

## 2024-2025 CARDINAL HANDBOOK

All new and returning students at Colerain High School need to log-in and sign off on this Student Handbook, as well as other important information and documents on [Registration Gateway](#). The link to review and sign off the information is <https://update.nwlsd.org/login>.

### STUDENT INFORMATION RELEASE FORM

The Northwest Local School District requests parental consent to utilize pictures and/or name identification of students for school publications, videotapes, websites, and/or print and broadcast media. If you do not wish the Northwest Local School District to use your son/daughter's photo and/or name, please notify us in writing, including the student's name, grade, and school he/she attends. Send to:

Dustin Gehring, Northwest Local School District  
3240 Banning Road, Cincinnati, OH 45239  
Phone (513) 923-1000, Ext. 647  
Fax (513) 923-3644  
[dgehring@nwlsd.org](mailto:dgehring@nwlsd.org)

#### DIRECTORY INFORMATION

(O.R.C. 3319.321)

FERPA (Federal Educational Rights and Privacy Act) and Ohio law prohibit the release of student records without the written consent of the parent, or student who is 18 years of age or older. An exception is made in the case of "directory information." The directory information is defined to include the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, date of graduation, and awards. Directory information is considered public information and may be released without parental consent in some cases. Directory information may not be released to an individual or group representing businesses or other profit-making agencies except for private entities contracted by the Northwest Board of Education. If a parent does not want any or all directory information disclosed about his/her child, this objection must be put in writing and sent to:

Northwest Local School District  
Student Services Office  
3240 Banning Road, Cincinnati, OH 45239

### ADDITIONAL NWLSD HANDBOOKS

Information in this handbook pertains to policy and procedures at Colerain High School and NWLSD. Additional information regarding programming, graduation requirements, and other opportunities can be found at the following links:

[NWLSD Credit Flexibility Handbook](#)

[NWLSD Field Trip Handbook](#)

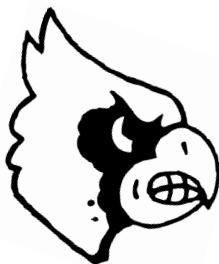
[NWLSD Grading and Reporting](#)

[NWLSD Program of Studies](#)

### SAFE SCHOOL HOTLINE

The SaferOH tip line will accept both calls and texts 24 hours a day regarding bullying, potential suicide risks, violence or other school safety issues. This information is anonymous and reported directly to the designated administrator at your school. This tip line allows students and adults to anonymously share information with school officials and law enforcement about threats to student safety—whether that involves a threatened mass incident or harm to a single student.

CALL OR TEXT **844-SAFEROH (844-723-3764)**



# Colerain High School

## 2024-2025 Student Handbook

### **MISSION STATEMENT**

The heart of our mission is a dynamic learning experience for all students shared by the home, school, and community and embracing the principles of cooperation, mutual respect, and quality education.

### **SCHOOL MASCOT AND COLORS**

The school mascot is the Cardinal and the official school colors of Colerain High are **Red & White**.

### **ACCREDITATION**

Colerain is chartered by the Ohio Department of Education.

### **DISTRICT AND COMMUNITY**

Colerain High School is part of the Northwest Local School District (NWLSD.) We are located in a suburban area about 14 miles from the center of Cincinnati. NWLSD has an estimated population of 60,000 and encompasses 56 square miles. All levels of socio-economic backgrounds are represented in the community.

NWLSD is one of the largest school districts in the state of Ohio. We employ over 1,200 individuals and are the twentieth largest school district in the state of Ohio and second largest in Hamilton County in terms of enrollment.

We have one pre-school learning center, five elementary schools (K-5), three middle schools (6-8), and two high schools (9-12.) We are also part of the Butler Tech Joint Vocational School District and provide Career Technical Education at the Colerain Career Center, the Northwest Career Center, D. Russel Lee, The Natural Science Center, The Bio-Science Center and the School for the Arts.

Colerain High School receives students from all three middle schools in the Northwest District.

## **IMPORTANT INFORMATION**

Colerain High School  
8801 Cheviot Road  
Cincinnati, OH 45251

Colerain High School  
Colerain Career Center  
District Administrative Offices

385-6424  
741-5000  
923-1000

Fax 741-5032  
Fax 741-5060  
Fax 923-3644

We are Colerain.  
We are Respectful.  
We are Reasonable.  
We are Responsible.

### **COLERAIN FIGHT SONG:**

Fight, fight, fight for old Colerain High  
Win the victory, V-I-C-T-O-R-Y.  
Clear the way for Colerain today  
Best in the west, and so we'll do our best, so...  
On, on, on, on, fight to the end  
Honor and glory, we must win!  
So fight, fight, fight for old Colerain High and Victory!



Principal:  
Mrs. Erin Davis

Assistant Principals:  
Mr. Sean Ryan  
Mrs. Erin Kenney-Levin  
Mr. Matt Haws  
Mr. Mike Stevens

# TABLE OF CONTENTS

<b>General Information</b>	<b>6</b>	<b>Attendance</b>	<b>17</b>
Who's Who	6	Assignments for Absent Students	17
What's Where	6	College Visits	17
<b>Academic Program Information</b>	<b>7</b>	Driver's License	17
Academic Requirements for Graduation	7	Early Dismissals	17
Course Credits Required for Graduation	7	Excuse From Physical Education	18
Class of 2023 and Beyond Graduation Requirements	8	Field Trips	18
Class Rank and Grading Scale	8	Force Failure	18
Financial Literacy	9	Illness at School	18
Grades and Credits	9	Leaving School Grounds	18
Commencement Exercises and Procedures	9	Make-Up Tests	18
College Credit Plus	9	Opening Day Game	18
Credit Flexibility	10	Perfect Attendance	18
Declared Courses	10	Reporting Absences	18
<b>Bell Schedules</b>		Skipping Class	19
Regular Schedule	10	Tardiness	19
2 Hour Delay Schedule	11	Weather	19
Advisory Schedule	12	<b>College and Career Readiness</b>	<b>20</b>
Event Schedule	12	Testing	20
Early Graduation Requests	13	Armed Forces Enlistment	20
Exams	13	<b>Code of Conduct</b>	<b>21</b>
Fees and Assessments	13	Book Bags/Backpacks	21
Grading Periods, Report Cards & Interim Reports	13	Cheating	21
Grading System	13	Chromebooks	21
Graduation Award Criteria	13	Classroom Behavior	21
Computation of GPA	14	Conflicts - Fighting	21
Honors Diploma	14	Dress Code	21
Ohio Regents College Core Curriculum	16	Elevator Usage	22
Honor Roll	16	Laser Pointers	22
RISE Program	16	Personal Comm. Devices	22
Scholastic Achievement Awards	16	Smoking	22
State Mandated Testing	16		



<b>Guidance Services</b>	<b>23</b>	School Dances	29
Butler Tech Information	23	Screenings (Vision & Hearing)	30
Career Counseling	24	Search and Seizure	30
College Admissions Tests	24	Sexual Harassment Involving Students	30
College Counseling	24	Skate Boards	30
General Educational Development Test (G.E.D)	24	Student Activities	30
Schedule Changes	24	Student Elections	30
Course Withdraw or Drop	24	Student Health - Health Office	30
Scheduling Information	24	Student ID's	31
Transcript Procedures (For Current Students Only)	24	Student Parking	31
<b>Procedures and Information</b>	<b>26</b>	Student Participation Fees	32
Administration of Medication	26	Tuition	32
Administration of a Prescribed Medical Treatment	26	Use of Instructional Technology	32
Child Abuse And/Or Neglect	26	<b>Clubs and Activities</b>	<b>33</b>
Cumulative Record File	26	Clubs	33
Disaster, Fire Drills, and Crisis Drills	26	Organizations	33
Electronic Surveillance	26	Teams	34
Emergency Medical Authorization Form	26	Athletic Standards	34
Employment/Work Permits	27	Athletic Tryouts	34
Extracurricular Events	27	Attendance at School on the Day of a Game or Practice	34
Eye Protective Devices	27	Excuse From Classes for Athletic Contests	35
Gifts to Schools and School Personnel	27	Extracurricular Activity Participation Fee	35
Grounds Rules	27	NCAA Clearinghouse Information	35
Library Usage	28	Participation in Interscholastic Extra Curricular Activities	35
Injuries or Accidents	28	Physical Examinations	35
Interviewing of Students	28	Students on Academic Watch	35
Lockers	29	<b>Board of Education Policy Section</b>	<b>36</b>
Lost and Found	29		
Parents Contacting Students	29		
Poster Policy	29		
Public Display of Affection	29		
Safety Standards for Using Equipment	29		
Sales Promotions	29		



## GENERAL INFORMATION

### WHO'S WHO

#### *Administrative Staff:*

Mrs. Erin Davis	Principal	edavis@nwlsd.org
Mr. Matt Haws	Assistant Principal	mhaws@nwlsd.org
Mrs. Erin Kenney-Levin	Assistant Principal	ekenneylevin@nwlsd.org
Mr. Sean Ryan	Assistant Principal	sryan@nwlsd.org
Mr. Mike Stevens	Assistant Principal	mstevens1@nwlsd.org
Mr. Matt Stoinoff	Athletic Director	mstoinoff@nwlsd.org
Mr. Andrew Kesse	Dean of Students/Asst. AD	akesse@nwlsd.org
Mrs. Rachel Rothan	Dean of Students	rrothan@nwlsd.org

#### *Counselors:*

Meredith Tilow	A-D	Evelyn Gibfried	N-SI
Tiffany Hosley	E-H	Kim Bunn	Sm-Z
Heather Snyder	I-M		

#### *Secretaries:*

Cathy West	Administrative Office
Trudy Hardert	Administrative Office
Sherry Enderle	Athletic Office
Bonnie Bowling	Career Center
Barb Reichle	Guidance Office
Kiarra Stephens	Administrative Office

#### *Assistants:*

Cindy Saylor	Attendance
Pat Wahl	Health Assistant/RN
Denise Tobler	Health Assistant

### WHAT'S WHERE

Attendance/Medical Notes:	Mrs. Saylor in Attendance Office
Butler Tech information	Mrs. Bowling in CC Main Office
Community Service Hours:	Advisors
Early Dismissal:	Attendance Office before 7:35 a.m.
Fees:	Mrs. West in Administrative Office
Illness/Medications:	Mrs. Wahl - 1st floor by Guidance Office
Parking Permits:	Mrs. West
Schedule Change:	Counselor by Appointment
Tardy to School:	Attendance Office upon arrival
Student Activities:	Mrs. Davis
Work Permits:	Mrs. Bowling

# ACADEMIC PROGRAM INFORMATION

## Academic Graduation Requirements

In order to acknowledge each student's successful completion of the instructional program, appropriate to the achievement of District goals and objectives as well as personal proficiency, the Board of Education awards a diploma to eligible students at a graduation ceremony.

The Board of Education shall award a regular high school diploma to every student enrolled in this District who meets the requirements of graduation established by State law and this Board or who properly completes the goals and objectives specified in his/her individualized education program (IEP) including either the exemption from or the requirement to complete the tests required by the State Board of Education in order to graduate. In addition to earning course credits, each student must fulfill the requirements approved by the State of Ohio.

## Course Credits Required for Graduation

The requirements for graduation from high school include earning twenty (20) units of credit in grades nine (9) through twelve (12) as established in State law and this Board and fulfilling the requirements of one (1) graduation pathway that has been approved by the State. To graduate, students must earn twenty (20) units of credit in grades nine through twelve as follows:

Subject Units Required	
English Language Arts	4
Health	0.5
Physical Education <sup>1</sup>	0.5
Mathematics <sup>2</sup>	4
Science <sup>3</sup>	3
Social Studies <sup>4</sup>	3
Electives <sup>5</sup>	5
*1 fine arts credit is required (7-12) (or 1 full unit of Career Tech)	
<b>TOTAL</b>	<b>20</b>

## Additional Graduation Requirements

<sup>1</sup> School districts may adopt policies that would exempt students who participate in interscholastic athletics, marching band or cheerleading for two full seasons or an approved Junior Reserve Officer Training Corps (JROTC) program for two years from the physical education requirement. Starting with the 2019-2020 school year show choir is a permissible activity as part of the PE Waiver policy. Students satisfying the physical education waiver must take another course of study of at least 60 hours of instruction (1/2 unit).

<sup>2</sup> Students must earn 4 mathematics units, which must include one unit of algebra II or the equivalent of algebra II. Exceptions: Algebra II or advanced computer science is not a requirement for students following a career technical pathway. However, students still must have four units in mathematics. A student may choose to apply one unit of advanced computer science to satisfy one unit of algebra II/math III or equivalent.

Districts also may use credit in a computer science course approved by the Department to satisfy a student's mathematics credit. <sup>3</sup> Science units must include one unit of physical sciences, one unit of life sciences and one unit of advanced study in one or more of the following sciences: chemistry, physics or other physical sciences; advanced biology or other life science; astronomy, physical geology or other earth or space science. A student can choose to apply one credit in advanced computer science to satisfy one unit of advanced science (excluding biology or life sciences).

<sup>4</sup> Students must include ½ unit of American history, ½ unit of American government, and ½ unit in world history and civilizations (for students in the classes of 2023 and beyond) in the three required social studies units.

<sup>5</sup> Elective units must include one or any combination of world language, fine arts, business, career-technical education, family and consumer sciences, technology, agricultural education or English language arts, mathematics, science or social studies courses not otherwise required.

## **Graduation Requirements for the Classes of 2024 and Beyond**

### **Demonstrating Competency**

Earn a passing score on Ohio's high school Algebra I (684) and English II (684) tests. Students who do not pass the test will be offered additional support and must retake the test at least once.

In lieu of attaining competency scores on the state tests, students can use alternative ways to demonstrate competency. Prior to being eligible to demonstrate competency in alternative ways, students first must retake the test and receive remedial support.

The three alternative ways to demonstrate competency for the subject area not passed are as follows: 1. **College Credit Plus** – Earn college credit in a non-remedial math or English course (for the subject area not passed) to demonstrate competency.

2. **Career Experience and Technical Skill** – Complete two demonstrations to show competency, at least one of which must be a foundational option.

- **Foundational**: a. Earn a score of proficient or higher on three or more WebXams in a single career pathway; b. Earn a 12-point approved industry-recognized credential or group of credentials totaling 12 points in a single career field; c. Complete a pre-apprenticeship in the student's chosen career field or, for students ages 18 and older, show evidence of acceptance into an apprenticeship program after high school.
- **Supporting**: a. Complete a 250-hour work-based learning experience with evidence of positive evaluations; b. Earn the workforce readiness score on WorkKeys; or c. Earn the OhioMeansJobs-Readiness Seal.

3. **Military Readiness** – Competency can be achieved by meeting the requirements to enlist in the military, which can be demonstrated by a contract with the military to enlist upon graduation (see the Military Enlistment Seal guidelines in this document for more information about enlistment).

Note: For any students receiving special education and related services under Ohio Revised Code Chapter 3323, the individualized education program specifies the manner in which the student will participate in the assessments for the purpose of demonstrating competency.

### **Demonstrating Readiness**

Earn two of the following diploma seals, choosing those that line up with your goals and interests. These seals give you the chance to demonstrate academic, technical and professional skills and knowledge that align to your passions, interests and planned next steps after high school.

At least one of the two must be Ohio-designed:

- OhioMeansJobs Readiness Seal (Ohio)
- Industry-Recognized Credential Seal (Ohio)
- College-Ready Seal (Ohio)
- Military Enlistment Seal (Ohio)
- Citizenship Seal (Ohio)
- Science Seal (Ohio)
- Honors Diploma Seal (Ohio)
- Seal of Biliteracy (Ohio)
- Technology Seal (Ohio)
- Community Service Seal (Local)
- Fine and Performing Arts Seal (Local)
- Student Engagement Seal (Local)

**For additional information on Ohio's Department of Education graduation requirements, visit:**

[https://education.ohio.gov/getattachment/Topics/Ohio-s-Graduation-Requirements/Ohio-s-Graduation-Requirements\\_Long-term-Requirements-2024-and-Beyond.pdf.aspx?lang=en-US](https://education.ohio.gov/getattachment/Topics/Ohio-s-Graduation-Requirements/Ohio-s-Graduation-Requirements_Long-term-Requirements-2024-and-Beyond.pdf.aspx?lang=en-US)



## CLASS RANK AND GRADING SCALE

A weighted system of class rank is used in the Northwest School District. Unweighted GPA will be used for academic recognition and honor diploma determination. Quality points, weighted for college prep courses at accelerated advanced and advanced levels are assigned for all quarter grades. A weighted grade point average for each student is derived by dividing the sum of all quality points by the total number of quarter grades. Class rank is then based on weighted grade point averages. GPA is calculated using only quarter grades.

## FINANCIAL LITERACY

Students must receive instruction in economics and financial literacy (in high school). These state requirements are currently fulfilled through the American Government course.

Students who enter the ninth grade for the first time on or after July 1, 2022, must complete one-half unit (60 hours of instruction) in financial literacy. Each student may elect to complete the one-half unit of instruction in financial literacy either in lieu of one-half unit of instruction in mathematics or as one-half unit of the five required elective credits. A Financial Literacy course that fulfills this requirement is currently under development and will be added as an addendum.

## GRADES AND CREDITS

### CREDITS:

- All students must earn a minimum of 20 credits to be eligible to graduate.
- In most cases, a course that lasts one full school year will merit one (1) unit of credit.
- Courses that last for a semester will merit one-half (.5) unit of credit.
  - The exception to this is Physical Education. The state of Ohio has mandated that one semester of Physical Education shall merit one-quarter (.25) unit of credit; therefore two semesters of Physical Education will be required to meet the graduation requirements of .50 credit in Physical Education.

### Grades:

Grade book categories and weights should be aligned by the following criteria:

- 30-40% of a student's quarter grade should be comprised of practice
- 60-70% of a student's quarter grades should be comprised of summative assessments
- Teachers should develop procedures that allow students multiple attempts to demonstrate mastery

GRADE	SCALE	GENERAL/ ADVANCED	HONORS	AP/CCP
A	90-100	4.0	4.5	5.0
B	80-89	3.0	3.5	4.0
C	70-79	2.0	2.5	3.0
D	60-69	1.0	1.0*	1.0*
F	0-59	0.0	0.0*	0.0*

\*For Honors and AP courses, no weighted values are awarded for grades below a C. College Credit Plus (CCP) courses must follow the grading scale of the university awarding the credit.

## COLLEGE CREDIT PLUS

Eligible students can take courses and earn high school and college credit that appears on both their high school and college transcripts. Teachers who teach a College Credit Plus course in high school must receive professional development and be an adjunct professor at a college or university. All courses offered through College Credit Plus – even courses offered at the high school – must be the same course that the college offers. The course must apply to a degree or professional certificate. College Credit Plus replaces Post-Secondary Education Option, also known as PSEO, and redefines “alternative dual enrollment” programs as advanced standing programs. Contact your counselor for more information about this option. For more information about CCP, please review the [NWLSD Program of Studies](#).

## CREDIT FLEXIBILITY

Students, under board and state policy, have the opportunity to earn credits outside the school day that can count for graduation credits. Those students interested in earning credits in this manner are advised to see their counselor for the required paperwork

prior to beginning the work needed to earn these credits. For more information on credit flexibility, please see the [NWLSD Credit Flexibility Handbook](#).

## DECLARED COURSES

- The purpose of declared courses is to permit students to take courses offered at a non-weighted level. • For the purpose of class rank computation, students are permitted to **DECLARE** up to two credits per year as “no count” courses for the purpose of class rank computation. Grades for these courses will be issued, credits granted, and the record of the course will still appear on the official transcript.
- We encourage students to take elective courses in their fields of interest, and this provision allows this to occur without compromising a student’s class rank and GPA.
- Students do not have to declare any courses, but it is an option for all students that meet the criteria. The course(s) must be declared for both semesters of the 2024-25 school year by **Friday, September 13th, 2024 at 3:00 p.m.**

The following rules apply in determining the course(s) to be declared:

- A student must maintain a schedule of eight courses each semester in order to declare two credits per year. If a student has late arrival, early dismissal, taking a Pass-Fail course or a study hall, he/she cannot declare a course. • A student must maintain a schedule of seven courses each semester in order to declare one credit per year. If a student has late arrival, early dismissal, taking a Pass-Fail course or a study hall, he/she can declare only one course.
- Students may not accumulate unused "declared" courses from year to year.
- No changes of declarations are permitted once submitted.
- The declared course will carry a grade and appropriate credit. Declared courses will not be used in computing class rank or honor roll.
- Students may not declare any Honors, Advanced Placement, or College Credit Plus courses.
- Students in grades nine through twelve are eligible to make such declarations.
- Any courses required for graduation may not be declared.
- In addition, Foreign Language courses may not be declared.

## BELL SCHEDULES

Regular 7 Bell Schedule Monday/Tuesday/Friday			Block Schedule Wednesday/Thursday			Event Schedule		
	Start	End		Start	End		Start	End
Bell 1	7:45	8:32	Bell 1 & 5	7:45	9:15	Bell 1	7:45	8:26
Bell 2	8:36	9:23	Bell 2 & 6	9:19	10:49	Bell 2	8:30	9:11
Bell 3	9:27	10:14	Bell 4	10:53	12:23	Bell 3	9:15	9:56
Bell 4	10:18	11:52	Lunch A	10:49	11:19	Bell 4	10:00	11:30
Lunch A	10:14	10:44	Lunch B	11:21	11:51	Lunch A	10:00	10:30
Lunch B	10:48	11:18	Lunch C	11:53	12:23	Lunch B	10:30	11:00
Lunch C	11:22	11:52	Advisory	12:27	12:51	Lunch C	11:00	11:30
Bell 5	11:56	12:43	Bell 3 & 7	12:55	2:30	Bell 5	11:34	12:15
Bell 6	12:47	1:34				Bell 6	12:19	1:00
Bell 7	1:38	2:30				Bell 7	1:04	1:45
						Event	1:49	2:30

2 Hour Delay			2 Hour Delay		
7 Bell Schedule			Block Schedule Only		
	<i>Start</i>	<i>End</i>		<i>Start</i>	<i>End</i>
Bell 1	9:45	10:12	Bell 1/5	9:45	10:45
Bell 4	10:16	11:46	Bell 4	10:49	12:19
Lunch A	10:16	10:46	Lunch A	10:49	11:19
Lunch B	10:46	11:16	Lunch B	11:19	11:49
Lunch C	11:16	11:46	Lunch C	11:49	12:19
Bell 2	11:50	12:18	Bell 2/6	12:23	1:23
Bell 3	12:22	12:50	Bell 3/7	1:27	2:30
Bell 5	12:54	1:22			
Bell 6	1:26	1:53			
Bell 7	1:57	2:30			

Extended Advisory			Exam Schedule (3 Exams)			Exam Schedule (2 Exams)		
Block Schedule Wednesday/Thursday				<i>Start</i>	<i>End</i>		<i>Start</i>	<i>End</i>
	<i>Start</i>	<i>End</i>						
Bell 1 & 5	7:45	9:00	Attendance Bell 1	7:45	7:54	Bell 4 Exam	7:45	9:29
Bell 2 & 6	9:04	10:19	Bell 1 Exam	7:54	9:29	Bell 7 Exam	9:33	11:08
Bell 4	10:23	11:57	Bell 2 Exam	9:33	11:08	Early Release		
Lunch A	10:23	10:53	Bell 4	11:12				
Lunch B	10:55	11:25	Lunch A	11:16	11:46	Exam Schedule (2 Exams)		
Lunch C	11:27	11:57	Lunch B	11:46	12:16		<i>Start</i>	<i>End</i>
Advisory	12:01	12:55	Lunch C	12:16	12:46	Bell 5 Exam	7:45	9:29
Bell 3 & 7	12:59	2:30	Bell 3 Exam	12:50	2:30	Bell 6 Exam	9:33	11:08
						Early Release		

### EARLY GRADUATION REQUESTS

The Board of Education and staff believe that in most cases students are better served by remaining in high school for four full years. However, high school students who will fulfill all state and district requirements for graduation in fewer than four years may submit a request for early graduation to the principal when applicable. **The deadline to request Early Graduation is Friday, August 9, 2024.**

## EXAMS

Exams are required at the end of each course. An exam is defined as an evaluation that measures student mastery of subject content in courses of study. A final exam will be required in each course; an exam may be waived at the discretion of the teacher. Senior students may be excused from an exam at the discretion of the teacher at the end of the school year only if a 70% (C) grade had been achieved as a final grade of the course.

