

Northern Local Schools



Glenford Elementary Handbook 2023 – 2024

Glenford Elementary School
128 High Street
Glenford, OH 43739

District Office	743-1303
Glenford	659-2209
Transportation	743-1533



Please sign below and return to your child's teacher.

We have received the handbook. We understand the rights and responsibilities pertaining to students and agree to support and abide by the rules, guidelines, procedures, and policies of the School District.

Parent/Guardian Signature

_____ Date _____

Student Signature

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FOREWORD

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year. Because the handbook contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with the following information and keep the handbook available for you and your parents' use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions that are not addressed in this handbook, contact your school Principal. This handbook supersedes all prior handbooks and other written material on the same subjects.

VISION/MISSION OF THE SCHOOL

Glenford Elementary School will be a place where all students and their parents feel welcome and comfortable; where learning is the top priority; and where there is a sense of pride in themselves, the school and in being from Glenford Elementary.

It is the mission of Northern Local School District, in partnership with the community, to educate all students in a safe environment, encourage their potential, and instill respect to enable them to make positive contributions to society.

EQUAL EDUCATION OPPORTUNITY

It is the policy of this District to provide an equal education opportunity for all students. Any person who believes that the School or any staff person has discriminated against a student on the basis of race, color, creed, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the District, or social or economic background, has the right to file a complaint. A formal complaint can be made in writing to the School District's Compliance Officer: Angela Gussler, Superintendent (740) 743-1303

The complaint will be investigated and a response, in writing, will be given to the concerned person within 10 business days. The Compliance Officer can provide additional information concerning access to equal education opportunity. Under no circumstances will the District threaten or retaliate against anyone who raises or files a complaint.

SCHOOL DAY

SCHOOL DAY: 9:00 AM- 3:40 PM
(Teachers arrive by 8:30 AM)
9:00 School Starts
9:15 Tardy
3:35 Dismissal

LUNCH TIMES:

10:55 AM-11:25 AM	Kindergarten
11:15 AM-11:45 AM	First
11:35 AM-12:05 PM	Second
11:55 AM-12:25 PM	Third
12:15 PM-12:45 PM	Fourth
12:35 PM-1:05 PM	Fifth

STUDENT RIGHTS AND RESPONSIBILITIES

The rules and procedures of the School are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights for their fellow students and the staff. Students will be expected to follow teacher directions and obey all school rules. Disciplinary procedures are designed to insure due process (a fair hearing) before a student is removed because of his/her behavior. Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times it will be the responsibility of the student to deliver that information. If necessary, the mail or hand delivery may be used to insure contact. Parents are encouraged to build a two-way link with their student's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

STUDENT WELL-BEING

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire and tornado drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, s/he must notify any staff person immediately. **State law requires that all students must have an emergency medical form completed, signed by a parent or guardian, and filed in the School office. A student may be excluded from school until this requirement has been fulfilled.** Students with specific health care needs should submit those needs, in writing and with proper documentation by a physician, to the School office. All medications, prescribed and non-prescribed, are to be delivered to the School Nurse and taken only with adult supervision. The School Nurse is available to discuss the procedure for medications and treatments. No medications or medical treatments are to take place in school without his/ her knowledge.

INJURY AND ILLNESS

All injuries must be reported to a teacher or the office. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the school's emergency procedures. A student who becomes ill during the school day must request permission from the teacher to go to the office. The office will determine whether or not the student should remain in school or go home. A school official will call parents in the event of an injury. No student will be released from school without proper parental permission.

NOTE TO THE PARENT

We invite you to visit the school and to attend extracurricular activities. Family involvement in your children's schooling is critical to their continued success. We encourage you to talk with our staff and work with us as a team to improve our services. We will make every effort to keep you informed of your student's progress, but should you have concerns or questions, do not hesitate to share them with us. The staff at the Northern Local Elementary Schools will be happy to work with you, but remember, as a parent, you are the most important person in your children's lives. Two resources available to you as a parent or student are the Northern Local Schools' website, which includes a calendar of events and activities, as well as links to other beneficial information and Parent Assist which allows parents and students to monitor grades throughout the year from any available computer with internet access.

