worn as visible outer apparel.
- OTHER** Hats, bandannas, or head coverings of any type are not permitted, unless for religious concerns. Outdoor clothing such as windbreakers, coats, jackets (except for sport coats or suit jackets), gloves or other hand coverings of any type and other similar garments are not appropriate for indoor or school use and are not permitted in classrooms, hallways, and other places in the school during school hours. Students should dress according to the weather and keep a sweater or sweatshirt in their lockers for times when they may feel cold. Tattoos, designs, clothing or other apparel/accessories that advertise or can imply illegal and/or inappropriate activities, use of drugs, tobacco, alcohol, promiscuity/sex or references to cults and/or gangs is inappropriate. Likewise, any blatant or implied display of obscene and/or offensive language or gestures, racial or cultural slurs and/or put-downs is never permitted at any time. Clothing that has manufactured, man-made and/or worn-out holes or tears without a cloth backing or clothing that is clinging or tight-fitting are not to be worn. Holes above the knee must have cloth backing that is part of the apparel, at the knee or lower, leggings underneath the apparel, are permissible. Choke or other animal-like collars, heavy chains, large belt chains, chains on wallets or keys, spiked or excessively large jewelry (e.g. hooped or other large earrings) and any accessories that could be used to inflict serious harm may not be worn. Any body piercings not covered by clothing, other than those in the ear, are not permissible. Body piercing (other than permissible types of ear piercing) and displaying jewelry in areas such as the nose, eyebrows, lips and tongue are not permitted. "Gauging" or stretching of the mouth/lips/and/or earlobe as well as the following types of earrings, ear/body jewelry and ear/body piercing are not permitted.

Sunglasses are not to be worn unless prescribed by a physician. A physician's note must be on file in the school office.

Dress, hair, nail, body piercing, or facial coloring or style that is considered excessive or that draws undue attention or disrupts the educational process as determined by the school administration is unacceptable. What is appropriate for one sex may not be acceptable for the other.

No backpacks, bags or purses large enough to hold a standard textbook and/or similar items are to be used during the school day. Personal items of value are the responsibility of the student and should be safely locked while at school.

Only the principal may grant exception as is necessary for special occasions, spirit days, etc.

FINAL DISCRETION CONCERNING INTERPRETATION OF THE DRESS CODE ALWAYS RESTS WITH THE PRINCIPAL

II. COMPUTER USAGE GUIDELINES

Staff, students or community members who are specifically authorized to use the District's computers or on-line services, shall comply with the following guidelines and procedures.

- 1) Use appropriate language. Do not use profanity, obscenity or other language, which may be offensive to other users. Illegal activities are strictly forbidden.
- 2) Do not reveal your personal home address or phone number or those of other students
- 3) Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all messages relating to or in support of illegal activities and such activities may be reported to the authorities.
- 4) Use of the computer and/or network is not for financial gain or for any commercial or illegal activity.
- 5) The network should not be used in a way that it disrupts the network use of others.
- 6) All communications and information accessible via the network should be assumed to be private property.
- 7) Rules and regulations of on-line etiquette are subject to change by the administration.
- 8) The student in whose name an on-line service account is issued is responsible for its proper use at all times. Users shall keep personal account numbers, home addresses and telephone numbers private. They shall use this system only under their own account numbers.
- 9) The system shall be used only for purposes related to education or administration. Commercial, political and/or personal use of the system is strictly prohibited. The administration reserves the right to monitor any computer activity and on-line communications for improper use.
- 10) Users shall not use the system to encourage the use of drugs, alcohol or tobacco nor shall they promote unethical practices or any activity prohibited by law or Board policy.
- 11) Users shall not view, download or transmit material that is threatening, obscene, disruptive or sexually explicit or that could be construed as harassment or disparagement of others based on their race, national origin, citizenship status, sex, sexual orientation, age, disability, religion or political beliefs.
- 12) Copyrighted material may not be placed on the system without author's permission.
- 13) Vandalism results in the cancellation of user privileges. Vandalism includes uploading/downloading any inappropriate material, creating computer viruses and/or any malicious attempt to harm/destroy equipment/materials or data of any other user.
- 14) 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 they attempt to read, delete, copy, modify or forge other users' mail.
- 15) Users are expected to keep messages brief and use appropriate language.
- 16) Users shall report any security problem or misuse of the network to the teacher or the principal or immediate supervisor.