Students are not permitted to be absent during exams unless an emergency exists. Permission from the principal must be obtained in such cases. In most cases when a student is absent from an exam, it is made up at a later date. Exam make-ups must be completed within ten (10) school days after the end of the year. **No exams will be given early.**

## FEES AND ASSESSMENTS

The basic textbook in each course is provided to each student without charge. However, students are required to purchase workbooks, lab manuals, and practice sets for some courses. These include some, but not all, foreign language and business courses. Students will pay the cost of the book plus shipping. In addition, fees for consumable supplies will be required for most courses. Students who lose books or locks will be charged to replace these items. Replacement costs for misc. items will be as follows: Locker Lock - \$5 and Student ID - \$5. **Fee collection will be the week of September 6, 2024.**

If, in order to meet an educational objective, it becomes necessary to charge a student fee, such assessment may be made in accordance with the Ohio Statute (O.R.C. 3313.624). Every year a list of revised student fees will be presented to the board for approval.

## GRADING PERIODS & REPORT CARDS

The dates for report cards:

### Report Cards

1<sup>st</sup> quarter- October 18, 2024

2<sup>nd</sup> quarter- January 10, 2025

3<sup>rd</sup> quarter- March 14, 2025

4<sup>th</sup> quarter- May 27, 2025

## GRADING SYSTEM

Progress Book is the electronic grade book that should be used by all NWLSD teachers for grades 3-12. It serves as a helpful tool when calculating a final grade for the student report card. Parents of students in grades 3-12 have access to the grade book portion of Progress Book and it is important that the grade book is updated regularly and serves as an accurate and current appraisal of student achievement and progress.

Teachers using Progress Book should establish categories and weights within the gradebook. Weights should allow for the following:

- **At least 70% of the grade comprises measures which evaluate mastery of academic standards and learning goals** (including but not limited to: formative and summative assessments, projects, and presentations).
- **No more than 30% of the grade will consist of practice** (including but not limited to homework, classwork, effort).

Gradebook categories and weights should be consistent across teachers of the same course, approved by the principal prior to the start of the school year and communicated to students and families.

***Grades will be entered and teachers will update grades once per week.***

***Teachers will use the student report from the online grading system to supplement parent/teacher conferences.***

## GRADUATION AWARD CRITERIA

GPA Requirements		
<b>Summa Cum Laude</b> <ul style="list-style-type: none"><li>● Minimum of 20 credits during high school</li></ul>	<b>Magna Cum Laude</b> <ul style="list-style-type: none"><li>● Minimum of 20 credits during high school</li></ul>	<b>Cum Laude</b> <ul style="list-style-type: none"><li>● Minimum of 20 credits during high school</li></ul>

<ul style="list-style-type: none"> <li>• Minimum weighted GPA of 4.50 or higher</li> <li>• No final semester grade below a C</li> </ul>	<ul style="list-style-type: none"> <li>• Minimum weighted GPA of 4.25 or higher</li> </ul>	<ul style="list-style-type: none"> <li>• Minimum weighted GPA of 3.75 or higher</li> </ul>
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**COMPUTATION OF GRADE POINT AVERAGE (GPA)**

- Each percentage grade is changed to the appropriate letter grade.
- Each letter grade is assigned a value (either regular or weighted).
- Each value is multiplied by the amount of credit the class is worth, resulting in a number of points. • The total number of points is divided by the total number of credits attempted, arriving at the grade point average. • Cumulative grade point averages are calculated at the end of each semester.
- Graduation academic awards are calculated in January of the student’s graduation year.

**Grading System Procedures:**

- Quarter and final grades are reported on a numerical basis as percentages.
- A passing numerical average of a minimum of 60% is required to pass and receive credit for a course. • No grade of lower than 40% can be reported on quarter grades, however, progress reports and midterms can show averages lower than 40%.
- Quarter grades will comprise 90% of a student’s overall grade and summative assessments (Semester Exam) will comprise the additional 10% of a student’s overall grade. All students will receive credit by the semester for semester and year-long courses. • An incomplete may be temporarily assigned to a student who, for good reason, has not completed the required work for a given grading period.
  - After a reasonable length of time, and upon the satisfactory completion of the work, the incomplete will be changed to the numerical grade earned. If the student does not complete the work successfully, the incomplete becomes the numeric grade earned.
  - A final grade of incomplete will be given to a student who has not completed or attempted to complete the minimum requirements of the final grading period of the semester, and who provides no reasonable explanation for doing so. • Parents are notified when there is a likelihood that a final incomplete will be given. When the final incomplete is given, the teacher gives the principal a general list of what work has been missed, and the reason for issuing the final incomplete. Final determination of incomplete status is at the determination of the building principal. This information is included in the student’s permanent record. No makeup privileges are allowed; the student loses semester credit in that course.

**Honors Diploma**

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

Ohio students have the opportunity to choose to pursue one of six honors diplomas. The requirements for each honors diploma are outlined below.

**Academic Honors Diploma**

Students must meet all but one of the following criteria, unless it is a minimum state or local graduation requirement.

Math	4 units
Science	4 units, including 2 units of advanced science
Social Studies	4 units
Fine Arts	1 unit
World Languages	3 units of one world language, or no less than 2 units of each of two world languages studied
GPA	3.5 on a 4.0 scale
ACT/SAT	ACT: Score of 27 or higher, SAT: Score of 1280 or higher

### Career-Tech Honors Diploma

Students must meet all but one of the following criteria, unless it is a minimum state or local graduation requirement.

Math	4 units
Science	4 units, including 2 units of advanced science
Social Studies	4 units
World Languages	2 units of one world language
Electives	4 units of career-technical courses
GPA	3.5 on a 4.0 scale
ACT/SAT/WorkKeys	ACT: Score of 27 or higher, SAT: Score of 1280 or higher, WorkKeys: Score of 6 or higher on Reading for Information and 6 or higher on Applied Math
Field Experience	Complete a field experience and document the experience in a portfolio specific to the student's area of focus
Portfolio	Develop a comprehensive portfolio of work based on the student's field experience or a topic related to the student's area of focus.
Additional Assessments	Earn an industry-recognized credential or achieve proficiency benchmark for appropriate Ohio Career-Technical Competency Assessment or equivalent

### Stem Honors Diploma

Students must meet all but one of the following criteria, unless it is a minimum state or local graduation requirement.

Math	5 units
Science	5 units, including 2 units of advanced science
Social Studies	3 units
World Languages	3 units of one world language, or no less than 2 units of each of two world languages studied
Fine Arts	1 unit
Electives	2 units with a focus in STEM (science, technology, engineering, math)
GPA	3.5 on a 4.0 scale
ACT/SAT	ACT: Score of 27 or higher, SAT: Score of 1280 or higher
Field Experience	Complete a field experience and document the experience in a portfolio specific to the student's area of focus
Portfolio	Develop a comprehensive portfolio of work based on the student's field experience or a topic related to the student's area of focus

### Fine Arts Honors Diploma

Students must meet all but one of the following criteria, unless it is a minimum state or local graduation requirement.

Math	4 units
Science	3 units, including 1 unit of advanced science
Social Studies	3 units
World Languages	3 units of one world language, or no less than 2 units each of two world languages studied
Fine Arts	4 units
Electives	2 units with a focus in fine arts
GPA	3.5 on a 4.0 scale
ACT/SAT	ACT: Score of 27 or higher, SAT: Score of 1280 or higher
Field Experience	Complete a field experience and document the experience in a portfolio specific to the student's area of focus
Portfolio	Develop a comprehensive portfolio of work based on the student's field experience or a topic related to the student's area of focus

### Civics and Social Sciences Honors Diploma

Students must meet all but one of the following criteria, unless it is a minimum state or local graduation requirement.

Math	4 units
Science	3 units, including 1 unit of advanced science
Social Studies	5 units
World Languages	3 units of one world language, or no less than 2 units each of two world languages studied
Fine Arts	1 unit
Electives	3 units with a focus in social sciences and/or civics
GPA	3.5 on a 4.0 scale
ACT/SAT	ACT: Score of 27 or higher, SAT: Score of 1280 or higher
Field Experience	Complete a field experience and document the experience in a portfolio specific to the student's area of focus
Portfolio	Develop a comprehensive portfolio of work based on the student's field experience or a topic related to the student's area of focus

### OHIO REGENTS COLLEGE CORE CURRICULUM

In addition to your test scores and GPA, colleges look at what classes you take in high school. The Ohio Core consists of high school courses in the core subjects of English/language arts, mathematics, science and social studies that prepare you for the demands of a knowledge-based economy and strengthen the link between high school graduation and college entry. Each college is independent of others and may vary the above requirements according to its own standards.

<https://www.ohiohighered.org/students/prepare-for-college/planning/the-ohio-core>

### HONOR ROLL

The unweighted GPA Honor Roll is calculated and posted at the end of each quarter. Students with an unweighted 4.0 average in academic subjects are eligible for the 4.0 Honor Roll. Students with a 3.5 average in academic subjects are eligible for the 3.5 Honor Roll. Final grades and Declared Courses are not included in GPA calculations. Students with an "F" cannot make the Honor Roll.

### RISE PROGRAM

The Raising Individual Student Excellence (RISE) program is designed to provide support for minority students who exhibit academic potential and encourage them to enroll in Honors and Advanced Placement courses, with the ultimate goal of attending college. Students will attend RISE class to earn one credit per year. In this class, students will be challenged in the following areas: rigorous critical reading, writing, and thinking instruction, study skills, time management, and organizational strategies, ACT/SAT test preparation, character development, and technology communication. Students are recommended by current academic teachers. Candidates must complete an interview process with the building principal and RISE instructors, including a written application and student/ guardian contract.

### SCHOLASTIC ACHIEVEMENT AWARDS

Students who earn a 3.5 or better unweighted GPA for the first three quarters of the current school year will be eligible for a Scholastic Achievement Award. Students who earn a 3.5 or better unweighted GPA for the year are eligible for the award if they bring their report card to the attention of the Administration.

### STATE MANDATED TESTING

Each year high school students are given a variety of state and national tests. Some of these tests are mandatory and required for graduation; others are optional but important in terms of career preparation or college acceptance. The state of Ohio has developed high school exams which are required for graduation. **These End of Course (EOC) tests are given on computers, and cover the following high school courses: English I, English II, Algebra I, Geometry, Biology, American History, and American Government.**

They are mandatory to take.

Testing Dates:

- Fall Administration: December, 2024
- Spring Administration: March, April & May, 2025

Students may retake any Ohio end-of-course state test throughout their academic careers during any given administration period that the state offers. These windows are in the Fall, Spring and Summer. Contact a school administrator if you have any questions or wish to make a testing request.

# ATTENDANCE

## ASSIGNMENTS FOR ABSENT STUDENTS

Students are expected to be present for school. Parents should contact their student's guidance counselor who will in turn notify teachers and collect assignments. Twenty-four hours is required to collect and send assignments to students. **Skipping or truancy is considered unexcused absence; it is the teacher's discretion to grant make-up privileges for unexcused absences.**

- Students are required to make up work when absent from school unless excused by the assigning teacher(s) due to lab work or other assignments that cannot be completed outside of the school environment. Teachers shall encourage and assist students in making up work missed during absences, however it is the student's responsibility to arrange with the teacher for make-up work.
- Makeup tests will be scheduled by teachers according to the time they have available to supervise them. Most teachers offer after school make-up periods one or two days a week. They are then able to effectively supervise students, help them with questions if necessary, and protect the security of the assessment.
  - Students who are absent only the day before a previously announced test will generally be expected to take the test upon their return (the day for which it was scheduled).
  - Students who are absent only on a test day will generally be expected to take the test or an alternate test on the day they return.
  - Students who are absent for a consecutive number of days, including a test day, will generally be expected to make up tests within the number of school days equal to their absence.

## COLLEGE VISITS

Two college visits are permitted for seniors with counselor pre-approval. College visits must be to colleges over 100 miles away or students are attending a specific program. Students must bring a signed note from the parent to receive a "College Visit" form in advance of the visit. Additional days may be approved at the discretion of the counselor. These absences will not count as an absence against the student.

## DRIVER'S LICENSE

Students who have excessive absences (seven consecutive school days or fifteen days in a semester) or who are expelled for the use of drugs or alcohol may have their names submitted to the proper authority for possible consideration of revoking their driving privileges until the age of eighteen.

## EARLY DISMISSALS

When picking up your child for an early dismissal and/or illness at school, parents and other adults should expect to show some form of picture identification.

A student who must be excused during the school day:

1. A student must obtain an early dismissal form from the Attendance Office by bringing a note from a parent and turning it into the Attendance Office by 7:40 AM or having it faxed to 741-5032 at least 2 hours in advance.
2. A student will be given a form, which will provide proof that the student is not violating the attendance law. The student should have the doctor or dentist sign the form and return it to the Attendance Office the following day. It is a very serious offense for students to leave the school premises without permission or under fraudulent pretenses. Such offenses are subject to suspension.
3. The student must be sure to pick up the form before leaving the building.
4. Students are permitted to leave campus only with adults listed on their EMA.

The following might be considered valid reasons for a student to request an early dismissal from school:

1. Doctor and dentist appointments - these should be scheduled after school or on Saturday if possible
2. Funerals of family members - others will be judged individually
3. Juvenile or traffic court

Exceptions to above procedures will be granted only by the Administration. It should be noted that absence from classes due to leaving school early counts toward the excessive absence policy and perfect attendance. Some early dismissals can be excused with a doctor or dentist note.

No teacher or other employee shall permit or cause any student to leave school premises prior to the regular hour of dismissal



except with the knowledge and approval of the principal and with the knowledge and the permission of the parent or guardian.

**Students over the age of 18 are still required to have parental permission before leaving school early. Contact with a parent is required to release a student in case of an emergency situation.**

### **EXCUSE FROM PHYSICAL EDUCATION**

Students who are unable to participate in physical education because of prolonged illness or injury must have a doctor's statement to be excused. The doctor's statement must be presented to the counselor or teacher before an alternate program can be assigned.

### **FIELD TRIPS**

The purpose of field trips is to support and enrich the academic program. Per Northwest Local School District Board Policy 2340, "properly planned and executed field trips should: supplement and enrich classroom procedures by providing learning experiences in an environment outside the schools; arouse new interests among students; help students relate school experiences to the reality of the world outside of school; bring the resources of the community - natural, artistic, industrial, commercial, governmental, educational - within the student's learning experience; and afford students the opportunity to study real things and real processes in their actual environment." As such, field trips must correspond to courses of study/state standards and should be included in teachers' long-range planning. Occasionally an opportunity occurs for a field trip that was not planned in advance. These field trips will be considered on an individual basis.

More information can be found in the [NWLSD Field Trip Handbook](#)

### **FORCE FAILURE**

Any student in grades 9-12 who has more than 9 class periods of unexcused absence in a single class during a semester may receive notification of automatically failing the course. Students may enter an appeal process with their building administrator.

### **ILLNESS AT SCHOOL**

Students who become ill after arriving at school must obtain permission before leaving. The student should ask permission from his/her teacher to go to the clinic and must have a signed pass by the teacher to be admitted to the Health Room. **The parent must be contacted by the health assistant for the student to be picked up. Students are not permitted to call and/or text parents to be picked up or released.** If a parent cannot be contacted, the student will not be permitted to leave. The clinic personnel will notify the Attendance Officer when a student has received an early release.

Students are reminded that office personnel are not allowed to administer or distribute any type of medication. Please do not request aspirin or any other types of medicine from the office. Students injured or becoming sick at school or at school functions, which they are expected to attend, are the responsibility of the school personnel. The school will call 911 first and then make every effort to notify the parent or designated persons in emergency cases. The emergency medical authorization form will be used to contact and secure assistance.

### **LEAVING SCHOOL GROUNDS**

Students attending the Northwest Local School District are to arrive at school by a designated time and remain there until the end of the official school day unless permission is granted for them to leave during the school day. Leaving school grounds is not permitted; violators will face disciplinary action.

### **MAKE-UP TESTS**

Students whose only absence is the day before a previously announced test will be expected to take the test upon their return (the day for which it was scheduled). **Students whose only absence is on the test day will be expected to take the test or an alternate test on the day they return.** Students who are absent two or more days before a test will be expected to make up tests within the number of school days equal to their absence. Make-up tests will be scheduled by teachers according to the time they have available to supervise them. Most teachers use after school make-up periods one or two days a week. They are then able to effectively supervise students, help them with questions if necessary, and protect the security of the test. Make-up tests may be scheduled during enrichment.

### **OPENING DAY GAME**

A student may be excused from school at 10:45 AM to attend the early afternoon Reds opening day game. In order to be excused, a student must present a note from his/her parent and the ticket so that the seat location can be recorded. No student will be excused early for any of the Reds other regular season games.

## PERFECT ATTENDANCE

For perfect attendance there must be **No Absences, No Tardies, and No Early Dismissals for the entire school year**. During EOC testing, students may arrive at school at the late arrival time determined by the administration and still maintain their perfect attendance status. Other than this exception, students must be in school from 7:45am – 2:30pm every school day that school is in session to receive perfect attendance.

## REPORTING ABSENCES

Under Ohio Law, students must attend all sessions of school unless there are necessary reasons for being absent. Failure to follow attendance laws can result in a student being reported to the Colerain Township/NWLSD Attendance Officer with the possibility of a court citation being issued. **It is mandatory that a parent calls the Attendance Office as early as possible when his/her child is absent.** If no contact is made, the absence will be considered unexcused.

1. **Parents are required to call the Attendance Office at 741-2483 to report all student absences. This includes partial days of absence. Calls should be made prior to 8:30 a.m. on the day of the absence.**
2. If it is impossible for a parent to call the Attendance Office to report an absence, the student, upon returning to school, must bring a note from a parent to the Attendance Office, which includes:
  - a. Date(s) of Absence
  - b. Reason
  - c. Signature of Parent/Guardian
  - d. Phone Number

If the school has been notified by phone of an absence, it is not necessary to present a note to the Attendance Office. **Please note, just because a parent contacts the school with the absence does not automatically excuse the absence. More information can be found in the board of education district policy section.**

## SKIPPING CLASS

Skipping class is a serious violation of school rules and Ohio law. Students who skip any class will be subject to school discipline. Repeated offenses will result in a referral to the Attendance Officer for the district and juvenile court. Absences due to skipping class count toward the excessive absence policy. **You are considered absent from a class if you miss 10 or more minutes that are unexcused.**

## TARDINESS

It is important that students understand the importance of being punctual as it will serve as a tremendous attribute their entire lives. Students who are not in first bell by 7:45 a.m. will be considered tardy. A warning bell will ring at 7:40 a.m. Students that arrive after 7:45am must get a tardy slip. Tardiness to school is classified as excused/unexcused the same as absences. Chronic tardiness could result in failure of classes or may also result in severe disciplinary action. It should be noted that absences from classes due to tardiness to school count toward the excessive absence policy. An excused tardy is only for doctor, dentist, court, and driver's test with documentation. **Students who wish to participate in any school sponsored event after school hours must be in school a minimum of 2 bells that day.** This includes rehearsals, plays, practices, concerts or athletic events. The Athletic Director or Principal can also grant approval for participation.

## WEATHER

The inclement weather plans for the Northwest Local School District will be announced as follows:

1. Northwest Schools will be closed
2. Two-Hour Delay (full transportation) -- no AM kindergarten or preschool
3. Early Dismissal (length will be announced at that time)
4. Two-Hour Delay (limited transportation) -- no AM kindergarten or preschool
  - For any additional attendance information refer to the board of education district policy section.

## COLLEGE AND CAREER READINESS

To better prepare our students for college/and or careers and to align to the new National and State Standards, CHS is creating a series of programs and initiatives to make sure every student is prepared for college and/or the world of work. There are a number of opportunities for students to explore their career options. It is a mandate from the state that each student has a career plan for after graduation.

### TESTING

Each year, students are given a series of standardized tests designed to assess their academic strengths and weaknesses, to determine an appropriate post-secondary educational placement, and to help them plan for their careers. This data will help in course selection and remediation to better prepare our students for College/Career Readiness.

#### American College Test (ACT)

The ACT is an assessment of high school achievement given to 11th and 12th graders and used for admissions by colleges and universities in the U.S. The ACT is an optional standardized test consisting of four parts: English, Mathematics, Reading, and Science Reasoning with an optional Writing test. **CHS will administer the ACT test to all Juniors on Tuesday, March 11, 2025. There is no cost for the test administered on this day.** The cost is \$60.00 for the ACT (no Writing) and \$80.00 for ACT Plus Writing; test dates at CHS are:

- Saturday, September 14, 2024
- Saturday, October 26, 2024
- Saturday, December 14, 2024
- Saturday, February 8, 2025
- Saturday, April 5, 2025
- Saturday, June 14, 2025
- Saturday, July 12, 2025

#### Preliminary SAT (PSAT)

The PSAT is a test given to 9th, 10th, and 11th graders and cosponsored by the College Board and the Nation Merit Scholarship Corporation. Its purpose is to predict success on the SAT. It is also used to identify 11th graders who qualify for National Merit Scholarships. It is an optional standardized test and consists of three parts- critical reading skills, math problem-solving skills, and writing skills. **The PSAT is scheduled at CHS for Wednesday, October 23, 2024. The cost of this test is \$18.00.**

#### Scholastic Aptitude Test (SAT)

The SAT is an assessment of the skills mastered in high school given to 11th and 12th graders and used for admissions by colleges and universities in the U.S. The SAT is an optional standardized test consisting of three parts- reading, writing and math. The cost for the SAT is \$68.00 with the essay and \$52 without the essay; test dates are:

- August 24, 2024
- October 5, 2024
- November 2, 2024
- December 7, 2025
- March 8, 2025
- May 3, 2025
- June 7, 2025

#### Compass Test

The COMPASS test is an untimed, computerized test given to Butler Tech students that helps evaluate student skills and place them into appropriate post-secondary programs. The COMPASS is an optional test that evaluates the following areas- reading, writing, math, writing essay, and English as a Second Language (ESL). COMPASS scores indicate areas of strength strong and weakness in major subject areas. Post-secondary institutions can use scores from COMPASS tests to prepare a course of study that will be appropriate, relevant, and meaningful for their students. The COMPASS test is given in the spring of 2024; there is no fee.

#### ARMED FORCES ENLISTMENT

Every year a number of our students make the decision to serve their country in one of the branches of the military. These students go through an extensive screening and evaluation before they are accepted. Enlistment requires a minimum commitment of four years and must meet the following minimum qualifications:

- Must be at least 17 years old
- Must be in good academic standing and on track to graduate
- Must be in good physical condition and must be able to pass a physical screening similar to a sports and wellness physical.
- Must score at least a 31 on the ASVAB.

More information can be found by visiting the Armed Forces Career Center located at 9369 Colerain Ave, Cincinnati, OH 45251 or

viewing the following websites:

The US Air Force - [www.airforce.com](http://www.airforce.com) The US Navy – [www.navy.com](http://www.navy.com) The US Army - [www.goarmy.com](http://www.goarmy.com) The US Marine Corps. - [www.Marines.com](http://www.Marines.com)

# CODE OF CONDUCT

## BOOK BAGS/BACKPACKS

Students may carry a bookbag or backpack during the school day. The Administration reserves the right to determine what could be considered an appropriate book bag or backpack. Students are expected to comply with the administrator's directions in this area. If a student insists on using an unapproved book bag or backpack during school hours, a disciplinary consequence will be issued.

## CHEATING

Students can receive a zero and be subjected to disciplinary action if caught cheating on any type of academic work. Plagiarism is considered a form of cheating.

Plagiarism is the act of passing off another's idea, words, or thoughts as your own. Plagiarism includes: purchasing papers through online paper mills, copying another student's work, and/or full or partial copying from an internet or print resource without correct credit given to the author. If caught plagiarizing the student will: receive a zero on the project, be referred to their administrator for possible further disciplinary action, and/or not be given the opportunity to make up the work.