Section I – General Information

*****Enrolling in the School**

Northern Local School will provide tuition-free education for the benefit of children at least five (5) but under twenty-two years of age whose parents or legal guardian reside in the District. To enroll students contact the District Office at (740)743-1303. The Board of Education reserves the right to verify each student's residency and other conditions of eligibility for tuition-free education as well as the validity of the claim of any student to an education in the District.

*****Scheduling and Assignment**

The Board of Education directs that the assignment of students to schools within this District be consistent with the best interests of students and the best use of the resources of this District. The Board shall determine periodically the school attendance areas of the District and shall expect the students within each area to attend the school so designated. No assignment to schools or attendance schedules shall discriminate against students on the basis of gender, race, religion, disability, or national origin. The Superintendent may assign a student to a school other than that designated by the attendance area when such exception is justified by circumstances and is in the best interest of the student. The principal shall assign students in his/her school to appropriate grades, classes, or groups. This action shall be based on consideration of the needs of the student as well as the administration of the school.

*****Late Arrival/Early Dismissal**

It is necessary that a student be in attendance throughout the school day in order to benefit fully from the educational program of the District. The Board of Education recognizes, however, that from time-to-time compelling circumstances require that a student be late to school or dismissed before the end of the school day. As the agent responsible for the education of the children of this District, the Board shall require that the school be notified in advance of such absences by written and/or personal request of the student's parent, which shall state the reason for the tardiness or early dismissal. Justifiable reasons shall be determined by the principal. If one parent has been awarded custody of the student by the courts, the parent of custody shall provide the school with a copy of the custody order and inform the school in writing of any limitations in the rights of the non-custodial parent. Absent such notice, the school will presume that the student may be released into the care of either parent. No student who has a medical disability which may be incapacitating may be released without a person to accompany him/her. **No student shall be released to anyone who is not authorized such custody by the parents.**

*****2 Hour Delay Schedule:**

School will begin at 11:00 AM on a 2 hour delay and continue until 3:40.

*****2 Hour Early Dismissal Schedule:**

School is dismissed at 1:40 on an early dismissal day.

*****Transfer/Withdrawal from School:**

Before a student plans to transfer/withdrawal from Glenford Elementary the parent must complete a withdrawal form in the office. Any permanent records will be forwarded to the receiving school upon their request and as soon as all financial obligations to Sheridan are met (all books returned, fees paid, etc).

Medical

*****Immunizations**

Every student attending Northern Local Schools **prior** to entering Kindergarten, First, Second, and Third grades must have obtained and provided proof to Northern Local Schools that they have received:

Hepatitis B-3	3 Doses
DPT	5 Doses
Polio	4 Doses
MMR	2 Doses
Varicella	2 Doses

Prior to entering the Fourth, and Fifth Grade, students must have obtained and shown proof that they have received:

Hepatitis B-3	3 Doses
DPT	5 Doses
Polio	3 Doses
MMR	1 Dose
Varicella	2 Doses

In lieu of immunization, a parent may supply an authorized waiver. All students must have either the appropriate immunizations or a waiver on file. Those students who do not may be removed from class by the principal until the appropriate paperwork is on file.

Please direct any questions regarding the immunizations or waivers to the school nurse.

*****Illness during the School Hours**

A student who becomes ill during school hours must see the school nurse if she/he is in the building. The illness will be assessed and the Emergency Medical Authorization form will be utilized to call parents or guardians. The office should have an Emergency Medical Authorization form on all students. Please make sure you have numbers on the Emergency Medical Authorization where you or an authorized person can be reached and update this with changes throughout the school year.