F. Disseminated Information

Any non-curricular material, such as invitations to various events, distributed to students, parents, staff or included in PA announcements or postings in the school, must be approved by the Principal.

G. Emergency Medical Authorization Form (EMA Forms)

Each student must turn a fully completed and signed EMA form to the office. This form enables a medical professional to perform emergency treatment immediately. These forms should be completed and submitted in at the start of school. Students failing to have these forms current and on file may be denied participation in extracurricular activities. Repeated attempts to secure this form may result in a student not being admitted to school.

H. Fees

Each year the Board of Education adopts a list of activity, handbook and instructional program fees to help offset the cost of the student handbook, consumable course materials, supplies for various course labs, etc. Failure to pay student fees will result in the holding of grade cards, awards and participation in extracurricular activities. Students, whose previous school year's fees are not paid for in full, will not attend dances, field trips, etc. Students who fail to do so will be denied participation in all extracurricular activities.

I. Fire, Intruder, and Tornado Drills

Fire, Intruder, and Tornado safety is always important. To insure this safety, regular fire, intruder, and tornado drills

will be conducted throughout the school year. An electronic signal will be broadcast over the public address system to begin a drill. Directions for drills are posted in each individual classroom. Misconduct during these activities is unacceptable and subject to disciplinary action. Any student found guilty of causing a false alarm will be suspended for a period of 10 days and may be recommended for expulsion. Criminal prosecution will also be pursued.

J. Fundraising Projects

The school principal must approve all fundraising activities. Plans for fundraisers must be submitted to the main office by group advisors at the beginning of the year for approval.

K. Harassment/Intimidation/Extortion (Active or Passive)

Any student who believes that he/she has been subjected to harassment of any form, intimidation, extortion, discriminatory or demoralizing behavior by another student or school personnel is strongly encouraged to report the incident(s) to the principal, school counselor, teacher or other school employee immediately. Those who actively engage in such behaviors and/or those who support or encourage such behaviors on the part of others, even passively (knowing about it but failing to do or say anything to stop it such as notifying school personnel) are subject to serious disciplinary action.

HARASSMENT (General)

1. Any behavior that is discriminatory, creates discomfort, repeatedly or persistently annoys another student and/or interferes with another student's performance.
2. Harassment may take many different forms, including but not limited to the following: gender, ethnic, religious, disability, weight, academic or athletic performance, clothing, social group, physical appearance or disability, etc.
3. Gossiping, spreading of rumors or stories, repeating such with little regard to the truth, other verbal, teasing, non-verbal and physical actions in themselves, regardless of intent, is part of such misconduct.
4. **Issues of this nature that occur outside of school that impact the school environment may be handled as school issues. This includes cyber bullying or harassment through the use of cell phone, computer or other electronic communication device. (Jessica Logan Act)**

SEXUAL HARASSMENT/MISCONDUCT

Northwestern Elementary School is committed to eliminating and preventing sexual harassment/misconduct in our building.

DEFINITION OF SEXUAL HARASSMENT/MISCONDUCT

- 1) Unwanted sexual advances, including propositioning, repeatedly asking someone out for a date, after it is clear that the person is not interested.
- 2) Making or threatening reprisals after a negative response to sexual advances.
- 3) Non-verbal conduct: leering, making sexual gestures, displaying sexually suggestive objects, pictures, cartoons or posters.
- 4) Verbal conduct: making or using derogatory comments, epithets, slurs, jokes, or making sexually based remarks about another person's or one's own body.
- 5) Verbal abuse of sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitations.
- 6) Physical conduct; touching, assault, impeding or blocking movement.
- 7) This sexual harassment policy is intended to protect against sexual harassment before it becomes actionable sexual harassment. The term "sexual harassment" is intended to mean sexual harassment in the broadest meaning of that term in current as well as legal usage.

WHAT TO DO IF YOU ARE SEXUALLY HARASSED

When unwelcome activities previously described occur of a milder nature, the best thing to do is say that you are uncomfortable with the behavior and ask that it cease. If the behavior does not cease, students should notify a teacher, counselor, or principal.

INTIMIDATION

No student shall engage in any threatening behavior of a verbal and/or non-verbal nature that has the potential to influence or frighten another student.