## CHROMEBOOK

Students will be issued Chromebooks at the beginning of the year and keep them throughout the school year. Refer to the NWLSD Chromebook Care and Responsibility Handbook

## CLASSROOM BEHAVIOR

Students are expected to cooperate with teachers and follow the classroom rules and procedures which teachers establish. **Students should be in their seats when the tardy bell rings and have work materials on their desks.** Students should refrain from needless talking and horseplay. Should a disagreement arise between a student and teacher, the student and teacher should discuss the problem in private or with a counselor or administrator. Self-discipline and consideration for fellow students are positive guiding principles of classroom conduct.

Students who are sent out of the room by a teacher must report to the Red Zone immediately or risk suspension. Teachers handle most discipline problems within their own classrooms. **Failure to comply with reasonable requests from any staff member will be considered insubordination and subject to school discipline.** Serious or habitual offenses are referred to the administrators. Demerits (which are in essence a series of warnings), after-school detention, alternate school assignment (ASA), or out-of-school suspension are the typical disciplinary tools used to try to modify student behavior.

## CONFLICTS - FIGHTING

The Northwest Local School District has a zero-tolerance policy in the area of violence. Because schools should be safe learning environments, fighting (i.e. written or verbal sparring or threatening, unsafe and unwanted physical contact, or attempted unsafe or unwanted physical contact, and causing a disruption because of a personal conflict) will not be tolerated. Disciplinary action after a fight or an incident deemed to be a fight by an administrator will result in a suspension of up to ten days and possibly a recommendation for expulsion. **Additionally, students may be banned from extracurricular activities/events.**

## ELEVATOR USAGE

Students are only permitted on the elevator with a pass from an Administrator or the Health Assistant. Those using the elevator without a valid pass are subject to disciplinary action.

## LASER POINTERS

Laser pointers are not permitted on school grounds or at any school function. If a student brings a laser pointer to school he/she will be subject to a three-day suspension for possession and a five-day suspension for use.

## PERSONAL COMMUNICATION DEVICES

Personal Communication Device use includes but is not limited to using a personal device (ex. phone, smartwatch, or tablet) and/or accessories (ex. headphones, earbuds, or airpods) to place or receive audio or video calls, text messaging, blogging and microblogging, e-mailing, using video or camera features, playing games, and accessing sites or services on the internet including but not limited to social media sites and applications. Personal communication devices and/or accessories for personal communication devices may not be seen, heard, or accessed during the school day without administrative approval.

## SMOKING

Northwest Board of Education policy, in accordance with Ohio law (3313.751 OCR), prohibits students from smoking, using, distributing, or possessing any substance containing tobacco, including but not limited to cigarettes, cigars, pipes, clove cigarettes, chewing tobacco, e-cigarettes, or smokeless tobacco products. It shall be a violation to use in any manner or possess tobacco in any form at any time anywhere on school premises and/or at any school activity regardless of its location. Violation of this policy will result in disciplinary action including suspension from school. Substances containing tobacco will also be confiscated.

# **GUIDANCE SERVICES**

There are seven counselors at Colerain High School to help students and parents with any concerns they may have. Counselors have special training and work experience and hold special certification to serve students in this capacity. They are not disciplinarians. They are expected by the standards of their profession to keep all information confidential as requested by students. In addition to their counseling work, the counselors have other guidance functions. These functions include orientation of new students, scheduling, program changes, academic progress checks, student transfers, summer school arrangements, testing, college admission counseling, recommendations, etc.

## **BUTLER TECH INFORMATION**

Career and Technical Education programs are offered both on and off campus at Colerain High School. Because of our partnership with Butler Tech Joint Vocational School District, students may take classes during their sophomore, junior, senior years that prepare them for the world of work upon graduation. They may also earn college credits while still in high school that can help them earn a two- or four-year degree at local colleges.

These programs may be taken at the Colerain Career Technical Center (CCTC) or at the Northwest Career Technical Center (NWCTC.) Additional programs are available for students at D. Russell Lee, The Natural Science Center, and The School for the Arts.

Bus transportation is provided for all students attending NWCTC and off-campus programs. Only seniors who have filled out the permission form may drive to these locations. Students who participate in these programs will return to CHS at the end of the school day and be able to participate in sports, clubs, and extracurricular activities. The following CTE programs are available to students during the 2024-2025 school year:

### **COLERAIN CTC PROGRAMS**

Cooperative Business Education **Seniors Only**  
Criminal Justice Tech Prep  
Diesel Engine Technology Tech Prep  
Healthcare Services Tech Prep  
Precision Machining  
Programming & Software Tech Prep

### **NORTHWEST CTC PROGRAMS**

Construction Technologies Tech Prep  
Cosmetology  
Digital Media Arts Tech Prep  
Financial Services Tech Prep  
Sports Medicine/Exercise Science Tech Prep

### **D. RUSSEL LEE PROGRAMS**

Additive Engineering  
Auto Technology  
Commercial Arts  
Communication/Broadcasting  
Construction Technologies  
Cosmetology  
Criminal Justice  
Culinary Arts  
Dental Assisting  
EMT **Seniors Only**  
Firefighting Technology  
Health Technologies  
IT Technologies  
Manufacturing Engineering Technology  
Mechatronics  
Welding Technology  
Welding Technology **Seniors Only**

### **SCHOOL FOR THE ARTS PROGRAMS**

Dance  
Music  
Theater  
Visual

### **NATURAL SCIENCE CENTER**

Equine Science  
Landscape Design  
Veterinary Science

## **CAREER COUNSELING**

Information regarding careers is available in the Guidance Office or in the Career Center Office. Students are welcome to check out pamphlets to investigate career choices. Interest inventories can also be administered at school to help students identify their career preferences through the Ohio Career Planning System.

## **COLLEGE ADMISSIONS TESTS**

For detailed information about these tests, look under "Testing" in the College and Career Readiness section of this Handbook.

## **COLLEGE COUNSELING**

Students interested in attending a two or four-year college should see their counselor periodically to ensure that their program of studies is compatible with the admission requirements of all possible college choices. In addition to the information that is available from counselors, many college representatives visit Colerain during the year to talk with students. Days and times of these meetings are on the announcements and on our website. Students may be excused from classes to attend these meetings with the approval of their teacher. Use of computers to access college information is available in the counseling center for student use.

## **GENERAL EDUCATIONAL DEVELOPMENT TEST (G.E.D.)**

Students who withdraw from Colerain High School and who subsequently pass the General Education Development Test are not eligible for a Colerain diploma. Requests to withdraw from school and sit for the GED must be approved by the Superintendent.

## **SCHEDULE CHANGES**

Requests to withdraw from or add a course will be handled on a case-by-case basis.

### **HIGH SCHOOL COURSE WITHDRAW OR DROP**

**Withdrawing from a Course** - Students wishing to withdraw from a course must submit a request to do so in writing to the teacher of the course and the counselor by the following dates:

- **September 6th, 2024 for first semester and full year courses**
- **January 17th, 2025 for second semester courses**

*No year-long course may be dropped during the second semester. After withdrawing from a course, students will be placed in a study hall for the semester. For year-long courses, students may add a semester course for the second semester.*

**Dropping Status** - Students wishing to drop status for a course (ex. drop from AP Biology to Honors Biology) must submit a request in writing to the teacher of the course and the counselor by the above dates. If there is room in the new course the request shall be granted. If there is no room in the new course, the student can choose to stay in the course or drop the course and take a study hall. Any dropped classes will be removed from the students transcript, and the transcript will reflect the courses in which the student is enrolled.

### **Prior to withdrawing or dropping a course:**

- Conference with teacher and parent
- Grade review with counselor
- Graduation requirement review
- Team must agree that leaving the course is the best option for the student
- If a student wishes to withdraw after the above dates (the same process occurs) and a WF (Withdraw Fail) will be added to the transcript

## **SCHEDULING INFORMATION**

Selection of courses for the next school year is one of the most important tasks which students are required to do. Parents are expected to be involved in the selection process and are encouraged to contact counselors if any information is needed. Scheduling information is usually made available early in the second semester after first semester grades are submitted. Scheduling will be done by grade online with counselor support. Once these courses are chosen, parent sign off is required. Note: Students who do not return a signed course selection sheet by the announced deadline will be scheduled according to the tentative schedule prepared by the counselor and the student.

## **TRANSCRIPT PROCEDURES (FOR CURRENT STUDENTS ONLY)**

Because of the time necessary to process transcript requests, it is important that requests be made at least **five** working/business

days before the transcript is needed.

To request a transcript:

1. Obtain a transcript request from the Guidance Office. (A separate request form is needed for each college or employer.)

2. Completely fill out this form. (Delays are frequently caused by insufficient information.)

3. Sign the request form if you are 18 years old. Have your parent(s) sign the form if you are under 18. 4. Give the request form personally to your counselor. Do not leave them with an office assistant or on a desk. Transcripts to colleges will be forwarded upon request at the end of the first term. Final transcripts and verification of graduation will be forwarded in June/July. **All fees must be paid to have a transcript mailed.**



# PROCEDURES AND INFORMATION

## ADMINISTRATION OF MEDICATION

Please refer to the Northwest Local School District Policy for Administration of Medication on pg. 39.

## ADMINISTRATION OF A PRESCRIBED MEDICAL TREATMENT

A student may require a prescribed medical treatment (non-medication) during the school day such as tube feeding, dressing change or catheterization. The prescribing provider and the parent must complete the **Administration of Prescribed Medical Treatment** form before school personnel may initiate the medical treatment. This form may be obtained in the Health Office. **CHILD ABUSE AND/OR NEGLECT**

All certified personnel of the Northwest schools are to report immediately to the building principal any case where there is reasonable indication of:

A child less than eighteen (18) years of age who has suffered any wound, injury, disability or other condition of such a nature as to indicate abuse or neglect of the child. Any physically or mentally disabled child of any age who has suffered any wound, injury, disability, or other condition of such a nature as to indicate abuse or neglect of the child.

Any report made as a result of this regulation and Ohio Revised Code section 2151.421, shall be maintained as confidential and available only to the person making the initial complaint, administrator filing the report, Superintendent of Schools, Board of Education and legally-constituted authorities entitled to said report pursuant to section 2151.421 of the Ohio Revised Code. The Ohio Law specifically states that any individual or agency participating in the making of such reports, or anyone participating in a judicial proceeding resulting from such reports, shall be immune from any civil or criminal liability that might otherwise be incurred or imposed as a result of such actions.

## CUMULATIVE RECORD FILE

A cumulative record shall be maintained for each student. The record shall contain only verified information of recognized importance.

Cumulative records shall be directly accessible only to the professional staff, the students (18 years or over), parents or legal guardian of a student under 18 years of age, and parents or legal guardian of a dependent student over 18 years of age. The administrator for special services shall have ultimate responsibilities for supervision of student record maintenance, access, dissemination and security.

## DISASTER, FIRE DRILLS, AND CRISIS DRILLS

Students are to be quiet, stay in line, and obey the instructions & procedures of teachers. Directions for leaving the building and shelter locations are posted in each room.

## ELECTRONIC SURVEILLANCE

Electronic surveillance equipment is located throughout the buildings, halls, entrances, exits, parking lots, and public areas for the protection and safety of all students, staff, and visitors of CHS. Digital electronic surveillance is in use 24 hours a day, seven days a week for virtually 365 days a year. The ES equipment is secured and locked and only authorized school personnel or their superiors shall have access and control of saved records and images. Access to the images would violate another person's privacy rights.

## EMERGENCY MEDICAL AUTHORIZATION FORM

The Emergency Medical Authorization (EMA) is a critical form that is used by the Administrators and Health Office to contact parents. Parents are required to go on line and verify/update their information each year. The website will open July 5, 2024. **Log on to Registration Gateway at <https://update.nwlsd.org/login>.** The website will request a username and password for each student in the district. The username is the student's district I.D. number, (the same number used for lunch and the *PaySchools* system), and the password will be their date of birth.

**Username: Six digit district student ID number**

**Password: Date of birth MMDDYYYY No leading zeros needed for birthdate.  
(For example January 1, 2024 would be 112024)**

If phone numbers change throughout the year, it is imperative that you notify the school to ensure you can be reached when necessary for the student.

By state law, schools are required to keep on record an Emergency Medical Authorization (EMA) for each student. At the beginning of every school year, parents must update their child's information and return it to school. Failure to do so may result in your child's exclusion from school according to Ohio law. It is important that this record be kept current. **As the information on this form**

**changes, please notify the school office and the school nurse. EMA's are to be completed no later than Friday, August 25th.**

## **EMPLOYMENT/WORK PERMITS**

Students of school age may, under controlled circumstances, be employed under an age and schooling certificate which may be issued only by the Superintendent of Schools of the district in which the student resides.

Certificates may be issued upon satisfactory proof that the employment contemplated is not prohibited by any law regulating the employment of minors, and that all legal requirements are met (O.R.C. 3001)

Applications for work permits shall be made available for all students enrolled in the Northwest schools. Work Permits may be picked up in the Administrative Office. There is no charge for a work permit.

## **EXTRACURRICULAR EVENTS**

Extracurricular, other after school and weekend activities are a privilege provided to students of Colerain High School. Colerain High School has the right to refuse attendance and/or participation in these activities for safety, security, well-being, or other reasons as determined by school authorities. These activities include but are not limited to club events, dances, concerts, performances, athletics, or other various activities.

## **EYE PROTECTIVE DEVICES**

All students and teachers in any public school participating in any of the following courses are required to wear industrial-quality eye protective devices at all times while participating in such courses or laboratories.

1. Career Center or tech shops or laboratories involving experience with:

- a. Hot molten metals.
- b. Milling, sawing, turning, shaping, cutting, or stamping of any solid materials.
- c. Heat treatment, tempering, or kiln firing of any metal, or other materials.
- d. Gas or electric arc welding.
- e. Repair or servicing of any vehicle.
- f. Caustic or explosive materials.

2. Chemical or combined chemical-physical laboratories involving caustic or explosive chemicals or hot liquids or solids. The Board of Education may furnish such devices for pupils and teachers, and shall furnish such equipment for all visitors to such classrooms or laboratories. The Board of Education may purchase such devices in large quantities and sell them at cost to pupils and teachers. "Industrial quality eye protective devices," as used in this section, means devices meeting the standards of the American standard safety code for head, eye, and respiratory protection, 22.1959, promulgated by the American Standards Association, Incorporated. (O.R.C. 3313.643)

## **GIFTS TO SCHOOLS AND SCHOOL PERSONNEL**

A class may present a gift to a school with the tentative approval of the superintendent and the principal. The gift, however, must be accepted by the Board of Education.

The practice of students giving gifts to school personnel shall be curbed as much as possible and regulated by the principal so as not to create awkward and unpleasant situations. However, the Board of Education shall consider letters to school personnel expressing gratitude or appreciation more appropriate than gifts.

## **GROUNDS RULES**

### **Before School**

The school building will open at 7:00 a.m. each morning. The school day begins at 7:45 a.m. Students should come directly to school upon leaving home in the morning. Once students enter school grounds they are not permitted to leave the school grounds without permission from an administrator. Students may not loiter in the parking lot or restrooms before school. Students should be dropped off by drivers at the main entrance in the front of school or at the rear entrance between the main building and the Career Center.

### **Student Safety and Security after School**

All students who are not directly involved in an extracurricular activity must be off school grounds by 2:50 p.m. on typical days. This includes the winter months and inclement weather. As in the past, the hallways must be clear by 2:40 p.m. At 2:40 p.m. the school will be cleared (students must have written permission from a teacher or administrator to remain on school grounds past 2:50 p.m.). Students who remain in the building after 2:40 p.m. or on school grounds after 2:50 p.m. are subject to arrest for trespassing on private property.

### **Remaining In School without Supervision**

No student or groups of students shall remain in the school building after dismissal time except when under the supervision of an authorized person.

## **Hall Passes**

In order to promote a proper learning environment, students are expected to be in class. When it is absolutely necessary for a student to be out of class, they must carry a pass given to them by their teacher. Students in the halls without a pass will be subject to administrative discipline. Students without a pass must show identification and identify the teacher responsible for them. Students who wish to go to a teacher's room instead of a study hall must get a note from the teacher and then present it to the study hall teacher before the class period.

## **Hall Procedures During Lunch**

During their half-hour lunch period, students are to go directly to and stay in the Cafeteria until they are dismissed. They are not permitted to leave the building or to wander aimlessly through the halls because of the distraction this causes to classes. Students are not permitted outside the building or in the parking lot during lunch. Students are permitted to eat in the picnic area next to the cafeteria and are responsible for keeping the area trash free. Only phys. ed. classes are permitted in the locker rooms during lunch bells. Students are to remain seated until released by an Administrator.

## **Lunch and Other Food Procedures**

Student lunches brought to school or purchased in the Cafeteria must be consumed in the Cafeteria during lunch period. Students are NOT allowed to eat in the hallways or have food with them during the school day except for that brought for special events in a particular class with prior approval of the classroom teacher. No outside deliveries, such as DoorDash and Ubereats are permitted. Clear water bottles are permitted. All special events involving food must be approved by the principal. Items for special events must be taken to the teacher before first bell. Students who do have food or drinks will have them confiscated. Students are expected to dispose of their garbage in the garbage cans and return their trays to the tray room at the front of the Cafeteria. All students at a table are responsible for the cleanliness of their table.

## **LIBRARY USAGE**

Hours: 7:40 am - 2:30 pm.

Electronic and print materials are available for research and pleasure reading. Electronic databases are available for in-school and at home usage. Please see the librarian for the usernames and passwords necessary for at home use. Students may use the Library for independent study before and after school. Students coming to the Library from a class for independent work must have a signed Handbook. Students may also come during study hall if space is available. They must have a signed pass from the classroom teacher who has assigned the work.

Most materials may be checked out for 10 school days. Materials may be renewed by bringing them back to the Library to be scanned. Fines for late materials are five cents each school day.

## **INJURIES OR ACCIDENTS**

### **School Liability**

The Board of Education shall procure a policy or policies of insurance insuring students of the district while riding on school buses.

### **Reporting Procedures**

All accidents to students which require medical attention shall be reported immediately by the person in charge to an administrator, the school health aide, and to the parents or guardian. A record of all accidents shall be made by the appropriate school official and kept in the principal's office.

### **Student Insurance**

The school system will make available to all students a student accident group insurance plan each year. Inexpensive coverage is offered to students in September. Information and payment envelopes will be available in the Reception Office during that time. A specific plan is available for students participating in football.

## **INTERVIEWING OF STUDENTS**

School officials are charged with the duty of protecting the safety and welfare of all students. When investigating an incident that occurred at school or that is related to a school event or activity, school officials, such as administrators and teachers, may question a student without parent permission or prior notification. Parents of a student will be promptly notified following any such questioning or interview if the student is a suspect in an incident that could lead to suspension, expulsion or arrest.

School officials, when investigating an incident that occurred at school or that is related to a school event or activity, have the right to ask for police assistance in the investigation of a possible commission of a crime. Police officials may question students without parent permission or prior notification in these cases. It is district procedure to notify the parents after the interview and for an administrator to be present during all police interviews to protect the student's rights.

When law enforcement officers, agency representatives or other officials request to question a student regarding a matter that is not

school-related, school officials will make reasonable efforts to notify parents of the official's request to question their child. However, since it is unlawful to impede a police investigation, if after reasonable efforts to notify parents have failed, police officials will be allowed to question the child in the presence of an administrator. In such instances, parents will be promptly notified following any such interview or questioning. When parents request to be present during these interviews, reasonable accommodations will be made to allow time for parents to promptly arrive at school. However, if parents are unable or unwilling to arrive at school in a timely manner, police officials will be allowed to question the child in the presence of an administrator. School officials may not impede a police investigation indefinitely. Parents will be notified by school officials following any such interview or questioning.

Only students whose parents or guardians reside in the school district can attend district schools. School officials may question students about issues of residency without parent notification or permission.

## **LOCKERS**

Students are permitted to go to their lockers before school, after school, and during class changes. Since the lockers in the school are the property of the Board of Education, school officials reserve the right to open and inspect the lockers at any time for the protection and common good of all. Only school issued locks are permitted on hall lockers. Any other locks will be cut off. Combinations for school locks are given only to the persons assigned that lock. It is the responsibility of each student not to reveal his/her lock combination to other students. Students are to use only the locker assigned to them. Students are responsible for taking care of their lockers. Defacing and/or decorating lockers in any manner is prohibited. Restitution for any damage due to decorating, etc. will be assessed. Additional locks can be purchased from an administrator for \$5.00. Students will be given the option to not have an assigned locker.

School officials may hold an inspection of a student's coat, book bag, cell phone, purse or other belongings for illegal material. Please refer to the Search and Seizure section on pages for more detailed information.

## **LOST AND FOUND**

Students should check under the stairwell by the Boiler Room.

## **PARENTS CONTACTING STUDENTS**

Instructional time is critically important to the success of every student at Colerain High School. We feel it is important to limit interruptions. When a parent or guardian needs to communicate an important message to their child during the school day, we want to facilitate that communication, while at the same time promoting an environment that is conducive to learning for all students. We will use the following procedures when delivering messages to your child:

1. Please do not call your student's cell phone during the school day. As stated previously, it should be used for educational purposes only. Any urgent communications should take place through the school office.
2. When the communication is of an urgent nature (i.e., a death in the family or other crisis), we will send for your child immediately so he/she may receive the information in either his/her counselor's or administrator's office in order to have the necessary support provided.
3. When the message is less urgent (i.e., communication regarding transportation or after school activities, etc.), we will take the information and call for students to pick up messages between bells. Please take care to make sure these messages are very important as we will have a brief time each day to make announcements for students. It will be your child's responsibility to hear his/her name on the announcement and report to the Reception Office to pick up the message.

## **POSTER POLICY**

Posters must be approved by the Administration and can only be posted on the bulletin boards located on each floor. Only school or school-related posters are permitted.

## **PUBLIC DISPLAY OF AFFECTION**

School rules forbid holding hands, touching, or kissing on school property during the school day. This includes students who stay after school to participate in extracurricular activities.

## **SAFETY STANDARDS FOR USING EQUIPMENT**

1. It is each teacher's responsibility to ensure that each student under his/her supervision is familiar with potential hazard incidents in the use of equipment. This pertains to equipment used both for curricular and extracurricular activities. Before being permitted to use equipment, students must receive instruction and be tested, in some fashion, to ensure that they know proper operating procedure and have the necessary skill level for safe operation. A written checklist which shows that each student has received instruction and has been tested is recommended.
2. Teachers must make sure that each student wears required safety equipment such as goggles, gloves, aprons, etc.

## **SALES PROMOTIONS**

Sales at school are limited to those conducted by school groups and are strictly regulated. Requests for sales must be approved by the administrator in charge of student activities and the building principal.

## **SCHOOL DANCES**

In general, all school rules are applicable at all school dances. Smoking is prohibited at all times. There shall be no drinking or possession of alcoholic beverages or illegal substances. Students should make previous arrangements for rides after the dance. Non-Colerain students may attend dances only as dates and must fill out a guest permission slip to attend and follow all school rules. Only seniors with dates (who may be underclassmen) can attend Prom. Colerain High School students are responsible for their guest's actions while attending the dance. Tickets are not transferable. When students leave a dance, they must leave school grounds. Some dances may designate Colerain students only.

### **Dance Rules – Applies to ALL Dances & Prom**

1. No one who is still in middle school may attend dances/Prom.
2. No one 21 years or older may attend dances/Prom.
3. Anyone buying a ticket for guests must have a completed guest form when they purchase their tickets.
4. All fees must be paid before a ticket to Homecoming or Prom can be purchased.
5. Students under suspension or expulsion may not attend.
6. **Students must have 95% attendance in order to purchase a ticket for Homecoming or Prom.**
7. Homecoming- Only juniors and seniors may bring non-Colerain guests
8. Prom- Seniors may bring non-Colerain students or underclassmen as guests.

### **Dance Election Rules**

The following rules govern all dance elections at Colerain High School:

1. Only seniors can be elected king/queen.
2. No girl or boy can represent her or his club or class more than once during a school year.
3. No girl or boy can be a representative for any dance more than twice in his/her high school career.
4. Once a person wins king/queen, he/she cannot be a representative at any other dance.
5. The nominee has the right to accept or decline a nomination without any effect on their future representative status.
6. Clubs cannot nominate non-seniors.
7. Escort status does not count against a boy for future dances.
8. A written record of all dance courts shall be kept by the Student Senate.