*****Emergency Medical Authorization**

State law requires that all students must have an emergency medical form completed, signed by a parent or guardian, and filed in the School office. A student may be excluded from school until this requirement has been fulfilled. In the event emergency medical treatment for a student is necessary, the District will adhere to the instructions on the authorization form. If a parent refuses to grant consent for emergency medical treatment, the parent must indicate in the proper place on the form the procedure the parent wishes school authorities to follow in the event of a medical emergency involving his/her child. Even if a parent grants consent for emergency medical treatment, when a student becomes ill or is injured and requires emergency medical treatment while under school authority, or while engaged in an extra-curricular activity authorized by the appropriate school authorities, the building administrator or school nurse shall make reasonable attempts to contact the parent before treatment is given. The Emergency Medical Authorization Form will be kept in a separate, easily accessible file in each school building during the school year. Any time a student or a group of students is taken out of the District to participate in a school event, the staff in charge of the event must take the Emergency Medical Authorization Forms for those students. This includes, and is not limited to, students involved in music trips, athletic trips, field trips, and academic contests.

*****Use of Medications**

Students must have appropriate forms filled out for medication administration. Prescription medication forms must be completed by the doctor and parent or guardian. Non-prescription medication forms need to be completed by the parent or guardian. **All medications must be in the original container.** Please do not send medication in baggies, etc. If a medication is written three times per day, we ask that these medications be taken at home unless the physician requires a certain timing of the medication. All medications must be picked up at the end of the year or they will be destroyed. Students may carry Inhalers on their person if the proper paperwork is completed by their physician on a yearly basis. Remember that all medications are required to have the paperwork redone on a yearly basis. Please contact the school nurse with any questions at (740) 659-2209.

*****Non-prescribed Medications**

Non-prescription medication forms need to be completed by the parent or guardian. **All medications must be in the original container.** Please do not send medication in baggies, etc.

*****Control of Casual Contact Communicable Diseases**

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's staff has the authority to remove or isolate a student who has been exposed to a communicable disease or highly-transient pest, such as lice. Specific diseases include: diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the local and state health departments. Any removal will be only for the contagious period as specified in the school's administrative guidelines.

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

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

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

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

The Board of Education seeks to protect those staff members who may be exposed to blood-borne pathogens and other potentially-infectious materials in their performance of assigned duties.

*****Students with Disabilities**

Northern Local School District, is committed to providing a free appropriate public education to children with disabilities identified in accordance with applicable State and Federal laws, rules, and regulations.

*****Homeless Students**

Children who meet the Federal definition of "homeless" will be provided a free appropriate public education in the same manner as all other students of the District. To that end, homeless students will not be stigmatized or segregated on the basis of their status as homeless and will be assigned to the school serving those non-homeless students residing in the area in which the homeless child is actually living. The District shall establish safeguards that protect homeless students from discrimination on the basis of their homelessness.

*****Student Records**

The teachers and administrative staff keep many student records. There are two basic kinds of records -- directory information and confidential records. Directory information can be given to any person or organization for non-profit making purposes when requested, unless the parents of the student restrict the information, in writing to the Principal. Directory information includes; a student's name; address; telephone number; date and place of birth; photograph; major field of study; participation in officially-recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; awards received; or any other information which would not generally be considered harmful or an invasion of privacy if disclosed. Directory information shall not be provided to any organization for profit-making purposes. Confidential records contain educational and behavioral information that has restricted access based on the Family Education Rights and Privacy Act (FERPA) and Ohio law. This information can only be released with the written consent of the parents, the adult student, or a surrogate. The only exception to this is to comply with State and Federal laws that may require release without consent. Information on former students also falls into directory and confidential information categories and will be made available on the same basis as enrolled students. Students and parents have the right to review all educational records generated by the school district, request amendment to these records, insert addendum to records, and obtain copies of such records. Copying costs may be charged to the requester. If a review of records is wanted, please contact the principal, in writing, stating the records desired. The records will be collected and an appointment will be made with the appropriate persons present to answer any questions there may be.