EXTORTION

No student shall attempt to obtain money, property, special favors or articles by threat or force.

L. Hallways

Students are expected to use common courtesies at all times when traveling through the hallways. Students are not to: use vulgar or profane language; yell, scream, make excessive noise; congregate in halls, stand around and talk during change of classes and/or block movement of other students and staff in any way. **During change of classes, students should be moving to their assigned area, always staying to the right side of the hall until they get to their**

destination.

M. Hazing Policy

It is the policy of the Northwestern Board of Education and school district that hazing activities of any type are inconsistent with the educational process and shall be prohibited at all times.

1. Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person.
2. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy.
3. No student, including leaders of student organizations, shall plan, encourage, or engage in any hazing.
4. No administrator, faculty member, or other employee of the school district shall encourage, permit, condone, or tolerate any hazing activities.

N. Hearing and Vision Screening

The school nurse will conduct the mandated hearing and vision screening of all students.

O. Injuries to Students / Insurance

The Board of Education is not liable for medical costs. Parents or guardians will be notified of serious injury. If they cannot be reached, the pupil's family physician and the local emergency ambulance will be notified.

An accident insurance program is made available to all pupils of the Northwestern schools. All athletes must enroll in the school insurance program to be eligible or verify that their parent/guardian has insurance coverage.

P. Interrogation of Students

1. A student in school may not be interrogated by police or by any person not affiliated with the school without the knowledge of school officials.
2. Any interrogation must be done in private with a school representative present.
3. A student may not be released to the custody of persons other than his/her parents or guardians unless placed under arrest by legal authority.
4. If a student is removed from the school by legal authority, school personnel will notify parents or guardians as soon as possible.

Q. Lockers/Cubbies

Each student is assigned a specific locker/cubbies at the beginning of the school year. The school is not responsible nor is it obligated to investigate any damage and/or theft of personal items and/or school textbooks left anywhere but in lockers/cubbies.

R. Medications – Prescription and Over the Counter Drugs

Administration of Prescribed Drugs and Over-the-Counter Medicines

All medications, prescribed and non-prescribed, are to be delivered and kept in the main office. They will be administered with adult supervision. Any non-food substance that is over-the-counter and is promoted for having chemically altering effects on the body is considered under this policy including laxatives, sleep aides, weight aides, etc. Drugs/medicine may only be administered to students if they are received in their ORIGINAL CONTAINER and:

1. The main office receives a written request signed by a parent or guardian that a prescription or an over-the-counter drug can be administered
2. The main office receives a written request from a physician stating that a prescription drug can be administered. The note must include the following: name and address of the student; school and class of the student; the name, dosage, and time to be administered; dates the administration should begin and end; and the physician's phone number.

S. Personal Belongings

NES discourages students from bringing any type of electronic devices not being used for educational purposes, other valuable equipment, or large sums of money to school and does not assume any responsibility for lost/stolen personal belongings. If it is necessary to bring such items to school, students should keep them in a backpack for safekeeping. NES is not responsible nor is it obligated to investigate any damage and/or theft of personal items and/or school textbooks left anywhere but in personal backpacks.

T. Posting of Signs or Posters

In order to exhibit posters or signs in or about the school building, you must first receive the approval of the principal.

U. School Property- Building, Grounds, School and Personal

Students who disfigure or damage school or personal property or equipment will be required to pay for the damage

or replace the item. Such students may also be subject to criminal prosecution.

W. Student Records

The teachers, counselors and administrative staff keep many records. Students and parents have the right to review educational records generated by the school district, request amendment to these records, insert addenda to records, and obtain copies of such records – copying costs may be charged. There are two basic kinds of records: -directory information and confidential records.

- 1. Directory Information** can be given to any person or organization for non-profit making purposes when requested, unless the parents of the student restrict the information, in writing, to the principal. Directory information includes: name, address, telephone number, date & place of birth, photos of student, participation in activities/sports, awards received, major field of study, dates of attendance. Weight, height and other statistics related to a sport may be included for sports purposes.
- 2. Confidential Records** contain educational and behavioral information that has restricted access. This information will only be released with written consent of the parents, the adult student, or a surrogate. The only exception to this is to comply with state and federal laws that may require release without consent. Confidential records may include test scores, psychological reports, behavioral data, disciplinary actions, and communications with the family and outside service providers. Parents may also provide the school with copies of records made by non-school professional agencies or individuals. Non-custodial parents have a right to academic information regarding their child if this request is made in writing and proof of identity is established.