### **Homecoming Dance Rules**

1. Freshman and sophomores may not bring guests that do not attend Colerain High School to the Homecoming Dance.
2. Appropriate attire is necessary (it is a Semi-Formal dance) – No Gym Shoes! No Jeans!
3. Inappropriate dancing will not be tolerated and anyone doing so may be asked to leave.

## **SCREENINGS (VISION & HEARING)**

The Ohio Department of Health requires that vision and hearing screenings are performed on students at specific grade levels. Students are referred for additional care if they do not pass the screening.

Vision is screened at the following grade levels: kindergarten, first, third, fifth, seventh and ninth.

Hearing is screened at the following grade levels: kindergarten, first, third, fifth and ninth.

Postural screening is performed in accordance with the recommendations by the AAOS (American Academy of Orthopedic Surgeons) and SRS (Scoliosis Research Society). This screening helps identify students with curvature of the spine known as scoliosis as well as other spinal problems.

Postural screening occurs in grades five and seven for girls and grade eight for boys.

Students are referred for additional care if a concern is noted.

In the event that a parent does not want the student participating in one or all of the screenings, the parent must contact the Health Office or Building Principal.

## **SEARCH AND SEIZURE**

Please refer to the Northwest Local School District Policy.

## SEXUAL HARASSMENT INVOLVING STUDENTS

Please refer to the Northwest Local School District Policy.

## STUDENT ACTIVITIES

All student activities (dances, shows, athletic events, etc.) are a privilege at Colerain High School. School Administration reserves the right to deny entry, access, or attendance to any student or other person at any school activity with regards to safety, security, discipline, or any other reason that may relate to the disruption of the activity.

## STUDENT ELECTIONS

Interviews are done by administration and class advisors.

## STUDENT HEALTH – HEALTH OFFICE

All Northwest Local School District school buildings have a Health/Nurse Office. It is open during the school day to support the students and staff. The Health Office staff may be a Registered Nurse (RN), a Licensed Practical Nurse (LPN) or a Health Assistant. We believe that a healthy student is better able to participate actively in his/her education.

The Nurse/Health Assistant is responsible for ensuring proper immunization of all students in accordance with Ohio law, performing hearing, vision and postural (scoliosis) screening as required and recommended by the Ohio Department of Health, providing emergency care of illness and injury during the school day, decreasing communicable diseases by excluding students from school with signs of disease or illness that can be spread, developing individual health plans and emergency action plans in collaboration with parents and health care providers (physicians and/or nurse practitioners) for students with health conditions such as asthma, seizure disorders, diabetes, migraine headaches and allergies, administering medications and treatments, and training appropriate school personnel in the proper administration of medication and treatments, as well as acting as a resource for teachers and staff in the area of health and health concerns.

**The Emergency Medical Authorization (EMA) is a critical form that is used by the Administrators and Health Office to contact parents.** The Emergency Medical Authorization (EMA) is a critical form that is used by the Administrators and Health Office to contact parents. Parents are required to go on line and verify/update their information each year. The website will open July 5, 2024. **Log on to Registration Gateway at <https://update.nwlsd.org/login>.** The website will request a username and password for each student in the district. The username is the student's district I.D. number, (the same number used for lunch and the *PaySchools* system), and the password will be their date of birth.

**Username: Six digit district student ID number**

**Password: Date of birth MMDDYYYY No leading zeros needed for birthdate.  
(For example January 1, 2024 would be 112024)**

If phone numbers change throughout the year, it is imperative that you notify the school to ensure you can be reached when necessary for the student.

By state law, schools are required to keep on record an Emergency Medical Authorization (EMA) for each student. Failure to do so may result in your child's exclusion from school according to Ohio law. It is important that this record be kept current. ***As the information on this form changes, please notify the school office and the school nurse.***

**If phone numbers change throughout the year, it is important that you notify the school to ensure you can be reached when necessary for the student.**

In order to best care for students during the school day, the Nurse/Health Assistant must be aware of the health concerns that exist. Parents are asked to complete a Health History at the time of enrollment. Parents are required to complete and sign the Health Update on the back of the EMA every year. Contact the Health Office with any changes that occur in the student's health over the summer or during the school year. Communication is the key to making sure the student's health needs are met during the school day.

## STUDENT ID'S

A student ID will be required to get into any school function such as a game, dance, play, concert, etc.

## STUDENT PARKING

Students driving and parking at Colerain High School is a privilege and not a right. Only students who have met the application requirements and hold a valid driver's license will be eligible to park on school grounds. Students who wish to drive to school must have a parking permit in order to park in the school lot.

Any student found parking on school property without a parking permit or in an unauthorized area is subject to disciplinary action. Any car parked on school property that does not have a parking permit visible or which is parked in an unauthorized area is subject to being towed at the owner's expense.

Safety is of the utmost importance when driving on school property. As a condition to being issued a permit, students agree to abide by the following rules:

1. The speed limit in the parking lot is 15 mph.
2. Smoking is not permitted before or after school in the parking lot.
3. Students must park their cars, lock them, and come into the building immediately upon arrival.
4. Students may not return to their car during the school day without permission from an administrator.
5. Students must follow all directional signs and arrows at all times.
6. Students who have a permanent parking permit are not permitted to pass it to another student.
7. Students may not leave school grounds without permission in a car.

Violation of any of the above rules may result in suspension or removal of parking privileges and/or demerits and/or suspension from school. Students should follow the parking regulations written on the front and back of application. **All cars on school property are subject to search with reasonable suspicion.**

***There will be designated area/spots for SENIORS ONLY to purchase for an additional price.***

## **STUDENT PARTICIPATION FEES**

Participation fees shall be collected to help defray the cost of extracurricular activities in the secondary schools of the Northwest Local School district.

### 1. Athletics

All secondary students participating in interscholastic athletics will be charged a fee per sport. Contact the Athletic Department for more information.

### 2. Activities

Students at the secondary level participating in activities which involve expenditure of board funds shall be charged a fee. The charge must be sufficient enough to cover expenses of conducting the group activities. No Board of Education general funds will be transferred to support the activities. Fees for each activity will be established annually on a district basis. 3. Hardship Cases

Students needing hardship assistance may be helped by the Booster clubs but must apply through the school's athletic director.

## **TUITION**

Any student enrolled in the Northwest Local School District whose parents move out of the district may finish the semester in which the move occurs upon advance payment of tuition. A student who completes the eleventh grade in the Northwest Schools and whose parents or guardian move out of the district may complete the senior year upon advance payment of tuition. Questions regarding this policy should be directed to the principal.

## **USE OF INSTRUCTIONAL TECHNOLOGY**

Students graduating from the Northwest Local School District will understand and appreciate the role of technology in their education and in their personal lives and will be able to apply this knowledge in their future endeavors.

Technology and the Internet are integral components of a quality education. They are no longer optional instructional resources. It is the expectation that all students will be instructed in responsible use of and will have access to technology and the Internet. Upon graduation students will have the technology skills needed to be successful in today's world and tomorrow's workplace. Technology is used to:

- Enhance and strengthen curricular objectives
- Access information and resources
- Improve the student learning process by providing enrichment and remediation
- Encourage critical and creative thinking
- Promote interest in academic learning through technology
- Promote interest in all technologies
- Provide communication among the schools, the community, and the world

Inappropriate use of technology could result in disciplinary and/or legal action.

# CLUBS AND ACTIVITIES

## CLUBS

### Art Club

**Description:** An opportunity for students to have an artful environment in which to create, develop, and experiment with visual art. Students may work on current art class or independent projects. Members will have the opportunity to gain artistic insight from their peers and the advisor. There may be occasional community work. There will be a \$10.00 supply fee.

### Black Culture Club

**Description:** To heighten the awareness of the student population regarding the culture of African-Americans and to provide activities which promote African-American history and culture.

### Book Club

**Description:** To celebrate enriching, enlightening, and exhilarating literature. Together, students and advisors will explore various genres of the written word to create a community of literacy excellence.

### Cardinals in Action (CIA)

**Description:** CIA embraces the role of leadership in promoting the integrity, intelligence, pride, and persistence that it takes to be a successful student-athlete while being an ambassador of Colerain High School. Criteria: Must be a student-athlete, 3.0 GPA, and recommended by a coach.

### Dance Club

**Description:** Students will have the opportunity to perform at Athletic Events or Showcases.

### Drama Club

**Description:** Directly involved with the production of the fall play and spring musical at Colerain and is open to any student interested in drama.

### French Club

**Description:** Members will be provided with opportunities to explore French culture through food, film literature, etc. You don't have to speak French to join.

### Key Club

**Description:** Provides leadership opportunities for those interested in volunteerism for the school and the community.

### Science Club

**Description:** Students take part in activities such as recycling, outdoor cleanup, maintenance of the Living Lab, nature hikes, and participating in the Science Olympiad competition.

### Spanish Club

**Description:** Open to anyone who enjoys discovering new cultures and experiencing cultural activities such as Hispanic fiestas and restaurant field trips.

### Strategic Games Club

**Description:** Membership limited to 20 students. Provides a chance to interact person-to-person with other members while playing strategy-focused board games typically historically oriented, covering a wide range of time periods and conflicts in world history.

### Trading Card Game Club

**Description:** Students meet in the Administrative Conference Room to trade cards from various card games, and also play handheld video games.

## ORGANIZATIONS

### A Capella

**Description:** Competitive singing group. Auditions are required.

### Business Professionals of America (BPA)

**Description:** Career Center students in the business classes are members of BPA.

### Marching Band, Color Guard, Pep Band, Jazz Band, Winter Percussion & Winter Guard

**Description:** Musicians and performers present routines year-round at football games, band contests, and other social engagements. Auditions required.



## **National Honor Society**

*Description: Membership is limited to students selected at the end of their junior year. Students will be invited to apply who are in the top 10 percent of the weighted GPA. Qualifications include: scholarship, character, leadership and service. NHS members must tutor.*

## **SkillsUSA**

*Description: Career Center students in the Trades & Industrial programs are members of Skills USA.*

## **Student Senate**

*Description: Student Senate is the student leadership organization for Colerain High School. Senate, under the leadership of the Executive Board, plans events for the school as a whole.*

## **TEAMS**

### **Fall Sports**

**Cheerleading**  
**Cross Country**  
**Football**  
**Boys Golf**  
**Girls Golf**  
**Boys Soccer**  
**Girls Soccer**  
**Girls Tennis**  
**Volleyball**

### **Winter Sports**

**Academic Quiz Team**  
**Bowling**  
**Boys Basketball**  
**Girls Basketball**  
**Chess Team**  
**Swimming**  
**Wrestlettes**  
**Wrestling**

### **Spring Teams**

**Baseball**  
**Softball**  
**Boys Tennis**  
**Track & Field**

## **ATHLETIC STANDARDS**

The head coach in each respective sport has the right to expect certain behavior from all squad members. The standards of behavior will be given in written form to the candidates for a team at the beginning of that team's season. All members of the team will be required to adhere to the established standards for that team.

## **ATHLETIC TRYOUTS**

Students are required to try out in the "cut" sports. These sports include baseball, basketball, bowling, cheerleading, golf, soccer, softball, tennis, and volleyball. Athletes who are members of a team in a cut sport for the first regular game/match of the season and decide to quit the team, will be ineligible to play on another school team during that same season. The student also cannot try out for

a different season's sport before the end of the season of the team he/she quit.

### **ATTENDANCE AT SCHOOL ON THE DAY OF A GAME OR PRACTICE**

A student must be in attendance for 4 bells in order to participate in an athletic contest or practice on the same day. If a student is not in attendance for all classes, he/she may participate only with the approval of the principal. This rule is also applicable to all other extracurricular activities.

### **EXCUSE FROM CLASSES FOR ATHLETIC CONTESTS**

Students are occasionally excused from classes in order to participate in school athletic contests. Students should, whenever possible, complete assignments prior to the time of their excuse. It is the responsibility of students to check with their individual teachers to arrange to complete missed work.

### **EXTRACURRICULAR ACTIVITY PARTICIPATION FEE**

Students in the Northwest Local School District shall be assessed a \$100 participation fee for all extracurricular activities. The superintendent shall develop procedures for collecting the extra-curricular participation fees.

### **NCAA CLEARINGHOUSE INFORMATION**

All students planning on playing Division I, II, and III sports in college should see their coach or counselor during their freshman or sophomore year for information on credit requirements for NCAA eligibility. Information can also be found in the Course Selection Handbook. Seniors should register for NCAA eligibility once it has been determined that you have met all of the requirements.

### **PARTICIPATION IN INTERSCHOLASTIC EXTRACURRICULAR ACTIVITIES**

Please refer to the Northwest Local School District Policy for Participation in Interscholastic ExtraCurricular Activities on pg. 48.

### **PHYSICAL EXAMINATIONS**

OHSAA Pre-participation physical evaluation forms are available from the Athletic Office. Such evaluations must include the student and parent's signature and must be completed before a student can participate in interscholastic activities. **STUDENTS ON**

### **ACADEMIC WATCH**

1. Any student with a total grade point average of less than 2.0 on the weighted scale but equal to or higher than a 1.0 for all preceding grading period grades will be placed on "academic watch."
2. Any student on "academic watch" must comply with the following provisions:  
Any student on "academic watch" who does not meet the intervention requirements during a week will be ineligible for competition the following week. Any exceptions due to extenuating circumstances will be determined by the athletic director. "Weeks" will be considered Monday through Sunday.  
Any student on "academic watch" must have his/her teachers complete a "Current Grade and Effort Report" weekly. The forms are to be completed by the teachers every Friday or last day of each week that school is in session. The forms are to be submitted to the coach or sponsor that day for review. The coaches will determine the type and date for all required intervention activities.  
The intervention, for the students whose "Current Grade and Effort Reports" show they will be removed from academic watch at the end of the grading period, can be advisory in nature. The intervention for students whose "Current Grade and Effort Report" shows that they will continue on academic watch should be in the form of a weekly study table – one (1) hour for each D or F on their report.
3. To maintain eligibility throughout the season, all athletes will be required to submit a completed "Current Grade and Effort Report" to their coach or sponsor on a weekly basis.
4. Athletes in the off season will be encouraged to submit a "Current Grade and Effort Report" to coach or coaches to maintain eligibility and improve academically.

**NORTHWEST LOCAL  
DISTRICT OFFICE PORTION**

**2024/2025**

## **NWLSD Curriculum Department**

### **Academic Acceleration**

In accordance with the belief that all children are entitled to an education commensurate with their particular needs, students who can exceed the grade-level standards set by the Ohio Department of Education and the District should be afforded the opportunity and be encouraged to do so.

The Board believes that all students, including advanced learners, should be challenged and supported to reach their full potential. For some advanced learners, this can best be achieved by affording them access to curriculum, learning environments and instructional interventions more commonly provided to older peers. Contact your building administrator for a detailed description of the process that is used for evaluating students for possible accelerated placement and identifying students who should be granted early admission to kindergarten, accelerated in one or more individual subject areas, promoted to a higher grade level than their same-age peers and granted early graduation from high school.

### **Academic Acceleration Placement**

Upon request, any student enrolled in the district may be referred by a teacher, administrator, gifted education specialist, guidance counselor, school psychologist, or a parent or legal guardian of the student to the principal of his/her school for evaluation for possible accelerated placement. The Northwest Local School District uses the *Iowa Acceleration Scales* to make decisions, in partnership with families, about the appropriateness of single-subject or whole-grade acceleration.

### **Appeal**

A parent or legal guardian of the referred student may appeal in writing the decision of the evaluation committee to the local Superintendent (or his designee) within thirty days of being notified of the committee's decision. The Superintendent (or his designee) shall review the appeal and notify the parent/legal guardian who filed the appeal of his final decision within thirty days of receiving the appeal. The Superintendent (or his designee)'s decision shall be final. However, the student may be referred and evaluated again at the next available opportunity if the student is again referred for evaluation by an individual eligible to make referrals.

### **Gifted Identification**

Gifted identification referral forms are located on the district website. Parents may request a copy of the referral form at any time from the school principal or the gifted coordinator. The referral form may be completed for students who show potential giftedness. Completed forms should be submitted to the building principal or district office; telephone, verbal or electronic referrals will not be accepted. Gifted identification testing occurs annually for all students and takes place during the regular school day. Individual gifted testing based upon referrals occurs twice each year, once in the fall and once in the spring.

### **Aid Program for Students**

Students shall not be deprived of any of the opportunities or benefits offered by the program of instruction of the public schools of Ohio because of the financial difficulties of their family. Therefore, provisions shall be made for assistance to such students for materials for instruction. Disadvantaged children, who are in a state of correctable poor health or in social conditions detrimental to their welfare, will be referred to the proper service agencies. School personnel will cooperate with the various agencies in meeting the needs of these children.

### **Fees and Assessments**

The basic textbook and/or online resources for each course are provided to each student without charge. Students may, however, be required to purchase workbooks and/or consumable supplies for

some courses. A complete list of maximum fees by course is approved by the Board of Education in the spring/summer of each school year for the upcoming school year. Assessed fees cover the cost of the resource(s) plus shipping. ALL current and past due fees must be paid in a timely manner. Students with unpaid fees may not be permitted to participate in school events including but not limited to: Prom and Graduation. Instructional fee waivers based on economic eligibility are reviewed and approved by our Food Services Department only if written permission is granted by families as part of the enrollment process or during application for free or reduced priced meals.

## **Parent Right To Know**

Dear Parents/Guardians:

The following are Northwest Local School District policies and federal laws for your information. The information has been summarized below; however, if you would like more detailed information, **please review the student handbook, visit the district website at [www.nwlsd.org](http://www.nwlsd.org) or contact the Northwest Local School District Central Support Offices at 923-1000 ext 3903.**

### **Professional Qualifications of Teachers**

In accordance with the Every Student Succeeds Act/ Parent's Right to Know, this is a notification to every parent of a student in a Title I school that you have the right to know about the teaching qualifications of your child's classroom teacher in a school receiving Title I funds. The federal Every Student Succeeds Act (ESSA) requires that any school district receiving Title I funds must notify parents of each student attending any school receiving Title I funds that they may request, and the district will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including at a minimum, the following:

- I. Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- II. Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived;
- III. Whether the teacher is teaching in the field of discipline of the certification of the teacher; and
- IV. Whether your child is provided services by paraprofessionals and, if so, their qualifications.

Information can be accessed on the Ohio Dept. of Education website at [www.ode.state.oh.us](http://www.ode.state.oh.us), or you may contact the Human Resource Office at 923-1000 to schedule an appointment.

### **Directory Information**

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the [Federal Relay Service](#).

Or you may contact us at the following address:

Family Policy Compliance Office

### **ProgressBook**

The Northwest Local School District uses ProgressBook as an online grade book in grades 2 - 12. ProgressBook is a classroom management solution that integrates the grade book, attendance, and parent communication into one comprehensive, web-based system. The Parent Access Web Site is a component of ProgressBook that enables parents and students to view grade/attendance information. The Parent Access Web Site displays student grade averages, progress details, report cards, attendance, schedule, homework, classroom information, events, and other school information in read-only format. A letter containing step-by-step login procedures as well as username and passwords will be sent home early in the school year. Please take advantage of this great tool to stay abreast of your student's attendance and grades.

All teachers are required to maintain a grade book via Progress Book and follow the established guidelines:

-Grades will be entered and teachers will update grades once per week.

### **Grading Scale – K-1**

The key below is to be used to indicate a student's progress in specific academic skill areas on the report card:

#### **(3) Meeting Standards**

The student consistently meets the standards as required for the grade level.

#### **(2) Approaching Standards**

The student is approaching the standards as required for the grade level, and is making progress towards meeting standards.

#### **(1) Below Standards**

*The student is not meeting the standards required for this grade level.*

### **Grading Scale – Grades 2-5**

The grading scale is A-F as shown on the report card. The corresponding percentage key adopted by Northwest Local Schools follows:

A	=	90-100%
B	=	80-89%
C	=	70-79%
D	=	60 – 69%
F	=	Below 60%

### **Student Report Cards**

Report cards are distributed approximately 8-10 school days after the end of each academic quarter.

### **Assessment Results**

Parents have a right to know the level of achievement their child attains on each of the state academic assessments. [ESSA Section 1112 (e)(1)(B)(i). Ohio law (Ohio Revised Code 3313.6029) requires districts to report the results of Ohio's State Tests to students' parents or guardians no later than June 30 of each year. Although this date does not apply to the Ohio English Language Proficiency Assessments (OELPS, OELPA, and Alt-OELPA), the Alternate Assessment for Students

with the Most Significant Cognitive Disabilities (AASCD), ACT, or SAT, the Northwest Local School District is committed to providing results from these assessments to families in a timely manner.

### **School and District Report Cards**

The Ohio Department of Education (ODE) annually issues school and district report cards. The ODE does not mail the report cards to parents' homes. The information will be available on the ODE website [www.ode.state.oh.us](http://www.ode.state.oh.us). The interactive Local Report Cards are typically made available to the public by ODE in late August or early September of each school year for the prior school year.

### **SameGoal**

The Northwest Local School District uses SameGoal as its documentation, management and compliance platform for Special Programs in grades PreK - 12. SameGoal is utilized for communicating and collaborating with families regarding evaluation and services for Special Education, Gifted Education, 504 Plans, and English Language Plans. Plans are typically shared electronically with families directly through SameGoal via the primary parent/guardian email address provided to the District. In some cases parents are asked to provide electronic signatures acknowledging or authorizing services through this system. Special arrangements for paper documents and communication, including translation of documents, are available upon request.

### **Promotion of Students**

Promotion indicates that the student is capable and prepared for the level of study to which he/she has been assigned. The placement of a student in any grade level or course should be in the best interest of the student. Students who are placed rather than promoted have not yet learned all grade level standards but are moved to the next grade level based on their elevated age. Retention is viewed as another opportunity for growth at a particular level of study. In gathering facts and information for retention decisions, every effort shall be made to provide the opportunity for continuous communication between the parent/family and the school.

Students may not be promoted to the next grade level if the student has been truant for more than 10 percent of the required attendance days of the current school year and/or has failed two or more of the required curriculum subject areas in the current grade. Students may be promoted if the student's principal and the teachers of any failed subject areas agree that the student is academically prepared to be promoted to the next grade level despite these two factors.

### **Third Grade Reading Guarantee**

Ohio's Third Grade Reading Guarantee ensures that a struggling reader receives the support he or she needs to be able to learn and achieve. All NWLSD students in kindergarten through grade three are screened to determine if they are reading as well as they should be three times per year. For students in grades K-3, reading at grade level is determined by the results of an approved reading diagnostic administered at the beginning of the school year. Under Ohio law, districts and schools must create a RIMP for any student in grades K-3 who scores not on track (reading below grade level) on the reading diagnostic assessment. High dosage tutoring opportunities aligned with high quality tutoring best practices and the science of reading are an Ohio requirement for reading improvement and monitoring plans (RIMPs). In addition to other RIMP requirements, high-dosage tutoring must continue beyond grade 4 if a student still is not reading at grade level. A score of proficient on Ohio's State Test for English language arts (700 or higher) is considered reading at grade level. School staff will work closely with parents to develop this plan and monitor student reading progress.

If a student is retained in the third grade, the school will provide individualized instructional plans to meet the specific needs of each student. Schools may move students to the fourth grade in the middle of the year according to the following procedures:

Mid-Year Promotion for Third (3<sup>rd</sup>) Grade Students Retained Due to the Third Grade Reading Guarantee (TGRG)

A retained third grade student will have an additional opportunity to demonstrate readiness for 4<sup>th</sup> grade. If a child reaches the earns a passing score of 700 on the fall administration of the state reading assessment, he/she will be considered for mid-year promotion to fourth (4<sup>th</sup>) grade:

After a retained third (3<sup>rd</sup>) grader has met either of the above mentioned criteria, a conference will be held including the parent(s), current teacher, building administrator(s), and any other necessary school personnel. If all parties are in agreement that it is in the child's best interest, he/she will be promoted to 4<sup>th</sup> grade as soon as possible.

## **NWLSD Student Services Department**

### **NWLSD Code of Conduct Guidelines**

NWLSD recognizes its responsibility to provide all students with an environment conducive to the development of their maximum learning potential. The Code of Conduct supports this endeavor by setting forth expectations that will ensure that the school environment is best suited for learner growth. The Code of Conduct is adopted by the Board pursuant to state law.