*****Student Fees, Fines and Charges**

An educational materials fee of \$25.00 will be charged per student. Make checks payable to the Northern Local School District. Fees are due at the end of the first grading period. Students will be given the first nine week period to have their fees paid or to have made arrangements with the office to pay the fees. After this period of time, student grade cards will be withheld until fees are paid. This fee should cover all workbook and supply obligations for all classes with the exception of a fee waiver. The following are rules adopted by the Northern Local School Board: Students entering the Northern Local Schools after the first day of school will follow these guidelines:

1. Those students entering school during the first semester will pay the full amount of \$25.00
2. Those students entering the second semester will pay \$13.00.
3. Those students entering school during the last quarter will not be charged a fee.
4. Those students transferring during the first quarter will receive a full refund of \$25.00.
5. Those students transferring after the first quarter will not receive a refund.
6. Records will be held if fees have not been paid before transferring to a new school.
7. Fees may be waived in situations where there is financial hardship. Contact the school office for more information. This does not apply to any fees that may be charged for extracurricular

activities, fines, school pictures or lunch charges. Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment.

*****Student Fundraising**

Student fundraising shall include student solicitation and collection of money for any purpose including collection of money in exchange for tickets, papers, or any other goods or services. Student fundraising by approved school organizations, those whose funds are managed by the Treasurer, may be permitted in school by the principal. Student fundraising by approved school organizations off school grounds may be permitted under administrative guidelines of the Superintendent.

*****Student Valuables**

Students are responsible for the care of their own personal property. The school will not be responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. The school may confiscate such items and return them to the student's parent. Students are not to bring toys and novelties to school such as video games, baseball cards, trading cards, MP3 players, electronic games or valuable items.

*****Student Sales**

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

*****Meal Services**

The School participates in the National School Lunch Program and makes lunches available to students for a fee. Students may also bring their own lunch to school to be eaten in the School's cafeteria. No student shall be allowed to leave school premises during the lunch period without specific written permission granted by the Principal. Applications for the School's Free and Reduced-Priced Meal program are distributed to all students. If a student does not receive one and believes that s/he is eligible, contact the school secretary.

Free breakfast is provided for all students. The cost of a lunch is \$2.25. This includes a well-planned, well-prepared, nutritionally adequate lunch and a half-pint of milk. A single half-pint of milk is \$. 50. Lunch charges are not permitted. Students have the opportunity to deposit funds into the lunch program that they may use to purchase food items at a later date.

*****Fire and Tornado Drills**

The school complies with all fire safety laws and will conduct fire drills in accordance with state law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building.

Tornado drills will be conducted during the tornado season using the procedures prescribed by the state. The alarm system for tornadoes is different from the alarm system for fires and consists of verbal directions passed via the public address system.

*****Lockdowns**

Safety drills are put into place to secure the building when necessary. They will be practiced periodically throughout the school year in accordance with the Crisis Manual procedures. Induced unnecessary panic is punishable under the law. Violators will be prosecuted.

*****Emergency Closings and Delays**

If the School must be closed or the opening delayed because of inclement weather or other conditions, contact will be made by phone through the District “One Call Now” system and the school will notify the following media stations.

WCLT 1430 AM	100.3 FM	WTHH 790 AM
101.7 FM	WHIZ 1240 AM	102.5 FM
WWJM 106 FM	WYBZ 107.3 FM	WHOK 95.5 FM

This information can also be found on the District’s website homepage. Also check the Columbus and Zanesville television stations. Parents and students are responsible for knowing about emergency closings and delays.