X. SEARCH, SEIZURE AND SURVEILLANCE

The Northwestern Board of Education retains ownership of all lockers/cubbies., desks, cabinets, and similar property. Students should not expect privacy to locker/cubbies or locker content or other such property. School personnel and/or school-authorized law enforcement or agency personnel may conduct searches of lockers/cubbies and such property including the content thereof at any time for any reason. Random search and seizure efforts using trained animal and/or detection devices may be utilized. Students are responsible for any and all contents found in their lockers/cubbies and will be held responsible for any violations of school rules that occur in their assigned locker/cubbies. No student is permitted to share a locker/cubbies without the written permission of the administration, and sharing of a locker/cubbies does not excuse either student from being responsible for the contents of the locker at all times.

In addition, NES uses video surveillance equipment, both inside and outside the building, for security and administrative purposes. The equipment may or may not be monitored at any time. These records are viewable only by authorized personnel. Unauthorized people (parents, community members) will not be able to view the recordings unless the administration gives approval. Due to student privacy issues, parents will not be shown the recordings if there are other students on the recording. In the event of a criminal prosecution, tapes may become evidence at a criminal trial. Under such circumstances, the tape is under the control of the courts not the school. Vehicles and electronic devices on school property are also subject to search.

Y. STUDENT SPEECH

The first amendment to the Constitution guarantees the right of freedom of speech to all citizens, including students. However, the constitutional guarantee does not include license to interfere with the orderly conduct of classes, to coerce others to participate in a particular mode of expression, or to violate the rights of those who disagree with a given point of view. Student speech in any form may be subject to disciplinary action if such speech is slanderous (spoken maliciously or without regard to the truth of the assertion); clearly encourages or incites others to engage in activities that violate school rules, damages property, has the potential for causing physical or emotional harm to others; break the law, and materially and substantially interferes with the normal operation of the school. Official student publications are a part of the school curriculum and may be edited.

Z. TELEPHONE USAGE

Students are not permitted to use a classroom phone without permission. Permission may be granted, by office personnel, to use the office phones. This is intended to help with occasional issues that arise. Students who make frequent requests will find the privilege revoked. Office phones are for school business use. Students are also not permitted to use their cell phones in any part of the school building or on school property during the school day. Office phones may only be used for emergencies as determined by the Principal. Students should not expect to be able to use the phone at will regardless of the reason. Failure to plan ahead or to remember to bring needed assignments, clothing, etc. does not constitute a reason for students to call home.

Though every effort will be made to deliver messages left by parents for students, it is important to remember that circumstances and demands on school personnel varies day to day and moment to moment and must be prioritized. Except for emergency reasons, students will not be pulled from their daily schedule to speak to parents.

AA. VISITORS

All visitors must report to the main office upon entrance into the building. Non-students or students from other schools are not permitted in the building during school hours unless they are part of an approved activity. Parents and alumni are always welcome to make an appointment to see a member of the faculty or staff. No parents are permitted past the office and down the academic wing without a scheduled appointment. This includes dropping off your child off in the morning and picking them up in the afternoon. All classroom visits are to be Any additional reasons for visits must be approved through administration prior to the visit. Lunchroom visit must take place during the student's regularly schedule lunch time. Lunchroom visits need to take place inside the lunchroom. Visitors will not be allowed to remain in the cafeteria for an extended lunch time. Visitors are not allowed to take pictures, video, or make audio recordings during the visit.

CC. ZERO TOLERANCE - Board of Education Policy JFC

Students are expected to conduct themselves in such a way that they respect and consider the rights of others. Students of the Northwestern Local School District must conform to school regulations and accept directions from authorized school personnel. The Board has "zero tolerance" of violent, disruptive or inappropriate behavior by students.

The student Code of Conduct is made available to students and parents and is posted in a central location within the building and posted on the school's web page.

DD. Restroom Student Use

All students are to use the restroom which is associated with their gender. Students that desire additional privacy, for whatever reason, may utilize specified all-gender restrooms located in the clinic. Only one individual may be in a designated all gender restroom at any given time.