Any student engaging in the following types of conduct, either specifically or generally, like the type of conduct listed below is subject to suspension, expulsion, emergency removal or permanent exclusion from curricular or extracurricular activities pursuant to State law. This Code of Regulations applies while a student is in the custody or control of the school, on school grounds or closely proximate thereto, while at a school-sponsored function or activity or on school-owned or provided transportation vehicles. In addition, the Code of Regulations governs a student's conduct at all times, on or off school property and in the virtual environment, unless specifically limited to school property as stated in a regulation, when such student conduct is reasonably related to the health and safety of other students and/or school employees, or such conduct would unreasonably interrupt the educational processes of the District.

The NWLSD Progressive Discipline Code is divided into four levels. Each level represents progressively more serious misbehavior and consequences. The level of discipline shall be based on the severity of the misbehavior and the number of infractions involved with each referral. **The Administration reserves the right to skip levels of discipline depending upon the violation.** Although it may be necessary, school removal is used as a last resort.

The law requires that students are provided with a written notice of intent to suspend prior to being suspended. State law also requires that students and parents are provided with a written notice of intent to expel.

The written notice of intent to suspend shall be given to the student at an informal hearing. The notice of intent to expel shall be sent to the student and the parents and the students and parents will be provided an opportunity for an informal hearing prior to a decision to expel.

A student or the parents may appeal any decision of the District administration to suspend a student from school to the Superintendent/designee. A student or parent must request a **suspension appeal** in writing within **10 days** after the discipline measure takes effect. A student or the parents may appeal an expulsion from school to the Board/designee. A student or parent must request an **expulsion appeal** in writing within 14 days after the discipline measure takes effect. Appeal paperwork is located in each school office as well as the Administrative Offices. The appeal process includes an additional informal meeting with a hearing officer. The student and parents may be represented in all appeal hearings but notice to the NWLSD Student Services Offices is requested if bringing legal representation to reduce the chances of a possible rescheduling of the hearing. Pursuant to State law, a student or parents may further appeal an expulsion or suspension to the Hamilton County Court of Common Pleas.

It is the policy of the Board that students shall not be permitted to return to school pending any appeal process with the administration or the court. The District will make every effort to promptly hear all appeals to minimize a student's absence from school. Should the Board, the Superintendent, or their designees reverse or modify a discipline decision and permit a student to return to school, such student shall be permitted ample time to make up all assignments and work missed as a result of his/her absence.



**Expectation: Students are expected to be an active part of a safe and respectful environment at all times and to not interfere with the learning of others or the orderly process of the school building.**

**The types of conduct prohibited by the Northwest Local School District Code of Conduct are as follows:**

Level I Discipline:

Level I discipline is used for minor acts of misconduct which interfere with orderly school procedures, school functions, extracurricular programs, approved transportation, or a student's own learning process. Most Level I infractions are expected to be taken care of through student compliance with staff responses. If a student fails to follow basic staff directives in the classroom, they will be referred to the office for further intervention.

Staff Interventions:

- Verbal Warning using Restorative Practices and Affective Language
- Parent/Guardian Contact
- PBIS Classroom Consequence
- Teacher Assigned AM or PM Detention
- Use of Temporary Alternative Setting (R&R, Zone, Reset Rooms)
- Classroom-Based Recess Detention
- Classroom-Based Lunch Detention
- Office/Bus Referral for Repeated Violations

Administrative Interventions:

- Restorative Conference With Student
- Counselor Mediation
- Behavior Support Through RBT/BCBA
- Administrative Warning
- Parent/Guardian Contact
- Demerit
- Recess Detention
- Lunch Detention
- Detention
- Use of Temporary Alternative Setting (ALP)

Code	Description
101	Misbehavior which disrupts or interferes with any school activity
102	Disrespect to a student
103	Disregard of reasonable directions or commands by school authorities
104	Tardy to Class
105	Excessive amount of time out of class on hall pass
106	Excessive tardies to class
107	Excessive tardies to school
108	Failure to abide by dress and appearance codes as set forth by administration and the Board of Education.
109	Non-approved use of personal communication device--See PCD Guidelines below
110	Non-approved use of technology other than personal communication device

111	Failure to maintain bus stop safety procedures as established by the NWLSD Bus Guidelines and Chapter 3301-83 of the Ohio Administrative Code.
112	Failure to maintain bus ride safety procedures as established by the NWLSD Bus Guidelines and Chapter 3301-83 of the Ohio Administrative Code

**Level II Discipline:**

Level II discipline offenses are intermediate acts of misconduct that typically require administrative intervention. These acts include, but are not limited to, repeated, but unrelated, acts of minor misconduct and misbehavior directed against persons or property but which do not seriously endanger the health, safety or well-being of others. Consideration of necessary behavior support services should be given, if not already provided, as school removal is used as a last resort. Due process procedures required by federal and state law will be followed. These may include such procedures as the procedural safeguards provided by the 2004 Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act of 1973.

**Staff Interventions:**

- Verbal Warning using Restorative Practices and Affective Language
- Parent/Guardian Contact
- PBIS Classroom Consequence
- Teacher Assigned AM or PM Detention
- Use of Temporary Alternative Setting (R&R, Zone, Reset Rooms)
- Office/Bus Referral for Repeated Violations

**Administrative Interventions:**

- Conference With Student
- Administrative Warning
- Parent/Guardian Contact
- Demerit
- Detention
- ALP–Alternative Learning Placement
- ASA– Alternate School Assignment
- Use of Temporary Alternative Setting
- Emergency Removal
- Out-of-School Suspension (OSS)
- Bus Suspension
- Removal of privilege to attend or participate in extracurricular activities and events
- Office Time-Out

Code	Description
201	Repeated or escalated misbehavior which disrupts or interferes with any school activity
202	Repeated or escalated disrespect to a student
203	Repeated or escalated disregard of reasonable directions or commands by school authorities
204	Disrespect to school staff
205	Use of cursing (verbal or written) language or use of obscene gestures
206	Repeated non-approved use of personal communication device or disruption of the educational process through the use of PCD–See PCD Guidelines below
207	Repeated non-approved use of technology or disruption of the educational process through the non-approved use of technology other than personal communication device

208	Repeated or escalated failure to maintain bus stop safety procedure as established by the NWLSD Bus Guidelines and Chapter 3301-83 of the Ohio Administrative Code
209	Repeated or escalated failure to maintain bus ride safety procedures as established by the NWLSD Bus Guidelines and Chapter 3301-83 of the Ohio Administrative Code
210	Minor theft or possession of lower-valued stolen property
211	Skipping class
212	Disobedience of driving regulations
213	Presence in areas during school hours or outside school hours where a student has no legitimate business without permission of school staff
214	Leaving the classroom without permission
215	Engaging in activities that may cause fear or panic in an individual or group
216	Refusing to receive or serve properly administered discipline (Detention, ASA, ALP)
217	Forgery of school-related documents
218	Cheating or plagiarizing
219	Distribution of pamphlets, leaflets, buttons, insignia, etc, without the permission of proper school authorities or the placing of signs and slogans on school property or at school events without the permission of the proper authorities
220	Non-confrontational physical contact with a student that leads to a disruption of the school environment
221	(PreK-3rd grade) Disrespect to student or inappropriate behavior that involves physical contact with another student
222	Repeated violations of the 100 Codes.

**Level III Discipline:**

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

**Staff Interventions:**

- Office Referral
- Notify Administration Immediately

**Administrative Interventions:**

- Use of Behavior Intervention Process
- Detention
- Long-Term Loss of Technology Privileges
- No Contact Order Between Students
- ALP– Alternative Learning Placement
- ASA–Alternate School Assignment
- Emergency Removal

- Removal of privilege to attend or participate in extracurricular activities and events
- Out-of-School Suspension (OSS)
- Multiple Day Out-of-School Suspension

Code	Description
301	Failure to report the actions or plans of another person to staff where these actions or plans of another person, if carried out, could or did result in harm to another person or persons or damage property, when the student has information about such actions or plans.
302	Disrespect to student by using language that is purposely offensive to a student's or staff's race, color, national origin, sex (including sexual orientation and gender identity), disability, age (except as authorized by law), religion, ancestry, or genetic information (collectively, "Protected Classes") that are protected by Federal civil rights laws (Policy 3362 & 5517)
303	Repeated or highly escalated disregard of reasonable directions or commands by school authorities resulting in disruption of the learning environment
304	Engaging in repeated or escalated activities that may cause fear or panic in an individual or group.
305	Disrespect to student or inappropriate behavior that involves physical contact with another student
306	Fighting
307	Engaging in activities to promote conflict between students
308	Repeated or highly escalated disrespect to staff
309	Falsifying of information given to school authorities or interfering with the administrative investigation
310	Willfully aiding another person to violate school regulations and/or interfering with school investigation.
311	Theft or possession of stolen property
312	Leaving school property without permission of proper school authority.
313	Damage or destruction of school property on or off of school premises.
314	Damage or destruction of private property.
315	On school property or participation in school activities (on campus or off campus) while on emergency removal, suspension or expulsion without permission.
316	Displaying excessive affection, inappropriate touching or other inappropriate behavior.
317	Possession of obscene, pornographic or libelous material.
318	Removal from assigned alternative learning placement (ALP, ASA, ISS, RAS)
319	Misuse of chemical substances.
320	Using or possessing any substance containing nicotine or tobacco, including, but not limited to cigarettes, cigars, a pipe, rolling papers, a clove cigarette, e-cigarettes, vapes, and chewing tobacco, or paraphernalia such as matches or lighters.
321	Distributing any substance containing nicotine or tobacco, including, but not limited to cigarettes, cigars, a pipe, rolling papers, a clove cigarette, e-cigarettes, vapes, and chewing tobacco, or paraphernalia such as matches or lighters.

322	Inappropriate use of computers and other technologies. Inappropriate use includes: vandalism, theft, or misuse of the hardware, unauthorized access to files not belonging to the student, tampering with security software or network privileges; logging onto the network with a fraudulent ID or password; using the facilities without proper supervision, installation of software on a computer or network, or unauthorized use, copying, or downloading of programs, files and/or pictures.
323	Audio recording, video recording, or photographing and/or sharing of the recording of any conflict.
324	Audio recording, video recording, or photographing of any student or staff member without the explicit knowledge and permission of the student, staff member, and the school administration.
325	Demonstrations by individuals or groups causing disruption to the school program.
326	Gambling.
327	Violation of no contact order between students.
328	Any other activity by a student which the student knows or should know will disrupt the academic process or a curricular or extracurricular activity while on school premises or while in the control or custody of the school district regardless of whether on or off of school premises, or at a school-related activity regardless of location.
329	Repeated violations of 200 infractions.

Level IV Discipline:

Level IV discipline offenses are the most serious acts of misconduct. These offenses must be immediately reported to the administration. These violations are so serious that they may require use of outside agencies and/or law enforcement. Such acts may also result in criminal penalties being imposed. Due process procedures required by federal and state law will be followed. These may include such procedures as the procedural safeguards provided by the 2004 Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act of 1973.

Staff Interventions:

- Office Referral
- Notify Administration Immediately

Administrative Interventions:

- Use of Behavior Intervention Process
- No Contact Order Between Students
- Multiple Day Out-of-School Suspension (OSS)
- Recommendation for Expulsion
- Removal of privilege to attend or participate in extracurricular activities and events
- First-Time Drug Offense Intervention Procedures

Principals may suspend a student for up to ten days. If a student is recommended for expulsion, the NWLSD Student Services Office will arrange for a hearing with the Superintendent or an established designee to determine if the situation requires further discipline beyond the ten days of suspension.

Code	Description
401	Hazing, threatening or harassment of students or school personnel. Threats may be based upon personal attributes or beliefs, on or off school grounds, or the engaging in activities that may cause fear or panic in an individual or group.
402	Repeated or escalated Hazing, threatening, harassment, intimidation or bullying of students on/off school grounds.  For purposes of this policy, the term repeated "harassment, intimidation or bullying" means any intentional

	written, verbal, electronic or physical act toward a student has exhibited toward another particular student more than once and the behavior: (1) causes mental or physical harm to the other student; and (2) is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student.
403	Engaging in escalated activities that may cause fear or panic in an individual or group.
404	Oral, written or social media threats to harm individuals, groups, or school community.
405	Disrespect to staff or an inappropriate behavior that involves physical contact with staff on the part of the individual.
406	Disregard of staff direction attempting to de-escalate confrontation or attempting to continue conflict despite staff intervention.
407	Assault on school employee or other person.
408	Assault on student.
409	Extortion of a student or school personnel.
410	Theft or possession of school property or school employee property.
411	Engaging in any sexual acts.
412	Indecent exposure.
413	Using, buying, possessing, or being under the influence of any controlled substance (drugs, narcotics, intoxicants, THC, marijuana, prescription drugs, etc.) or inhalant or any counterfeit controlled substance (any substance that is made to look like a controlled substance, or is represented to be a controlled substance, or that the student believes is a controlled substance).
414	Sale or distribution of any controlled substance or paraphernalia (drugs, narcotics, intoxicant, THC, marijuana, prescription drugs, etc.) or any counterfeit controlled substance (any substance that is made to look like a controlled substance, or is represented to be a controlled substance, or that the student believes is a controlled substance).
415	Using, buying, possessing, selling, or distributing of any substance prohibited by school administration including but not limited to over-the-counter medications.
416	Using, buying, possessing, or being under the influence of an intoxicant of any kind including but not limited to alcohol or alcohol paraphernalia
417	Sale or distribution of an intoxicant of any kind including but not limited to alcohol or alcohol paraphernalia.
418	The taking, disseminating, transferring or sharing of obscene, pornographic, lewd or otherwise illegal images or photographs, whether by electronic data transfer or otherwise. The activity may also constitute a crime under state and/or federal law which may result in arrest, criminal prosecution, and lifetime inclusion on sexual offender registries.
419	Violation of the district's sexual harassment policy. <a href="#">See Harassment BOE Policy</a>
420	Turning in false fire, tornado, bomb, or disaster alarms. (As provided in Ohio Revised Code 3313.66 (A) (5), a student may be expelled for a period of up to one year for making a bomb threat to a school building or to any premises at which a school activity is occurring at the same time of the threat. The period of expulsion shall extend as necessary into the next school year.)

421	Arson or any other improper use of fire.
422	Possession and/or discharge, sale or distribution of any explosive substance or incendiary device.
423	Possession, conveyance or use of a firearm. Firearms are identified in Section 921 of Title 18, United States Code. (As provided in Ohio Revised Code 3313.66 and 3313.661 violations of the Code of Conduct involving firearms are subject to expulsion from school for one year).
424	Sale or distribution of a firearm. Firearms are identified in Section 921 of Title 18, United States Code. (As provided in Ohio Revised Code 3313.66 and 3313.661 violations of the Code of Conduct involving firearms are subject to expulsion from school for one year).
425	Possession, conveyance or use of any instrument, device or object which is designed to look like a firearm including but not limited to a toy gun.
426	Sale or distribution of any instrument, device or object which is designed to look like a firearm including but not limited to a toy gun.
427	Possession, conveyance or use of any instrument, device or object which is designed to look like any other type of weapon including but not limited to a knife.
428	Sale or distribution of any instrument, device or object which is designed to look like any other type of weapon including but not limited to a knife.
429	Commission by a student of any crime or infraction in violation of the Criminal Code, Traffic Code or Juvenile Code of the State of Ohio or, when applicable, of the State in which the crime or infraction was committed. This provision shall apply to any student while in the control or custody of the school district regardless of whether the act occurred on or off of school premises, or at a school-related activity regardless of location.
430	Any type of prohibited activity listed herein engaged in by a student on school premises, on a school bus, or while in the control or custody of the school district regardless of whether on or off of school premises or at a school-related activity regardless of location, shall be reason for expulsion, suspension or removal from school
431	Violation of code of conduct while amidst a probationary period known as days held in abeyance
432	Repeated 300 code infractions
433	Repeated 400 code infractions

**The administration reserves the right to skip levels of discipline depending on the number of infractions for each referral and the severity of the violation.**

### **NWLSD Dress Code**

1. Clothing and accessories that could be interpreted as promoting hate or communicating a negative, profane, or vulgar message are not permitted. Additionally, jewelry and accessories that pose a safety concern for the student or others are not acceptable.
2. Undergarments should not be visible. Tops that expose the midriff or chest, tank tops, mesh tops, and shirts with no sleeves are not acceptable. Pants, shorts and skirts must be worn at the waist level.
3. No head coverings (hats, bandanas, hoods, etc.), or gloves should be worn during the school day.
4. No oversized coats are permitted during the school day.
5. Shorts, skirts, and dresses should reach to a length of mid-thigh or lower and not be overly revealing.
6. Footwear should be safe for the learning environment.

\*\*\*Exceptions to these dress code items for religious reasons should be brought to administration at the beginning of the school year by parents and will require written documentation.

### **Face Covering Guidelines for Students**

All students must follow district guidelines/policies regarding face coverings at all times. Any face coverings worn must serve a religious or medical purpose not just worn as outerwear. Please communicate with your student's building administration team for specific guidelines/policies.

### **NWLSD Personal Communication Device Usage Guidelines**

Personal Communication Device use includes but is not limited to using a personal device (ex. phone, smartwatch, or tablet) and/or accessories (ex. headphones, earbuds, or airpods) to place or receive audio or video calls, text messaging, blogging and microblogging, e-mailing, using video or camera features, playing games, and accessing sites or services on the internet including but not limited to social media sites and applications.

Elementary Schools: Personal communication devices and/or accessories for personal communication devices must be stored with the students' other belongings during the school day and may not be accessed without administrative approval.

Secondary Schools: Personal communication devices and/or accessories for personal communication devices may not be seen, heard, or accessed during the school day without administrative approval.

Continued violation of the NWLSD Personal Communication Device Usage Guidelines will result in progressive disciplinary action up to and including school removal and may also result in individualized personal communication device plans which restrict access to devices during the school day.



**APPENDIX-B**  
**NWLSD**  
**Bus Guidelines**

The safety of our students is paramount for the NWLSD. Students that ride school buses must conduct themselves with safety in mind at all times. Chapter 3301-83 of the Ohio Administrative Code contains operation and safety rules regulating pupil transportation, and governs all pupil transportation in Ohio. Even beyond the Ohio Administrative Code, while on a school bus, the NWLSD CODE OF CONDUCT applies to student conduct. Failure to comply with the student code of conduct, Ohio Administrative Code, or established procedures below may result in school disciplinary action and/or removal from bus riding privileges.

**Bus Stop Safety Procedures: Students are expected to follow bus stop safety procedures at all times while waiting for, entering, or exiting the bus.** (ORC 3301-83-13(B)(6))

- Students must be at the bus stop (in their place of safety) at least FIVE (5) minutes before the students scheduled stop time; the bus must run on schedule and cannot wait for those who are late.
- Students must be in their place of safety at the bus stop while waiting for the bus to arrive
- Students must never stand in, or play on, the roadway while waiting for the bus.
- Prior to boarding the bus, students must keep a safe distance from the bus while it is in motion and remain still.
- Students must not attempt to get on or off the bus while it is in motion.
- Students must enter the bus without crowding or disturbing others, and occupy their seat immediately.
- Students must keep out of the driver's seat.
- Students must not leave the bus without the driver's consent.
- In approaching the bus or a bus stop along the roadway, students must walk on the left side of the road facing traffic. Students should be sure that the road is clear of all traffic or that all traffic has stopped before crossing.
- Upon leaving the bus, students must immediately report to their place of safety by walking to the front of the bus and stop before crossing. Students must make sure that the road is either clear of all traffic or that all traffic has come to a complete stop before crossing AND WAIT FOR THE SIGNAL TO CROSS FROM THE DRIVER.
- All students must ride the bus to which they are assigned. If there is an emergency that requires a student to ride another bus, a note signed by the parent and school leader will be given to the bus driver before the student will be allowed to board the bus.
- Students must get on and off the bus at their assigned board approved bus stop.

**the Danger Zone around a school bus is the area 10 feet around the bus. The two most dangerous areas are the front of the bus and the right rear tire area. The driver is not able to see these areas!!! Stay out of these areas.**

**Parents PLEASE do not call your child to your location until the bus has departed.**

**Bus Ride Safety Procedures: Students are expected to maintain a safe, conducive, and respectful bus environment.**

Student behavior on the bus should be the same as in the classroom. The drivers' primary responsibility is to operate the school bus on Ohio roadways in a safe manner (ORC 3301-83-08).

- Sitting in a seat on the bus. Each student shall sit in a position which will provide maximum protection by the seat back. ORC 3301-83-18). Students are asked to sit in the following manner: back to back, bottom to bottom, and feet to floor. Any other manner is unacceptable and unsafe. Backpacks and other items are to be kept in their laps. Students may not lay on seats or place feet on seats.
- Students must maintain a quiet bus environment. Students are permitted to talk quietly on the bus, and classroom conduct is to be observed while on the bus.
- Students are not permitted to open the bus window without permission from the driver or
- Students are not permitted to extend their head or arms out of the window.
- Students are not permitted to call out to passers-by.
- Students must help to keep the bus clean, sanitary and orderly. They must not damage or abuse the equipment.
- Students are not permitted to throw articles of any kind out of or around the bus.
- Students are not permitted to eat or drink while on the bus.
- All food items must be kept in a lunch box, bag, closed container or backpack.
- Students must remain in their seat and keep the aisle clear.
- Students must stay seated until the bus comes to a complete stop.
- Students are not permitted to tamper with emergency doors, controls, or windows.
- Large items such as band instruments, shop projects, sports equipment, skateboards and other school projects shall not be permitted on the bus if they interfere with the driver or other passengers. The aisle, exits, and driver's vision shall not be blocked.

**Parents/guardians are not permitted to enter the bus.**

**Any concerns must be addressed with the building administrator and/or the transportation administrator.**

## **Hazing and Bullying (Harassment, Intimidation and Dating Violence)**

Hazing means doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Throughout this policy the term bullying is used in place of harassment, intimidation and bullying.

Bullying, harassment and intimidation is an intentional written, verbal or physical act that a student has exhibited toward another particular student more than once. The intentional act also includes violence within a dating relationship. The behavior causes mental or physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student. This behavior is prohibited on school property or at a school-sponsored activity.

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

The District includes, within the health curriculum, age-appropriate instruction in dating violence prevention education in grades 7 to 12. This instruction includes recognizing warning signs of dating violence and the characteristics of healthy relationships.

Prohibited activities of any type, including those activities engaged in via computer and/or electronic communications devices, are inconsistent with the educational process and are prohibited at all times. No administrator, teacher or other employee of the District shall encourage, permit, condone or tolerate any hazing and/or bullying activities. No students, including leaders of student organizations, are permitted to plan, encourage or engage in any hazing and/or bullying.

Administrators, teachers and all other District employees are particularly alert to possible conditions, circumstances or events that might include hazing, bullying and/or dating violence. If any of the prohibited behaviors are planned or discovered, involved students are informed by the discovering District employee of the prohibition contained in this policy and are required to end all such activities immediately. All hazing, bullying and/or dating violence incidents are reported immediately to the Superintendent/designee and appropriate discipline is administered.

District employees, students and volunteers have qualified civil immunity for damages arising from reporting an incident of hazing and/or bullying. Administrators, teachers, other employees and students who fail to abide by this policy may be subject to disciplinary action and may be liable for civil and criminal penalties in compliance with State and Federal law.

No one is permitted to retaliate against an employee or student because he/she files a grievance or assists or participates in an investigation, proceeding or hearing regarding the charge of hazing and/or bullying of an individual.

### *Administrative Response*

The building principal/designee shall promptly investigate all reports of harassment, intimidation or bullying. All matters involving such complaints should remain confidential to the extent permitted by law.

1. The principal/designee will confer with the student, parent or guardian making the report in order to obtain a clear understanding of the alleged facts. If not already completed, the principal/designee will complete the harassment, intimidation or bullying complaint form. A copy of the complaint form is attached in the back of this handbook.
2. The principal/designee will meet with all witnesses identified by the person(s) making the report of harassment, intimidation or bullying. Witnesses will be asked to make a statement both orally and in writing regarding the alleged facts that form the basis of the complaint.
3. The principal/designee will meet with the student(s) accused of harassment, intimidation or bullying to obtain a response to the complaint both orally and in writing.
4. Following the completion of the investigation, any student(s) found to have violated this policy will be subject to any of the disciplinary actions described in the Student Code of Conduct.

5. Retaliation against any student who makes a complaint of harassment, intimidation or bullying, or any student who becomes involved in the investigation of such complaint, is strictly prohibited, and may result in discipline irrespective of the merits of the initial complaint.
6. The building principal/designee shall have the authority to involve local law enforcement if an individual believes danger is imminent due to the alleged harassment, intimidation or bullying.

#### *Preventative Measures*

To the extent that state or federal funds are appropriated for these purposes, the Board will provide training, workshops or courses on this policy to school employees and volunteers who have direct contact with students.

Teachers, guidance counselors, coaches and building administration will educate students about this policy through class discussion, counseling and reinforcement of appropriate student behavior. School personnel should intervene promptly whenever they observe student-on-student misbehavior, even if such conduct does not yet meet the frequency, severity or pervasiveness to constitute harassment, intimidation, or bullying that is prohibited by this policy.

If the building principal/designee finds that a student has been the victim of harassment, intimidation or bullying, in addition to the imposition of disciplinary action against the student-offender, the following strategies may be implemented to protect the victim from additional harassment, intimidation or bullying:

1. Staff may be instructed to observe and record the behavior of the student-offender in less-supervised settings such as the cafeteria, playground and restrooms. If the student-offender's misbehavior persists, administration may assign the student-offender to recess, lunch or class-release times different from those of the student-victim.
2. The offending student and parent(s) or guardian(s) may be requested to participate in a conference with building administration and staff in an attempt to enlist the parent(s) or guardian(s) to work cooperatively with the school to stop the harassment, intimidation or bullying.
3. In consultation with the student-victim and parent(s) or guardian(s), examine the student's daily schedule to identify those activities where harassment, intimidation or bullying most often occur. Make arrangements to increase supervision or adjust the student's schedule to reduce or eliminate under-supervised activities.
4. Change classroom layout or rearrange seating to eliminate "blind spots" where future acts of harassment, intimidation or bullying may occur.

#### **Threats or Intimidation**

Threats of violence or intimidation toward another student are serious violations of the student code of conduct and will result in appropriate discipline. As provided in Ohio Revised Code 3313.66 (A) (5) a student may be expelled for a period of up to one-year for making a bomb threat to a school building or to any premises at which a school activity is occurring at the time of the threat. The period of expulsion shall extend as necessary into the next school year.

#### **Alternative Learning Placement (ALP)**

The purpose of ALP is to provide targeted behavior supports to students who have been identified through the Student Support Process as needing increasingly more intense behavior interventions. ALP services allow for these more intensive behavior interventions to be put in place while allowing learning to continue.

#### **Alternate School Assignment (ASA)**

Subject to the discretion of a building administrator, a student violating school rules may incur an alternate school assignment not to exceed three consecutive days. A student serving an alternate school assignment shall remain in a room within the school building separated from the regular classes and school activities. The student shall complete the class assignments provided by the student's regular teachers under the supervision of a staff member.

The student will receive a copy of the alternate school assignment rules at the beginning of the school day. A student violating these rules may incur additional disciplinary action. While serving an alternate school assignment, the student shall not participate in extracurricular activities.

The following procedures apply to students who are serving an alternate school assignment:

1. The student will be required to complete all class assignments and tests provided while in the alternate school assignment. However, it may not be feasible or possible to make up some tests.
2. If a make-up test is not required, no grade entry will be made nor will a penalty be assessed.
3. If a make-up test is required, the student will have the equivalent number of days served in the alternate school assignment to make up tests unless the time is extended by the teacher or a building administrator. The student may receive a zero for all tests not made up.
4. The student shall turn in long-range assignments, such as science projects and book reports, to the alternate school assignment staff member on the day they are due for all students.
5. The student must abide by the rules and procedures for alternate school assignment or be subject to more serious disciplinary action.

### **Detention of Students**

After school detention may be used by teachers and principals. Parents must be notified by phone or in writing at least one day in advance, unless it is mutually agreed that the student will remain on the day the detention is issued. When a student receives a detention, he/she forfeits his/her right to bus transportation. A student is not to be excused from detention to participate in athletic events or extracurricular activities.

### **Suspension, Expulsion & Removal of Students**

This policy governs suspension, expulsion or emergency removal of a student from school, or the suspension or removal of a student from a team or other extracurricular activity.

#### **1. Suspension**

Whenever the Superintendent/designee or building principal finds it necessary to suspend a pupil from school for not more than 10 school days, the following procedure shall be followed prior to the suspension of said pupil:

- A. The pupil will be given written notice of said administrator's intention to suspend said student and the written notice will contain reasons for the intended suspension.
- B. The pupil will be given an opportunity for an informal hearing before the principal, assistant principal, Superintendent/designee to challenge the reasons for the intended suspension or explain the reason for the action.
- C. If the pupil is suspended after the hearing, the administrator shall notify the pupil's parent, guardian or custodian and the Treasurer of the Board within 24 hours. The notice shall include:
  - 1) the reason(s) for suspension.
  - 2) the right of the pupil, parent, guardian or custodian to appeal said suspension to the Board of Education's designee and
  - 3) the right to be represented at the hearings before the Board's designee.

D. Appeal Procedure: Should a student or a student's parent(s) choose to appeal the suspension, he/she must do so within 10 calendar days of the notice of suspension. The appeal shall be in writing and made to the Student Services. The Student Services department will schedule the meeting with the Board Appointed Hearing Officer and notify the family. All witnesses are sworn and a recording is kept of the hearing. The decision of the Hearing Officer will be relayed after the hearing is complete. The student may be excluded from school during the appeal process.

E. Appeal to Court: Under State law, appeal of the Board's or its designee's decision may be made to the Court of Common Pleas.

## 2. Expulsion

Whenever a Superintendent intends to expel a pupil from school, the following steps must be taken prior to the expulsion:

- A. A written notice of intention to expel must be given to the pupil and the parent, guardian or custodian.
- B. Said notice to the pupil and the parent, guardian or custodian must include the following:
  - 1) The reason(s) for the intended expulsion.
  - 2) Notification of the opportunity of the pupil, parent, guardian or custodian or their representative to appear before the Superintendent or administrative designee, to challenge the reasons for the intended expulsion.
  - 3) Notification of the time and place to appear before the Superintendent or administrative designee, said time to be not earlier than three nor more than five days after the notice is given, unless an external circumstance delays the timeline or unless an extension is granted by the administrator at the request of the pupil, parent, guardian or custodian, or their representative. If an extension is granted after giving the original notice, the administrator shall notify the pupil, parent, guardian, custodian or representative of the new time and place for the hearing.
- C. The pupil and the parent, guardian or custodian and their representative must be given an opportunity to appear before the Superintendent or administrative designee, to challenge the reasons for the intended expulsion, or to explain the pupil's actions.
- D. If the pupil is expelled after the hearing, the administrator will notify the pupil's parent, guardian or custodian and the Treasurer of the Board within 24 hours. This notice shall include:
  - 1) The reason(s) for the expulsion;
  - 2) The right of the pupil, parent, guardian or custodian to appeal said expulsion to the Board/designated hearing officer;
  - 3) The right to be represented at the appeal before the Board-designated hearing officer. Any student who is expelled from school for more than 20 days or into the following semester or school year is referred to an agency which works towards improving the student's attitudes and behavior. The Superintendent provides the student and his/her parent(s) with the names, addresses and telephone numbers of the public and private agencies providing such services.
- E. Appeal to the Board: A student or a student's parent(s) may appeal the expulsion by the Superintendent to the Board/designated hearing officer. The expulsion appeal must be within 14 calendar days after the notice of intent to expel was provided to the student, parent, guardian or custodian. The appeal request shall be in writing to the Director of Student Services. The student may be represented in all such appeal proceedings and is granted a hearing before the Board or its designee. All witnesses are sworn and a record is kept of the hearing. The student may be excluded from school during the appeal process.
- F. Appeal to the Court: Under State law, the decision of the Board may be further appealed to the Court of Common Pleas.

### **Expulsion Hearing Results**

The superintendent may expel a pupil from school for a period not to exceed 80 school days. Students who violate the Gun Free Schools policy or make a bomb threat to a school building or any premises at which a school activity is occurring at the time of the threat (ORC 3313.66 A 5) will be subject to expulsion from school for one calendar year. If at the time an expulsion is imposed, the number of school days remaining in the school year is less than the number of days of expulsion that is given, the superintendent may apply any remaining part or all of the period of the expulsion to the following school year.

If the student is expelled for ten (10) days or less during a quarter, the student is eligible for credit for the courses passed. Make-up privileges as outlined in these procedures will apply to expulsions of ten (10) days or less during a quarter.

When the student is expelled for more than ten (10) days during a quarter, the student may not be eligible to make up work for that term.

When a student is expelled for more than 20 days, or for any period of time if the expulsion will extend into the following semester or school year, the school district will provide the student and his or her parent, guardian or custodian information about services or programs offered by public and private agencies to work toward improving those aspects of the pupil's attitude and behavior which contributed to the incident that gave rise to the pupil's expulsion.

While on expulsion, the student may not attend school or school related functions, including after-school activities. The policy applies to all school buildings, grounds and all school functions within the Northwest Local School District.

### 3. Emergency Removal

Whenever a pupil's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process within the classroom or elsewhere on the school premises, school personnel may take the following actions:

- A. The Superintendent, principal, or assistant principal may remove the pupil from the school premises.
- B. A teacher may remove the pupil from any activity under the teacher's supervision.
- C. These actions may be taken without written notice or informal hearing to the pupil.
- D. If the pupil is removed by a teacher under this section, the teacher shall submit the reason(s) for said removal in writing to the principal.
- E. If a pupil is removed by a teacher under this section for more than 24 hours, written notice of a hearing and the reasons for removal shall be given to the pupil as soon as practicable prior to the hearing and said hearing will be held within 72 hours from the time of the initial removal.
- F. The hearing will be held in accordance with the requirements under the rules for suspension from school unless expulsion is probable, in which case the hearing shall be held in accordance with the rules for expulsion from school. If suspension or removal from a team or an activity is probable, the hearing will be conducted under the rules for suspension or removal from a team or activity.
- G. The party ordering, causing, or requesting the removal of the pupil on an emergency basis shall be present at the hearing.
- H. In the case of removal under emergency removal (b), if a pupil is reinstated to the activity under the teacher's supervision prior to a hearing, the teacher shall, upon request, be given the reasons for such reinstatement in writing.
- I. None of the notice or hearing requirements as set forth in suspension, expulsion or denying the privilege of participation in extracurricular activities shall be necessary where a pupil is removed from activities for a period less than 24 hours and is not subject to suspension from school and/or expulsion from school and/or suspension or removal from a team or activity.

### Student School Bus Conduct

Students who ride Northwest School District buses to and from school are expected to conduct themselves in a manner that will not endanger the health and safety of others who are riding the buses. Student transportation management policies are outlined in the Ohio Administrative Rules, Chapter 3301-83-08©, Ohio Pupil Transportation Operation and Safety Rules. These policies are published in the student handbooks. Pursuant to Ohio Revised Code 3327.014 students riding district school buses may have such bus riding privileges suspended by the Superintendent or other district administrators for a period of time not to exceed 80 days for any violation of the Student Code of Conduct or a violation of the reasonable rules and regulations established by individual school bus drivers. The student is subject to the Student Code of Conduct and bus riding regulations while he or she is physically riding the bus and when the student is at or near a school bus stop.

In order to ensure the safe operation of school buses, the administration has developed procedures to be followed for disciplinary action because of misconduct on school buses.

## **Bus Guidelines**

The safety of our students is paramount for the NWLSD. Students that ride school buses must conduct themselves with safety in mind at all times. Chapter 3301-83 of the Ohio Administrative Code contains operation and safety rules regulating pupil transportation, and governs all pupil transportation in Ohio. Even beyond the Ohio Administrative Code, while on a school bus, the NWLSD CODE OF CONDUCT applies to student conduct. Failure to comply with the student code of conduct, Ohio Administrative Code, or established procedures below may result in school disciplinary action and/or removal from bus riding privileges.

### **Bus Stop Safety Procedures: Students are expected to follow bus stop safety procedures at all times while waiting for, entering, or exiting the bus. (ORC 3301-83-13(B)(6))**

- Students must be at the bus stop (in their place of safety) at least FIVE (5) minutes before the students scheduled stop time; the bus must run on schedule and cannot wait for those who are late.
- Students must be in their place of safety at the bus stop while waiting for the bus to arrive
- Students must never stand in, or play on, the roadway while waiting for the bus.
- Prior to boarding the bus, students must keep a safe distance from the bus while it is in motion and remain still.
- Students must not attempt to get on or off the bus while it is in motion.
- Students must enter the bus without crowding or disturbing others, and occupy their seat immediately.
- Students must keep out of the driver's seat.
- Students must not leave the bus without the driver's consent.
- In approaching the bus or a bus stop along the roadway, students must walk on the left side of the road facing traffic. Students should be sure that the road is clear of all traffic or that all traffic has stopped before crossing.
- Upon leaving the bus, students must immediately report to their place of safety by walking to the front of the bus and stop before crossing. Students must make sure that the road is either clear of all traffic or that all traffic has come to a complete stop before crossing AND WAIT FOR THE SIGNAL TO CROSS FROM THE DRIVER.
- All students must ride the bus to which they are assigned. If there is an emergency that requires a student to ride another bus, a note signed by the parent and school leader will be given to the bus driver before the student will be allowed to board the bus.
- Students must get on and off the bus at their assigned board approved bus stop.

**Danger Zone around a school bus is the area 10 feet around the bus. The two most dangerous areas are the front of the bus and the right rear tire area. The driver is not able to see these areas!!! Stay out of these areas.**

**Parents PLEASE do not call your child to your location until the bus has departed.**

### **Bus Ride Safety Procedures: Students are expected to maintain a safe, conducive, and respectful bus environment.**

Student behavior on the bus should be the same as in the classroom. The drivers' primary responsibility is to operate the school bus on Ohio roadways in a safe manner (ORC 3301-83-08).

- Sitting in a seat on the bus. Each student shall sit in a position which will provide maximum protection by the seat back. ORC 3301-83-18). Students are asked to sit in the following manner: back to back, bottom to bottom, and feet to floor. Any other manner is unacceptable and unsafe. Backpacks and other items are to be kept in their laps. Students may not lay on seats or place feet on seats.
- Students must maintain a quiet bus environment. Students are permitted to talk quietly on the bus, and classroom conduct is to be observed while on the bus.
- Students are not permitted to open the bus window without permission from the driver or
- Students are not permitted to extend their head or arms out of the window.
- Students are not permitted to call out to passers-by.
- Students must help to keep the bus clean, sanitary and orderly. They must not damage or abuse the equipment.
- Students are not permitted to throw articles of any kind out of or around the bus.
- Students are not permitted to eat or drink while on the bus.
- All food items must be kept in a lunch box, bag, closed container or backpack.
- Students must remain in their seat and keep the aisle clear.
- Students must stay seated until the bus comes to a complete stop.
- Students are not permitted to tamper with emergency doors, controls, or windows.
- Large items such as band instruments, shop projects, sports equipment, skateboards and other school projects shall not be permitted on the bus if they interfere with the driver or other passengers. The aisle, exits, and driver's vision shall not be blocked.

**Parents/guardians are not permitted to enter the bus.**

**Any concerns must be addressed with the building administrator and/or the transportation administrator.**

## **Damage to School Property**

It is the responsibility of the school district to protect its property from damage and destruction. A student may be required to pay for school property damaged or destroyed as a result of negligence. The parents or guardians of students who intentionally damage or destroy school property may be held responsible for restitution in accordance with the Ohio Revised Code. As a reminder, Chromebooks that students use are considered the property of the school district. The administration will pursue restitution in all acts of vandalism or intentional damages or destruction of school property.

### **Fire, Tornado, and Lockdown Crisis Drills**

Periodically, the school reviews and practices procedures in the event of an emergency. During these drills, students follow the instructions of their teachers. Directions for leaving the building and shelter locations are posted in each room.

### **Safe School Hotline**

The SaferOh tip line will accept both calls and texts 24 hours a day regarding bullying, potential suicide risks, violence, or other school safety issues. This information is anonymous and reported directly to the designated administrator at your school. This tip line allows students and adults to anonymously share information with school officials and law enforcement about threats to student safety – whether that involves a threatened mass incident or harm to a single student. Call or Text to **844-SaferOh (844-723-3764)**

**NWLSD also has a “Say Something” hotline and process available to communicate any concerns. Calling or texting 513-857-1335 or visiting NWLSD.org and completing a “Say Something Form” can help keep our schools safe.**

### **Search and Seizure**

The Board recognizes that the privacy of students and their belongings may not be violated by an unreasonable search and seizure, and directs that no student be searched without reasonable suspicion or in an unreasonable manner. Random locker searches may be conducted without reasonable suspicion of a violation of the law or Board policy.

School authorities are charged with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search a student’s person or property, including, but not limited to: book bags, purses, wallets, clothing and motor vehicles. When appropriate, the building principal shall seek the freely offered consent of the student to the inspection. However, if a student refuses to consent, a search may still be conducted when the administrator has reasonable grounds for suspecting that the search will discover evidence that the student has violated or is violating either a law or a school rule. Searches shall employ reasonable measures that are not excessively intrusive considering the age and gender of the student and the nature of the suspected infraction. Whenever possible, a search will be conducted by the building administrator in the presence of the student and a staff member other than the building administrator.

The building administrator shall be responsible for the prompt written recording of each student search, including the reasons for the search; the information received that established the need for the search and the name of informant, if any; the persons present when the search was conducted; any substances or objects found; and the disposition made of them. The building administrator shall be responsible for the custody, control and disposition of any illegal or dangerous substance or object taken from a student.

This authorization to search shall apply to all situations in which the student is under the jurisdiction of the Board — including all curricular and extracurricular activities and events, regardless of location.

The Board acknowledges the need for in-school storage of student possessions and shall provide storage places, including desks and lockers, for that purpose. Such spaces remain the property of the Board and, in accordance with law, may be subject to random searches. Where locks are provided for such places, students may lock them against incursion by other students, but in no such places shall students have an expectation of



privacy as to prevent examination by a school official. This policy will be posted in every building near in-school storage areas.

The Board reserves the power to search any locker or lockers in emergency situations that immediately threaten the health or safety of any person, or threaten to damage or destroy any property under the control of the Board, or when such an emergency appears to exist. Such searches are allowed whenever it is reasonably believed to be necessary to avert a threat or apparent threat.

The Board also authorizes the use of canines trained in detecting the presence of illegal materials. This means of detection shall be used only to determine the possible presence of illegal materials in locker areas, parking areas and other places on school property where such materials could be concealed. Canine detection must be conducted in collaboration with law enforcement authorities and is not to be used to search individual students unless a warrant has been obtained.

General use of canine detection does not constitute a search, and may be employed at any time. A subsequent search is proper when a canine has indicated the presence of illegal materials, even if a reasonable suspicion regarding that particular area containing illegal materials did not exist before the canine detection.

### **Sexual Harassment Involving Students**

All persons associated with the District, including, but not limited to, the Board, the administration, the staff and the students, are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Sexual harassment, whether verbal or nonverbal, occurring inside or outside of District buildings, on other District-owned property or at school-sponsored social functions/activities, is illegal and unacceptable and will not be tolerated. Any person who engages in sexual harassment while acting as a member of the school community is in violation of this policy.

**Definition of Sexual Harassment:** Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature may constitute sexual harassment when:

1. Submission to such conduct is made, either explicitly or implicitly, a term or condition of a person's employment or educational development;
2. Submission to, or rejection of, such conduct by an individual is used as the basis for employment or education decisions affecting such individual or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile or offensive environment.

Examples of sexual harassment-type conduct may include, but are not limited to, unwanted sexual advances; demands for sexual favors in exchange for favorable treatment or continued employment; repeated sexual jokes, flirtations, advances or propositions; verbal abuse of a sexual nature; graphic verbal commentary relating to an individual's body, sexual prowess or sexual deficiencies; coerced sexual activities; any unwanted physical contact; sexually suggestive or obscene comments or gestures; or displays in the workplace of sexually suggestive or obscene objects or pictures. Whether any act or comment constitutes sexual harassment-type conduct is often dependent on the individual recipient.

The Board directs the Superintendent to appoint one or more administrators who are vested with the authority and responsibility for investigating all sexual harassment complaints in accordance with the procedures set forth in the accompanying procedure and staff and student handbooks.

Sexual harassment matters, including the identity of both the charging party and the accused, are kept confidential to the extent possible. Although discipline may be imposed against the accused upon a finding of guilt, retaliation is prohibited.

The Board has developed complaint procedures that are made available to every member of the school community. The Board has also identified disciplinary penalties that could be imposed on the offenders.

- Occurrences involving students as offenders will be handled in the same manner as other disciplinary situations. These procedures will include full due process protections, and could result in suspension, expulsion, referral to law enforcement agencies and/or recommendations for counseling.
- Occurrences involving employees as offenders toward students will be investigated by the building principal. If further investigation is warranted, the compliance officers will investigate. The information obtained from the investigations will be reported to the Superintendent for proper disposition.
- Occurrences involving members of the general public as offenders toward students will be reported to an appropriate law enforcement agency.

### **Retaliation**

Any act of retaliation against a person who has made a report or filed a complaint alleging unlawful harassment, or who has participated as a witness in a harassment investigation is prohibited.

### **Student Directory Information**

In accordance with the Federal law, this annual notice is to inform you of the board policy that allows for the release of student directory information and your right of refusal to release

### **Interviewing Students**

When law enforcement officers, agency representatives, or other officials request to question a student regarding a matter that is not school-related, school officials will make reasonable efforts to notify parents of the official's request to question their child. However, since it is unlawful to impede a police investigation, if after reasonable efforts to notify parents have failed, police officials will be allowed to question the child in the presence of an administrator. In such instances, parents will be promptly notified following any such interview or questioning. When parents request to be present during these interviews, reasonable accommodations will be made to allow time for parents to promptly arrive at school. However, if parents are unable or unwilling to arrive at school in a timely manner, police officials will be allowed to question the child in the presence of an administrator. School officials may not impede a police investigation indefinitely. Parents will be notified by school officials following any such interview or questioning.

Only students whose parents or guardians reside in the District can attend District schools. School officials may question students about issues of residency without parent notification or permission.

### **Locker Searches**

In order to protect the health and safety of all students, school administrators may conduct random locker searches. Lockers are the property of the school district. Consequently, administrators may open the lockers and examine the contents contained therein without prior notice to the students.

### **Non-Discrimination**

The Board of Education does not permit discriminatory practices and views harassment as a form of discrimination. Harassment is defined as intimidation by threats of or actual physical violence; the creation, by whatever means, of a climate of hostility or intimidation; or the use of language, conduct or symbols in such a manner as to be commonly understood to convey hatred, contempt or prejudice or to have the effect of insulting or stigmatizing an individual.

All students are responsible to help assure that the district does not discriminate. If an individual feels that he/she has experienced, witnessed or has information regarding possible discrimination, the individual should immediately notify the administration of the district. The Board of Education prohibits retaliation against anyone, who in good faith, reports possible discrimination, makes a discrimination complaint, or cooperates in a discrimination complaint investigation or any related proceeding.

The district's policy is to investigate all discrimination complaints promptly and thoroughly. To the fullest extent practicable, the district will keep complaints and the terms of their resolution confidential. If an investigation confirms that discrimination has occurred, the district will take corrective action including, but not limited to, appropriate disciplinary action.

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

### **Equal Educational Opportunities**

All students of the District have equal educational opportunities. Students have the right to be free from discrimination on the basis of race, color, national origin, ancestry, citizenship status, religion, sex, economic status, marital status, pregnancy, age, disability or military status in all decisions affecting admissions; membership in school-sponsored organizations, clubs or activities; access to facilities; distribution of funds; academic evaluations or any other aspect of school-sponsored activities. Any limitations with regard to participation in a school-sponsored activity are based on criteria reasonably related to that specific activity.

### **Protection of Pupil Rights Amendment (PPRA)**

<https://www2.ed.gov/policy/gen/guid/fpco/ppra/index.html>

The Protection of Pupil Rights Amendment (PPRA) (20 U.S.C. § 1232h; 34 CFR Part 98) applies to programs that receive funding from the U.S. Department of Education (ED). PPRA is intended to protect the rights of parents and students in two ways:

- It seeks to ensure that schools and contractors make instructional materials available for inspection by parents if those materials will be used in connection with an ED-funded survey, analysis, or evaluation in which their children participate; and
- It seeks to ensure that schools and contractors obtain written parental consent before minor students are required to participate in any ED-funded survey, analysis, or evaluation that reveals information concerning:
  1. Political affiliations;
  2. Mental and psychological problems potentially embarrassing to the student and his/her family;
  3. Sex behavior and attitudes;
  4. Illegal, anti-social, self-incriminating and demeaning behavior;
  5. Critical appraisals of other individuals with whom respondents have close family relationships;
  6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; or
  7. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

### **Family Educational Rights and Privacy Act (FERPA)**

<https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school

still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.

## **NWLSD Enrollment/Attendance Office**

### **Student Absences and Excuses**

Regular attendance by all students is very important. The Superintendent shall develop procedures governing student absences and excuses as part of the attendance handbook. The Board will adopt the attendance handbook on an annual basis. The student absences and excuses procedures will be Board policy for the year of adoption.

#### **Acceptance of notes from doctors and other documentation of absence**

Legitimate verification of absence from a third party source (doctor's notes, etc.) will be accepted up to **5 work days after the absence**. In the case of absences of multiple days, notification must be received by the fifth work day after the student returns to school. When there is an extended period of absence, contact should be maintained between the home and school. More than one note from a medical professional may be necessary in this situation. If a student/parent does not provide third party documentation, he/she may be referred for truancy and/or failure of classes.

#### **Due to House Bill 410:**

Regular school attendance is required by Ohio Law and is a key factor for student success in school. House Bill 410, of the Ohio Legislature, mandates that students attend school every day that school is in session. It is important to establish good attendance patterns early in a child's school experience. Custodial parents/guardians will be notified when a student incurs either of the following:

#### **Excessive Absences**

38 or more hours in any month (Excused & Unexcused)

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

#### **Habitual Truancy**

30 or more consecutive hours (Unexcused ONLY)

42 or more hours in any month (Unexcused ONLY)

72 or more hours in a year (Unexcused ONLY)

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

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

1. Any student who has received this letter under the Excessive Absence guidelines, all further absences for the remainder of the school year must be verified by third party documentation to be counted as excused absences. A parent note or phone call is not sufficient for an absence to be excused. Your son/daughter must bring a statement from a third party, such as a medical professional, or the absence will be **unexcused**. The documentation must be received **within five working days of the absence**.
2. Any student who has received this letter that is under the Habitual Truancy guidelines or reach Habitually Truant criteria, will have an Absence Intervention Team convened within 14 days of this

letter and the student will be referred to this group. The parent(s)/guardian(s) will be invited to attend the meeting. The purpose of the meeting will be to discuss the causes for absenteeism, and work together with the team to develop interventions that can be implemented at school and home to help address the absences and improve attendance in school.

3. The school and parent(s)/guardian(s) will work to develop a positive working relationship with open lines of communication to address the truancy, and will continue to actively monitor attendance from the date the plan is put into effect for the student.
4. If at any time since the implementation of this plan the student again incurs any of the triggering events described above for Habitual Truancy, the school will then file a complaint with the Hamilton County Juvenile Court and bring charges against the parent and/or student for truancy. If however, after 60 days of attempting this Absence Intervention Plan, the student does not incur any of the triggering events, but shows little progress in improving his/her attendance, the school can then also file a complaint with the Hamilton County Juvenile Court and bring charges against the parent and/or student for truancy.

### **Student Absences and Excuses**

It is important to note that excused absences are included in the excessive absence criteria but do not count towards the habitually truant criteria per the Ohio Department of Education. Reasons for which students may be excused **when third-party documentation is provided** include, but are not limited to:

1. personal illness of the student;
2. illness in the student's family;
3. needed at home to perform necessary work directly and exclusively for parents or legal guardians (applies to students over 14 years of age only);
4. death in the family;
5. quarantine for contagious disease;
6. religious reasons;
7. traveling out of state to attend a Board-approved enrichment activity or extracurricular activity (applies to absences of up to four days); or
8. or as determined by the Superintendent.

Each student who is absent must immediately, upon return to school, make arrangements with his/her teacher(s) to make up work missed. Students who are absent from school for reasons not permitted by State law may, or may not, be permitted to make up work. Each case is considered on its merits by the principal and the respective teacher(s). Students are requested to bring a note to school after each absence explaining the reason for the absence or tardiness.

The Board does not believe that students should be excused from school for vacations or other non-emergency trips out of the District. The responsibility for such absences resides with the parent(s), and they must not expect any work missed by their child to be retaught by the teacher. If the school is notified in advance of such a trip, reasonable efforts are made to prepare a general list of assignments for the student to do while he/she is absent.

The Board authorizes the Superintendent to establish a hearing and notification procedure for the purpose of denying a student's driving privileges if that student of compulsory school age has been absent without legitimate excuse for more than 10 consecutive days or a total of at least 15 days during a semester or term.

### **Acceptable Third Party Documentation**

The following items will be accepted as third party documentation. All third party documentation must be provided within 5 school days of the student absence. In the case of absence of multiple days, notification must be received by the fifth school day after the student returns to school. In the case of prolonged absence, contact should be maintained between the home and school. More than one note from a medical professional may be necessary in this case.

1. Personal illness – documentation from a licensed medical professional
2. Illness in family – documentation from a licensed medical professional
3. Quarantine of home – notification from the Board of Health
4. Death of a relative – obituary or memorial card from the funeral
5. Homework due to absences of parents or guardians – verification of this excuse should be obtained from a building administrator or counselor. This should be used rarely by families and not for regular child care of family members.
6. Observance of a religious holiday – knowledge by administrator of the existence of a holiday on this date
7. College visits (maximum of 2 days, for seniors only) – documentation from college provided after return from visit
8. Court appearances – subpoena or receipt from court
9. Medical and dental appointments that cannot be scheduled outside school hours – verification of attendance at appointment from a medical professional
10. Driver's examination which cannot be scheduled outside school hours – verification of attendance by Bureau of Motor Vehicles employee
11. Educational/psychological testing – documentation of attendance by a licensed medical professional
12. Vacations or extended travel with parents when pre-arranged with building administrator and if such travel would not cause the student to exceed the Excessive Absence Procedures and risk failing classes – notification from a Building administrator (Note: If a request is made and approved for a student to miss more than 10 days for vacation, an educational option should be set up).
13. Farm work (maximum of 3 days) – verification from a building administrator
14. Other reasons approved by a school administrator – the only district-wide approval in this area is ½ day excused absence for Reds Opening Day. If a student attends this he/she will need to provide a ticket stub as verification.

#### **Attendance Policy for Military-Connected Students**

The Northwest Local School District believes that with the many challenges for military families, there is a need for flexibility related to school attendance policies. Therefore, Northwest Local Schools will grant up to five days of excused absences for military connected students whose parents are experiencing a deployment. The conditions under which the Northwest Local Schools may approve excused absences are:

1. The absence is pre approved; {written notice of deployment sent to the school by parent and school fax a copy to Enrollment Office}
2. The student is in good standing; GPA of 2.0 or greater
3. The student has a prior record of good attendance; {not involved in an open truancy case}
4. Missed assignments are completed and turned in within the school's allotted time period; {if student uses 1-5 days of excused absences, student should be allowed the same number of days to make up assignments}
5. The absence is not during standardized testing dates.

#### **Attendance and Participation in School Sponsored Events**

Any student who wishes to participate in any extra-curricular activities after school hours is expected to attend school that day. This includes rehearsals, plays, practices, concerts or athletic events. Any student enrolled in a Career Center co-op program or on early job placement, which requires the student to work, must be in school in order to work in the afternoon unless they receive permission from the Building Director of the Career Center Education or the Building Principal.

#### **Tuition**

Any student enrolled in the Northwest Local School District whose parents move out of the district may finish the semester in which the move occurs upon advance payment of tuition. A student who completes the eleventh grade in the Northwest Schools and whose parents or guardian moves out of the district may complete the senior year upon advance payment of tuition.

## **NWLSD Health Services Department**

### **Emergency Medical Authorization Forms (EMAs)**

By state law, schools are required to keep on record an Emergency Medical Authorization (EMA) for each student. The Emergency Medical Authorization (EMA) is a critical form that is used by the Administrators and Health Office to contact parents. Parents are required to go online and verify/update their information each year. The website will open in July of 2024 and close September 30, 2024. **Log on to the Registration Gateway at [update.nwlsd.org](http://update.nwlsd.org).** The website will require a username and password for each student in the district. The username is the student's district I.D. number, (the same number used for lunch and the *PaySchools* system), and the password will be their date of birth.

**Username: Six digit district student ID number**

**Password: Date of birth MMDDYYYY Leading zeros needed for birth date.**

**(For example January 1, 2018 would be 01012018)**

If phone numbers change throughout the year, it is imperative that you notify the school to ensure you can be reached when necessary for the student.

***As the information on this form changes, please notify the school office and the school nurse.***

### **Student Health**

All Northwest Local School District school buildings have a health clinic. It is open during the school day to support the students and staff. The Health Office staff may be a Registered Nurse (RN), a Licensed Practical Nurse (LPN) or a Health Assistant. We believe that a healthy student is better able to participate actively in his/her education.

The Nurse/Health Assistant is responsible for: ensuring proper immunization of all students in accordance with Ohio law, performing hearing, vision and postural (scoliosis) screening as required and recommended by the Ohio Department of Health, providing emergency care of illness and injury during the school day, decreasing communicable diseases by excluding students from school with signs of disease or illness that can be spread, developing individual health plans and emergency action plans in collaboration with parents and health care providers (physicians and/or nurse practitioners) for students with health conditions such as asthma, seizure disorders, diabetes, migraine headaches and allergies. The nurse/health assistant is also responsible for administering medications and treatments, and training appropriate school personnel in the proper administration of medication and treatments, as well as acting as a resource for staff in the area of health and health concerns.

The Nurse/Health Assistant reviews the immunization records provided by the parent to ensure the proper immunization of all students in accordance with Ohio law. If it is determined that the student needs additional immunizations, it is expected that the parent/guardian immediately obtains updated immunization records upon notification from the Health Office. *Any parent/guardian has the right to exercise their objections to immunization by claiming an immunization exemption.* If an exemption is desired, the parent must submit an

official NWLSD philosophical, religious or medical exemption form. Please contact the health office in your child's school building if you need information on where you can obtain vaccination for your child, or if you require an immunization exemption form; **this form is required to be kept on file in the Health Office.**

**If a student is found to be out of compliance with Ohio law, the student may be excluded after 14 days into the school year per Ohio law, this is not an excused absence and will count towards unexcused absences.** The following chart is from the Ohio Department of Health and outlines the immunizations which are currently required by Ohio law. Immunization requirements for school may change annually, current requirements are listed below.



## Ohio School Immunization Requirement Details

<p><b>DTaP</b> Diphtheria, Tetanus, Pertussis</p>	<p><b>Grades K-12</b></p> <p>Four or more doses of DTaP or DT vaccine, or any combination. If all four doses were given before the fourth birthday, a fifth dose is required. If the fourth dose was administered at least six months after the third dose, and on or after the fourth birthday, a fifth dose is not required.</p> <p><i>Recommended DTaP or DT minimum intervals for kindergarten students are four weeks between the first and second doses, and the second and third doses; and six months between the third and fourth doses and the fourth and fifth doses. If a fifth dose is administered prior to the fourth birthday, a sixth dose is recommended but not required.</i></p>
<p><b>Hep B</b> Hepatitis B</p>	<p><b>Grades K-12</b></p> <p>Three doses of hepatitis B vaccine. The second dose must be administered at least 28 days after the first dose. The third dose must be given at least 16 weeks after the first dose and at least eight weeks after the second dose. The last dose in the series (third or fourth dose) must not be administered before age 24 weeks.</p>
<p><b>MMR</b> Measles, Mumps, Rubella</p>	<p><b>Grades K-12</b></p> <p>Two doses of MMR vaccine. The first dose must be administered on or after the first birthday. The second dose must be administered at least 28 days after the first dose.</p>
<p><b>Polio</b></p>	<p><b>Grades K-12</b></p> <p>Three or more doses of IPV vaccine. The FINAL dose must be administered on or after the fourth birthday with at least six months between the final and previous dose, regardless of the number of previous doses.</p> <p><i>If any combination of IPV and OPV was received, four doses of either vaccine are required. Only trivalent OPV (tOPV) counts toward the U.S. vaccination requirements. Doses of OPV administered before April 1, 2016, should be counted (unless specifically noted as administered during a campaign). Doses of OPV administered on or after April 1, 2016, should <b>not</b> be counted.</i></p>
<p><b>Varicella</b> (Chickenpox)</p>	<p><b>Grades K-12</b></p> <p>Two doses of varicella vaccine must be administered prior to entry. The first dose must be administered on or after the first birthday. The second dose should be administered at least three months after the first dose; however, if the second dose is administered at least 28 days after the first dose, it is considered valid.</p>
<p><b>Tdap</b> Tetanus, Diphtheria, Pertussis</p>	<p><b>Grades 7-12</b></p> <p>One dose of Tdap vaccine must be administered on or after the tenth birthday. Tdap can be given regardless of the interval since the last tetanus or diphtheria-toxoid containing vaccine.</p> <p><i>Children aged seven years or older with an incomplete history of DTaP should be given Tdap as the first dose in the catch-up series. If the series began at age seven to nine years, the fourth dose must be a Tdap given at age 11-12 years. If the third dose of Tdap is given at age 10 years, no additional dose is needed at age 11-12 years.</i></p>
<p><b>Meningococcal</b> Meningococcal ACWY</p>	<p><b>Grades 7-11</b></p> <p>One dose of meningococcal (serogroup A, C, W, and Y) vaccine must be administered on or after the 10<sup>th</sup> birthday.</p> <p><b>Grade 12</b></p> <p>Two doses of meningococcal (serogroup A, C, W, and Y) vaccine. Second dose on or after age 16 years. If the first dose was given on or after the 16th birthday, only one dose is required</p>

**Emergency Medical Authorization** (EMA) is a critical form that is used by the Administrators and Health Office to contact parents. Please **complete the EMA through the online registration gateway over the summer or during the first few days of every school year**. If contact information changes throughout the year, it is imperative that you notify the school to ensure you can be reached when necessary for the student.

In order to best care for students during the school day, the Nurse/Health Assistant must be aware of the health concerns that exist. This information is updated through the online Registration Gateway and is completed while you are updating the EMA form through Registration Gateway. Contact the Health Office and speak with the nurse concerning any changes that occur in the student's health over the summer or during the school year. Communication is the key to making sure the student's health needs are met during the school day.

### **Administration of Medicine**

Northwest Local School District Policy for Administration of Medication is consistent with the O.R.C. 3313.613 – The Medication Policy Law.

Students are not to carry any prescription or over the counter medicine with them during the school day. School personnel are not authorized to administer prescribed medication or perform medical procedures unless they are prescribed by a physician and authorized by a parent.

Whenever possible, the administration of medication required by a student during the school day should be given before or after school hours. However, certain students may require the administration of medication during the school day to maintain an optimum health status for learning. In the event that a student requires the administration of any medication; **prescription or over-the-counter**, during the school day the following procedure must be followed:

1. **Administration of Medication Form** physician's order and parental permission must be completed in its entirety and signed by the prescribing physician and parent/guardian for prescription and/or over-the-counter medication.
2. Medication is to be brought to the school building by the parent/guardian in the **original** container.
3. A parent, guardian, or adult designated by the parent is responsible to personally deliver any medication to the school building. **Never send medication with a student.**
4. All medication is kept in a locked storage unit in each school building.
5. It is the responsibility of the parent/guardian to instruct the student to come to the Health Room at the appropriate time for medication administration.
6. It is the responsibility of the parent/guardian to obtain an updated physician's order when the medication changes in any way.
7. It is the responsibility of the parent/guardian to ensure refills of medication are brought to the health office during the school year to avoid any gaps or delays in medication administration.
8. Any unused medication not claimed on the last day of school will be destroyed.
9. A new administration of medication form/order must be submitted each school year.

### **Administration of a Prescribed Medical Treatment**

A student may require a prescribed medical treatment (non-medication) during the school day such as tube feeding, dressing change, or catheterization. The prescribing provider and the parent/guardian must complete the **Administration of Prescribed Medical Treatment Form** before school personnel may initiate the medical treatment. This form may be obtained in the Health Office.

### **Inhalers for Asthma**

Students have the right to possess and use a metered-dose inhaler or a dry-powder inhaler to alleviate asthmatic symptoms or before exercise to prevent the onset of asthmatic symptoms. The right applies at school or at any activity, event or program sponsored by or in which the student's school is a participant. In order for a student to possess the inhaler, he/she must have written approval from the student's physician and, if a minor, from his/her parent or other documented caretaker. **Written approval must be on file with the**

**health office.** If self-carry status is not desired or endorsed by a licensed medical provider, personal inhalers may be kept in the school health office. NWLSD does not stock inhalers for generalized use.

### **Epinephrine Auto injectors**

Students are permitted to carry and use an epinephrine auto injector (epi-pen) to treat anaphylaxis (severe allergic reactions). The right to carry and use an epi-pen extends to any activity, event or program sponsored by the student's school or activity, event or program in which the school participates. Student possession of an epi-pen is permitted only if the student has written approval from the prescriber of the medication and, if a minor, from his/her parent or other documented caretaker. **Written approval must be on file with the health office.**

### **Policy for Administration of School Health Screenings**

The Ohio Department of Health requires that vision and hearing screenings are performed on students at specific grade levels. A referral letter is sent to the parent for additional care if they do not pass the screening.

Vision is screened at the following grade levels: pre-k, kindergarten, first, third, fifth, seventh and ninth and eleventh.

Hearing is screened at the following grade levels: pre-k, kindergarten, first, third, fifth and ninth and eleventh.

Students new to the District, requested by teachers or parents and students as a part of the Special Education evaluation for services process may also be screened by the health office staff.

Postural screening is performed in accordance with the recommendations by the AAOS (American Academy of Orthopedic Surgeons) and SRS (Scoliosis Research Society). This screening helps identify students with curvature of the spine known as scoliosis as well as other spinal problems. Postural screening occurs in grade seven for both boys and girls. Students are referred for additional care if a concern is noted. In the event that a parent does not want the student participating in one or all of the screenings, the parent must contact the Health Office or Building Principal.

### **Guidelines for Keeping Students Home from School**

The following guidelines are used to determine whether a student should be in school or kept home. Please keep in mind that our exclusion from school guidelines may change as advised by Local, State and/or Federal guidance as a response to Public Health concerns.

STUDENTS SHOULD BE KEPT HOME FROM SCHOOL IF:

Temperature over 100.0 F degrees. Your child should remain home until they have been fever free for a full 24 hours without the use of a fever reducing medication (Tylenol, Advil or Motrin). If your child is sent home from school with a fever they should not return to school on the following day.

Vomiting or diarrhea in the last 24 hours. If your child is sent home from school with vomiting and /or diarrhea or if your child has an episode of vomiting and/or diarrhea during the night, they should not be sent to school the following day.

Cold symptoms (uncontrolled) including an excessively runny nose, persistent cough, sore throat and headache. Over the counter medications will not be given by school staff. If the symptoms are severe and/or disruptive to the school environment they should be kept at home until the symptoms have resolved.

Skin rash. Skin rashes are often difficult to evaluate. Skin rashes of unknown origin should be evaluated by your physician to determine what the rash is prior to sending your child to school. A student with a skin rash of unknown origin may be sent home from school until the rash is identified as non-contagious.

Open and draining area on skin. All open wounds should be covered when your child is in school. A wound that is red, warm to touch, or looks like a boil should be evaluated by your physician.

Pink Eye. Reddened eye(s) with discharge that causes crusting on the eyelashes and difficulty opening the eye(s) upon awakening. This may indicate Pink Eye or conjunctivitis. This can be contagious and requires a visit to your physician. Your child should remain home for 24 hours after beginning medical treatment.

Head Lice. NWLSD follows a nit-free policy, see supplement below for detailed information regarding headlice/nits. Your child may not be in school until they are completely nit free. All students home from school with head lice are to report to the Health Office with a parent/guardian upon their return to school prior to going to the classroom to be cleared for re-entry. Head lice should be treated and the student nit free and return to school. Up to 3 school days will be excused for treatment. Check with the Health Office at your child's school for more information.

Pain and/or generally not feeling well. If your child has pain and is not their typical self in the morning, ask yourself whether the child will be able to pay attention and participate in class. If the answer is no, keep your child home; they may be coming down with an illness. We realize that you know your child best and we want them in school healthy, and ready to learn.

While these guidelines are not all inclusive, the Nurse/Health Assistant may send a student home if it appears that the student may have an illness. The parent may be asked for documentation from the physician prior to the student returning to school. The Ohio Department of Health Communicable Disease chart serves as the guidelines for determining the recommendations for the student.

In the event of a true emergency, 911 will be called first and then every attempt will be made to contact the parent or designated persons on the Emergency Medical Authorization.

If at any time the parent has questions or concerns about the health and well-being of the student, please contact the Health Office and speak with the Nurse or Health Assistant.

**Head lice.** NWLSD follows a nit-free (egg free) policy supplement:

A child will be sent home for nits and or live lice and will not be permitted to return until they are completely nit (egg) free.

If any child has nits or lice discovered at home, it is the parents responsibility to report this to the health office at the school immediately so that the class may be checked and the appropriate parties be notified, to reduce the spread of headlice.

Treating Head lice/nits is the parent/guardian's responsibility. Students should be treated to kill live lice and the hair should be picked diligently to remove all presence of nits. NWLSD Staff will not treat or remove lice/nits at school.

**All students home from school with head lice are to be escorted by a parent/guardian to the health room to be cleared for return to class.** Students who have not been screened by the nurse/heath assistant are not permitted to be sent to school on the bus, or dropped off without parental accompaniment to the heath room to be re-checked.

Absence from school for lice is excused for a maximum of three days. It is the parent's responsibility to communicate with the nurse/health assistant for needs extending beyond this three day period. The child

will need to return to the health office every two days beyond the 3 day window, **with the caregiver** to ensure progress is being made towards returning to school. The nurse/health assistant may be able to offer assistance with referrals, and instruction on how to remedy the situation when support is needed.

#### **Covid-19 Supplemental Information:**

This information is subject to change based on current, local health recommendations. Contact your students health office for the most up to date information regarding Covid-19.

#### **Has your child been tested for COVID-19 and the result is positive?**

When results are *positive*, please notify the school and keep your child(ren) isolated at home until he/she is cleared by a physician or health department for return. Siblings of students who test positive for COVID-19 should be closely monitored for symptom development, but do not have to quarantine at home. Siblings of students who test positive for COVID-19, who do not develop symptoms of illness and do not test positive are allowed to continue to report to school.

## **NWLSD Special Education Department**

### **Response to Intervention/Positive Behavioral Intervention and Supports**

The Board of Education recognizes that the needs of individual pupils in the Northwest School District vary widely and that the highest educational standards should challenge each child, based upon the individual's ability. The Northwest Local School District utilizes Response to Intervention and Positive Behavioral Interventions and Supports as part of the Multi-Tiered Systems of Support (MTSS) in addressing individual needs. Academic and behavioral interventions are provided by teachers and staff as determined by data collection and/or parent and teacher concerns. Data-based decision making is the most effective means to determine the effectiveness of an intervention.

An MTSS Team is composed of evaluators, parents, members of the staff who review the data and determine program eligibility.

The federal special education law, the Individuals with Disabilities Education Improvement Act 2004 (IDEA), specifies each State's obligation to develop agreements with non-educational public agencies to ensure that all services necessary to provide a free appropriate public education (FAPE) are provided to children with disabilities at no cost to the parent. If you have concerns regarding your child's academic performance, or behavioral needs, please contact your child's principal, or the Office of Special Education (513) 522-6700.

### **Seclusion and Restraint Annual Notice**

Safety of each student is always a priority, and in some instances it may become necessary to seclude or restrain a student to assure safety to him/herself or others. Any time a student is subject to seclusion or physical restraint, a Critical Incident Forms is completed and a copy is sent to the parent to notify the parent of the event within 24 hours. If a restraint was utilized, the team must convene to review the circumstances of the situation and determine what supports may be needed to prevent the event from recurring.

NWLSD employs the Nonviolent Crisis Intervention model from the Crisis Prevention Institute <https://www.crisisprevention.com> and has multiple staff in every school building trained and certified to assist with de-escalation strategies to prevent the need for seclusion or restraint.

### **Restraint/Seclusion**

The Board of Education has adopted policy 5630.01 regarding the limited use of Restraint and Seclusion within district school buildings. Each building and program have staff trained in de-escalation strategies and implementation of safe holds to support the needs of students in a crisis situation. Restraint and seclusion are only used in rare situations when a student is a risk to themselves or others, and need support to keep everyone safe. If your child is subject to a restraint or seclusion, parents are notified within 24 hours, and if a

child is restrained or secluded for three or more times in a school year, a team will convene including the parent to review the needs of the student and determine if a functional behavior assessment is needed. If you are concerned regarding the use or implementation of restraint or seclusion for your child, you may file a complaint with the Office of the Superintendent in writing. The Superintendent or designee will investigate the complaint and schedule a meeting with the parent or guardian who files the complaint to discuss the resolution.

### **Medicaid Annual Notice**

School districts are permitted to seek payment from public insurance programs (Medicaid) for some services provided at school. Under the Family Education Rights and Privacy Act (FERPA), *parent* consent is required for the school system to release information about their child to the Ohio Department of Medicaid in order to access *the parent or child's* public benefit. *Parents* are entitled to a copy of any information the school system releases to the state Medicaid program.

The Northwest Local School District has the opportunity to receive Federal Medicaid dollars through a program called the Ohio Medicaid School Program (MSP). Through this program, school districts can receive Medicaid dollars for services such as Speech, Audiology, Physical Therapy, Occupational Therapy, Nursing, Psychology, Counseling, and Social Work services. The district can receive funding when a student receives one or more of these services and the student has current Medicaid insurance coverage. In the process of billing Medicaid for these services, certain billing information must be shared with the Ohio Department of Medicaid. Before the district can submit claim data for Medicaid billing purposes, we must obtain a signed Parental Consent to Share Information and Access Medicaid.

This annual notice is to inform you of all of your legal protections and rights under the Individuals with Disabilities Education Act (IDEA) and the Family Educational Rights and Privacy Act (FERPA). Your consent is voluntary. You have the right under 34 CFR Part 99 and Part 300 to withdraw your consent at any time. You are not required to enroll in Medicaid. Billing Medicaid will not require you to incur any out-of-pocket expenses such as a deductible or co-pay, decrease lifetime coverage, increase premiums or lead to the discontinuation of benefits, or result in you paying for services that would otherwise be covered by Medicaid. No matter whether you grant consent, refuse consent, or revoke your consent, your child will still be provided with an evaluation and/or the services listed in their IEP at no cost to you. For a more detailed explanation of Medicaid Parental Consent, please see the following Code of Federal Regulations (CFR) 34 CFR 300.154, 34 CFR 300.503, 34 CFR 300.622, 34 CFR 99.30.

For specific questions regarding the Medicaid School Program Parental Consent, please contact Healthcare Billing Services, Inc. at (740) 639-4218 or at [info@teamhbs.com](mailto:info@teamhbs.com)

## **NWLSD Business Services Office**

### **School Closing and Delays**

The inclement weather plans for the Northwest Local School District will be announced as follows:

1. Northwest Schools will be closed.
2. Two hour delay with limited transportation, no AM preschool
3. Two hour delay (with full transportation), no AM preschool
4. Limited transportation (with regular starting time)

When a two-hour delay is announced, continue to monitor school closing announcements since the delay could be changed to 'CLOSED'. This information will be made available to radio and television stations through a network system set up by the media. The information will also be distributed via text message, email, and phone calls as well as social media and the District website. Please make sure that all contact information is current and up to date. Please contact your school building office staff if any changes are necessary. Thank you for your cooperation and understanding. If you have any questions contact the Northwest Local School District Transportation Dept. at 825-4600 or Business Office at 923-1000

## **Insurance**

The school system will make available to all students a student accident group insurance plan each year. A specific plan is available for students participating in football.

## **Injuries**

All accidents to students which require medical attention shall be reported immediately by the person in charge, the principal, the school nurse, and, if serious enough, to the parents or guardian. A record of all accidents shall be made by the appropriate school official and kept in the principal's office.

## **Student Insurance**

Inexpensive coverage is offered to students in September. Information and payment envelopes are available in the main office.

## **Student Network and Internet AUP and Agreement**

The Northwest Local School District is pleased to make available access to interconnected systems within the district and to the Internet for the purpose of productivity, research, curriculum delivery, professional development activities and electronic storage in the pursuit of learning. The District Board of Education has policies, which govern the access and use of computer and network systems. This Acceptable Use Policy is a guideline for use and a contractual agreement between the student and the Board of Education. All students must take responsibility for appropriate and lawful use of their access. Misuse under the guidelines of this document may result in disciplinary action under Board Policy and/or the governing code of conduct.

Upon review of this policy and signing the handbook release page, each student will be given the opportunity to enjoy access to computer and network systems at school and is agreeing to follow this Policy.

If you have any questions about the guidelines below, please contact your building principal.

### **I. Personal Responsibility**

You agree not only to follow the rules in this Policy and Agreement, but also agree to report any misuse of the network to a teacher or building principal. Misuse means any violation of this policy, Board of Education Policy, or any other use that is not included in the policy, but has the effect of harming another person or his or her property.

### **II. Terms of Permitted Use**

Technology can greatly enhance the instructional program, as well as the efficiency of the District. The Board recognizes that careful planning is essential to ensure the successful, equitable and cost-effective implementation of technology-based materials, equipment, systems and networks.

Computers and use of the District network or online services support learning and enhance instruction, as well as assist in administration. Computer networks allow people to interact with many computers; the Internet allows people to interact with hundreds of thousands of networks.

All computers are to be used in a responsible, efficient, ethical and legal manner. Failure to adhere to this policy and the guidelines below will result in the revocation of the user's access privilege. Unacceptable uses of the computer/network include but are not limited to:

1. violating the conditions of State and Federal law dealing with students' and employees' rights to privacy, including unauthorized disclosure, use and dissemination of personal information;
2. using profanity, obscenity or other language which may be offensive to another user or intended to harass, intimidate or bully other users;
3. accessing personal social networking websites for non-educational purposes;
4. reposting (forwarding) personal communication without the author's prior consent;
5. copying commercial software and/or other material in violation of copyright law;
6. using the network for financial gain, for commercial activity or for any illegal activity;
7. "hacking" or gaining unauthorized access to other computers or computer systems, or attempting to gain such unauthorized access;
8. accessing and/or viewing inappropriate material and

## 9. downloading of freeware or shareware programs.

The Superintendent/designee shall develop a plan to address the short- and long-term technology needs and provide for compatibility of resources among school sites, offices and other operations. As a basis for this plan, he/she shall examine and compare the costs and benefits of various resources and shall identify the blend of technologies and level of service necessary to support the instructional program.

Because access to online services provides connections to other computer systems located all over the world, users (and parents of users who are under 18 years old) must understand that neither the school nor the District can control the content of the information available on these systems. Some of the information available is controversial and sometimes offensive. The Board does not condone the use of such materials. Employees, students and parents of students must be aware that the privileges to access online services are withdrawn from users who do not respect the rights of others or who do not follow the rules and regulations established. A user's agreement is signed to indicate the user's acknowledgment of the risks and regulations for computer/online services use. The District has implemented technology-blocking measures to prevent students from accessing inappropriate material or materials considered to be harmful to minors on school computers that protect against access by both adults and minors to visual depictions that are obscene, child pornography, or, with respect to the use of computers by minors, harmful to minors.

"Harmful to minors" is defined as any picture, image, graphic image file or other visual depiction that:

1. taken as a whole and with respect to minors appeals to a prurient interest in nudity, sex or excretion;
2. depicts, describes or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts and/or a lewd exhibition of genitals and/or
3. taken as a whole, lacks serious literary, artistic, political or scientific value as to minors.

The District will educate minors about appropriate online behavior, including interacting with other individuals in grades K-12 on social networking websites and in chat rooms and cyber-bullying awareness and response. The Superintendent/designee will develop a program to educate students on these issues.

Personal devices may be used on the school network under limited circumstances and with prior approval of a building administrator and the district Technology Supervisor. Devices must be registered with the technology department. Additional software or apps may be required to register the device for access to the network. Compliance with district policies is required, and all network traffic may be monitored. Use of cellular networks or nonschool Wi-Fi to bypass filtering is prohibited. Use of personal hotspots or non-district access points is prohibited. Additional restrictions may be set by the building principals and classroom teachers.

Annually, a student who wishes to have computer network and Internet access during the school year must read the acceptable use and Internet safety policy and submit a properly signed agreement form. Students and staff are asked to sign a new agreement each year after reviewing the policies and regulations of the District.

### III. Privacy

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



#### **IV Warranties/Indemnification**

The Northwest Local School District makes no warranties of any kind, either express or implied, in the connection with its provision of access to and use of its computer networks and the Internet provided under this Policy and Agreement. It shall not be responsible for any claims, losses, damages or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user or his or her parent(s) or guardian(s) arising out of the user's use of its computer networks or the Internet under this Policy and Agreement. Users take full responsibility of his or her usage and agree to indemnify and hold harmless the Northwest Local School District and its Board members, administrators, teachers, and staff from any and all loss, costs, claims, or damages resulting from the user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user's parent(s) or guardian(s) agrees to cooperate with the Northwest Local School District in the event of the initiation of an investigation into a user's use or his or her access to its computer network and Internet, whether that use is on a District computer or on another's outside the Northwest Local School District's Network.

#### **Visitors in School**

The Board of Education welcomes and encourages visits to school by parents, other adult community members and interested educators. All exterior doors are locked during the school day. Visitors must use the buzzer at the main entrance. All visitors must report to the office or welcome center immediately upon entering a school building, check in and receive a visitor's badge. NWLSD has incorporated the use of Raptor as a visitor check in and check out system. To maintain the safety of students and staff and to ensure that no unauthorized persons enter buildings, all visitors must comply with the District's procedures regulating visitors. The administrative procedures will be posted conspicuously at or near the entrance to school premises. In addition, those procedures shall be posted in a central location in each school and are made available to all students, staff and community members upon request. All participants and spectators of school programs, assemblies, graduations and athletic events are expected to abide by all applicable law, local ordinances, Board policies and District and building procedures pertaining to public conduct on District property. School principals and their designees are authorized to take appropriate action to prevent and remove, if necessary, unauthorized persons from entering District buildings and loitering on the grounds.

Building administrators have the authority to prohibit the entry of any person to a school of this district, or to expel any person, when there is reason to believe that the presence of such person would disrupt the good order of the school or pose a threat to the safety of students or staff. If such an individual refuses to leave the school grounds or creates a disturbance, building administrators are authorized to request whatever assistance is needed, including local law enforcement agencies, to remove the individual.

Visitors must follow these procedures while in any district schools or on district property.

1. Visitors must report to the school office or other designated area immediately upon entering a district school. The area where visitors report will be listed on the notice displayed near all school and office entrances.
2. Visitors must sign in and wear any tags or badges that are required by school visitors' procedures.
3. School tours, which do not include class visits, must be scheduled a minimum of 24 hours in advance through the principal or a designee.
  - a. If the tour cannot be scheduled on the requested date, an alternate date(s) will be offered.
  - b. A school staff member must accompany all visitors on school tours.
4. Class visits by parents or guardians of current students may be scheduled one time each semester under the following procedures:
  - a. Requests must be made to the principal, or a designee, one week, or five school days in advance.
  - b. The principal, or a designee, must approve all requests.
  - c. The teacher(s) must approve the requested date, or offer alternative date(s).

Exceptions:

1. Regular or frequent class visits by parents or guardians as part of a Behavior Improvement Plan

(BIP) or similar program.

2. Class celebrations or special events.
5. The principal, or a designee, has the sole responsibility of determining when visitors must be removed from a school for disruptive, dangerous or potentially dangerous behavior.
6. Visitors who must be removed from school may be expelled from district schools, offices and facilities for up to one year on the authority of the principal. Expulsions of a longer duration must be approved by the superintendent or a designee.

### **Smoking**

Schools within the Northwest Local School District are smoke and e-cigarette free environments. This smoke and e-cigarette free policy extends to extra-curricular events, as well as during daily arrival and dismissal routines. Please refrain from smoking or using e-cigarette at any time while on school property, whether indoors or outdoors.

### **Concealed Carry Law**

Unless otherwise authorized by law, pursuant to Ohio Revised Code 2923.122, no person shall knowingly possess, have under the person's control, convey, or attempt to convey a deadly weapon or dangerous ordinance into a school safety zone.

## **NWLSD Food Services Department**

### **Free and Reduced School Lunch/Breakfast**

#### **Free and Reduced Priced Meals**

The Board of Education has established procedures for providing free and reduced-price breakfast and lunch to disadvantaged children in the Northwest Local School District in conformance with Public Law 91-248 known as the School Food Services Bill enacted May 14, 1970. The school food authority assures the State Department of Education that the school system will uniformly determine children's eligibility for free and reduced-priced meals in all National School Lunch Program schools under its jurisdiction.

Free/Reduced applications can also be used to determine eligibility for school instructional fee waivers and other district programs. Applications are available online at <https://www.payschoolscentral.com/> or in the school office for anyone wishing to apply. A copy can also be found online at <http://nwlsd.org>. Completed applications can be returned to the school, faxed to 513-385-3769, or emailed to [foodservice@nwlsd.org](mailto:foodservice@nwlsd.org).

#### **National School Breakfast Program**

Research has shown that starting the day with a nutritious breakfast helps students stay alert and perform better in school. Northwest Local School District offers breakfast to all enrolled students. Please come visit us & benefit from eating a deliciously nutritious breakfast!

#### **The Ohio Summer Food Service Program**

Just as learning does not end when school lets out, neither does a child's need for good nutrition end. The Summer Food Service Program (SFSP) provides free, nutritious meals and snacks to help children in low-income areas get the nutrition they need to learn, play and grow throughout the summer months when they are out of school. Children ages 1 through 18 may receive free meals and snacks through SFSP. Meals and snacks also are available to individuals with disabilities through age 21 who participate in a recognized school program for individuals with developmental or physical disabilities.

Your closest Summer Food Service Program can be found at:

<http://www.fns.usda.gov/summerfoodrocks>

## Healthy Start & Healthy Families

*Healthy Start* offers free health care coverage for kids (birth to age 19) and pregnant women who qualify. *Healthy Families* offers health care coverage for the entire family.

Contact Hamilton County Department of Job and Family Services for more details:

222 E. Central Pkwy., Cincinnati, OH 45202

Phone/Ext: (513) 946-1000

Fax: (513) 946-1076 TTY/TTD: (513) 946-1295

Hours: Mon-Fri 7a-5p

Website: [www.hcjfs.org](http://www.hcjfs.org)

THIS INSTITUTION IS AN EQUAL OPPORTUNITY PROVIDER

### Northwest Local School District Meal Charge Guidelines

Northwest Local School District's Food Service Department is a self-sustaining operation that receives no money from the district's general fund. All operating expenses and food costs are covered by Federal and State reimbursements. Federal Law states that the Food Service Department's revenue must meet or exceed expenditures. Therefore, unpaid charges directly affect the ability of the Department to support itself.

The Board recognizes on occasion, students may not have meal money either in hand or on their prepaid accounts. The intent of this policy is to ensure compliance with State and Federal reporting requirements and to provide oversight and accountability for the collection of outstanding student meal balances.

1. Families are encouraged to apply for free and reduced price meal benefits. If you wish to see if your students qualify for free/reduced meals based upon the income of all family members, you may complete a meal application in two ways:
  - a. Meal applications can be printed from the Food Services webpage on the NWLSD website ([www.nwlsd.org](http://www.nwlsd.org)), picked up at the student's home school or picked up at the Food Service Office. These meal applications need to be completed in their entirety and returned to the student's home school or the Food Service Office.
  - b. Meal applications can be completed online by going to <https://payschoolscentral.com/>.
2. Families are encouraged to pre-pay for meals at [PaySchools Central](#). Money is only accepted at the high school level for payments on the day of service. Written notification of prepayment options occurs at the beginning of each school year, is given to each new transfer student, is posted on the Food Service website, and is included in the student handbook.
3. Families will be notified of the school Unpaid Meal Charge Guideline in writing before the school year begins. This guideline will also be posted on the Food Service Website.
4. The district will provide school meal account refunds over \$5.00 for those students who do not owe school fees. If school fees are owed, the funds will be transferred to pay towards the outstanding fees.
  - a. Please contact the Food Service Department at [foodservice@nwlsd.org](mailto:foodservice@nwlsd.org) or 513-522-6700 to request a school meal account refund.
    - Note: refunds may take up to 3 weeks to process.
  - b. If a positive balance remains on the account of a graduating senior or a student leaving the district, that balance will be transferred to a sibling. If there are no siblings, the funds can be donated to unpaid meal debt or refunded upon request.
    - If there is no response from the parent/guardian after three months, these funds become property of Northwest Local School District Food Service Department.
    - \*\*\*Please note, if a request is not received by the end of the school year, senior account balances will be transferred to the donation account to help families with unpaid meal debt.\*\*\*
5. Elementary & Middle School Students

- a. In order to receive a meal, you will need to be approved for free/reduced meals or pay for your meals by visiting <https://payschoolscentral.com/> and pay online with your credit card or PayPal account. **Cash or checks are not accepted payment methods.**
- b. The district understands that funds on a student’s cafeteria account may become depleted at times for various reasons. We believe in the importance of our students’ nutrition and will therefore allow students to “charge” for a meal under certain circumstances. Charging for a meal will result in a negative balance on a student’s account. It is imperative that our cafeteria collects the balance owed. Students will be discreetly notified upon charging their account.
- c. Once the \$15.00 threshold is reached, students will be provided an alternative meal of a cold cheese sandwich, fruit or vegetable and a milk.
  - Cafeteria managers will notify parents/guardians weekly of negative meal balances via phone or email.

6. High School Students

- a. In order to receive a meal, you will need to be approved for free/reduced meals or pay for your meals using one of the below methods:

Four Ways to Pay

1. Visit <https://payschoolscentral.com/> and pay online with your credit card or PayPal account.
2. Give a check made payable to your child’s school cafeteria to the cashier in the school cafeteria. **\*\*Please put student’s name and ID number on the check\*\***
3. Give cash (preferably in an envelope with student’s name and ID number on it) to the cashier in the school cafeteria
4. Mail a check made payable to your child’s school cafeteria to the school cafeteria

The purpose of this guideline is to establish consistent meal account procedures throughout the district as unpaid charges place a financial strain on the food service department. We greatly enjoy serving your child and hope you continue to give us the opportunity to do so! Thank you for your time and cooperation.

This institution is an equal opportunity provider.

## **NWLSD Public Relations Department**

### **Distribution of Materials in School**

Northwest Local School District has partnered with Peachjar to provide digital distribution of important school and community information directly to parents. Adoption of this new platform is in line with our efforts to help close the achievement gap and provide our students with access to beneficial programs and resources. We believe that increased participation in school and afterschool programs can help improve student outcomes at our district. Based on NWLSD contract with PeachJar all flyers must be uploaded and distributed through the Digital platform. \*Concessions can be made on a case-by-case basis for PTA/Booster and student organizations that utilize PeachJar but need to distribute information in common areas of school buildings. Concessions must be approved by the District Public Relations Office. (See asterisk below.)

For purposes of this policy, “non-school-related materials” pertain to activities, events and subject matter that are not officially sponsored or endorsed by the District, and promote educational programs and activities appropriate for the children in District schools. All flyers must adhere to all guidelines and must contain the Northwest Local School District Disclaimer. All flyers must be approved by the District Public Relations Office prior to being distributed at schools. The Flyer Distribution Form can be found online. Political materials and material promoting “for profit” ventures will not be distributed.

The Superintendent/designee has sole discretion to restrict or prohibit the distribution of non-school-related materials that are pervasively vulgar, lewd, obscene, sexually explicit, libelous, or harmful to students; that

promote activities that are illegal or inappropriate for the students of the school; or that disrupts or interferes with school activities.

Classrooms shall be considered closed forums and the distribution and posting of materials shall be limited to school-sponsored activities and those items compatible with the curriculum. Students may be prevented from distributing materials during class time or when the distribution of such materials interferes with classroom instruction, pedagogy and curriculum.

\*Approved non-school related materials may be posted in the common areas of a school building that are specifically designated by the building principal or designee for such purpose. The building principal or designee may restrict or prohibit the distribution of non-school related materials if the time and or manner of distribution disrupts or interferes with school activities.

\*Approved non-school related materials may be distributed by employees of the school district only as part of "Friday folders" or other packets that regularly contain materials providing information on both school sponsored and non-school related activities and events. In schools where there is no regular weekly packet sent home to parents, the principal or designee will determine the appropriate time, place and manner to distribute approved materials.

ALL Approved non-school related materials must prominently display the following disclaimer: *"These materials are for informational purposes only. The Northwest Local School District does not endorse the persons or organizations providing these materials or the messages contained therein. Unless explicitly stated, the activities promoted are not affiliated with or sponsored by the Northwest Local School District."*

### **Photo Release**

By signing the handbook/Registration Gateway Consent, I (parent/guardian) grant permission to Northwest Local School District (NWLSD), its employees, volunteers and agents, to take and use visual/audio images of my student. Visual/audio images are any type of recording, including but not limited to photographs, digital images, drawings, renderings, voices, sounds, video recordings, audio clips or accompanying written descriptions. NWLSD will not materially alter the original images. I agree that NWLSD owns the images and all rights related to them. The images may be used in any manner or media without notifying me, such as NWLSD Web sites, publications, promotions, social media posts, broadcasts, advertisements, posters and other promotional uses. I waive any right to inspect or approve the finished images or any printed or electronic matter that may be used or to be compensated for them.

I (parent/guardian) release NWLSD and its, employees, volunteers and agents, including any firm authorized to publish and/or distribute a finished product containing the images, from any claims, damages or liability which I may ever have in connection with the taking of use of the images or printed material used with the images. I am at least 18 years of age and competent to sign this release. I have read this release before signing, I understand its contents, meaning and impact and I freely accept the terms.

If you do not wish the Northwest Local School District to use your son/daughter's photo and/or name, please notify us **in writing**, including the student's name, grade, and school he/she attends. Please send notification via email or in writing to: Email: Marta Cacini [mcacini@nwlsd.org](mailto:mcacini@nwlsd.org) or by mail:

Northwest Local School District  
Attn: Marta Cacini  
3240 Banning Road, Cincinnati, OH 45239  
Phone (513) 923-1000, Ext. 3902  
Fax (513) 923-3644

## **DIRECTORY INFORMATION**

(O.R.C. 3319.321)

FERPA (Federal Educational Rights and Privacy Act) and Ohio law prohibit the release of student records without the written consent of the parent, or student who is 18 years of age or older. An exception is made in the case of "directory information." The directory information is defined to include the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, date of graduation, and awards. Directory information is considered public information and may be released without parental consent in some cases. Directory information may not be released to an individual or group representing businesses or other profit-making agencies except for private entities contracted by the Northwest Board of Education. If a parent does not want any or all directory information disclosed about his/her child, this objection must be put in writing and sent to:

Northwest Local School District  
Public Relations Office  
3240 Banning Road, Cincinnati, OH 45239

**NORTHWEST LOCAL SCHOOL DISTRICT  
Harassment, Intimidation or Bullying**

**Complaint Form**

**A student, parent or guardian may file a complaint of harassment, intimidation or bullying pursuant to Board policy. The complaint must be specific as to the actions giving rise to the suspicion of harassment, intimidation or bullying. Complete this form and submit to the building principal.**

Person(s) \_\_\_\_\_  
involved \_\_\_\_\_

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

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

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

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

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

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

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

=====

**Response to complaint:**

Summary of Disposition (full report attached)

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

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

### **SAFE SCHOOL HOTLINE**

The SaferOh tip line will accept both calls and texts 24 hours a day regarding bullying, potential suicide risks, violence, or other school safety issues. This information is anonymous and reported directly to the designated administrator at your school. This tip line allows students and adults to anonymously share information with school officials and law enforcement about threats to student safety – whether that involves a threatened mass incident or harm to a single student.

Call or Text to **844-SaferOh** ([844-723-3764](tel:844-723-3764))