*****Preparedness for Toxic and Asbestos Hazards**

The Board of Education is concerned for the safety of the students and staff members and will attempt to comply with all Federal and State statutes and regulations to protect them from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. Toxic hazards exist in chemicals and other substances used in the school setting such as in laboratories, science classrooms, kitchens, and in the cleaning of rooms and equipment. Any staff member or contractor who applies pesticides on District property shall meet the requirements established by law. All school buildings will be inspected for the existence of asbestos or asbestos-containing materials

*****Visitors**

Visitors, particularly parents, are welcome at the school. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to obtain a pass. Any visitor found in the building or modules without a pass shall be reported to the principal. If a person wishes to confer with a member of the staff, she/he should call for an appointment prior to coming to the school. If such an individual refuses to leave the school grounds or creates a disturbance, the principal is authorized to request from the local law enforcement agency whatever assistance is required to remove the individual. Rules regarding entry of persons other than students, staff and faculty upon school grounds or premises shall be posted near the entrance to such grounds or premises if there are no formal entrances. In addition, the rules shall be posted in a central location in each school and made available to students, upon request. **Students may not bring visitors to school without first obtaining written permission from the Principal.**

*****Use of the Library**

Books are checked out and students may repeatedly renew a book as long as it has not been requested by another patron. Anyone having overdue materials must return them before checking out more. If materials are lost or damaged, the student who checked them out will be responsible for paying for replacement or repairs.

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

The Board of Education believes that the grounds and facilities of this District should be made available for community purposes, provided that such use does not infringe on the original and necessary purpose of the property or interfere with the educational program of the schools and is harmonious with the purposes of this District. The Board will permit the use of District grounds and facilities when such permission has been requested in writing by a responsible organization or a group of citizens and has been approved by the Superintendent.

The use of District grounds and facilities shall not be granted for any purpose which is prohibited by law. Should all or any part of the District's community be struck by a disaster, the Board shall make District grounds and/or facilities available, at no charge, for the housing, feeding, and care of victims or potential victims when requested by local, State, or Federal authorities. The Superintendent should meet with the appropriate authorities to establish a disaster preparedness plan in order to ensure that proper procedures are established to minimize confusion, inefficiency, and disruption of the educational program. Use of school equipment in conjunction with the use of school facilities must be requested specifically in writing, and may be granted by the procedure by which permission to use facilities is granted. The users of school equipment must accept liability for any damage or loss to such equipment that occurs while it is in their use. Where rules so specify, no item of equipment may be used except by a qualified operator. Users shall be liable financially for damage to the facilities and for proper chaperonage. No liability shall attach to this District, or any of its employees and officers, specifically as a consequence of permitting access to these facilities.

*****Lost and Found**

Each school has a place for lost and found items. Please label all items that belong to your child. Unclaimed items will be given to charity at the close of the school year.

*****Use of Office Telephones**

Office telephones are not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call. Cell phones are not to be used at any time during school hours. Students are not to use telephones to call parents to receive permission to leave school. Office personnel will initiate all calls on behalf of a student seeking permission to leave school.

*****Use of Wireless Communication Devices**

A student may possess a cellular telephone or other electronic communication devices (e.g., laser pointers and attachments, paging devices/beepers, personal digital assistants (PDAs), and other devices designed to receive and send an electronic signal) in school, on school property, at after school activities and at school-related functions, provided that **during school hours and on school vehicles the cellular telephone or other electronic communication devices remains off. Students may not use cellular telephones or electronic communication devices on school property or at a school-sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school. The use of cellular telephones in classrooms and/or bathrooms is prohibited. Student cellular phones must remain in the students backpack during school hours.** Violations of this policy may result in disciplinary action and/or confiscation of the cellular telephone. If the cellular telephone is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequence that is imposed. The building principal may also refer the matter to law enforcement if the violation involves an illegal activity. The student who possesses a cellular telephone or electronic communication device is responsible for its care. The school is not responsible for preventing theft, loss, damage, or vandalism to cellular telephones or electronic communication devices brought onto its property. Parents/guardians are advised that the best way to get in touch with their child during the school day is by calling the school office.

*****Advertising Outside Activities**

No outside organization or staff member or student representing an outside organization may distribute or post literature on that organization's behalf on District property either during or after school hours without the permission and prior review of the principal. Flyers and notices from outside non-profit organizations may be made available for students to pick-up at the school office or in the classroom from the teacher's desk.

*****Video Surveillance Cameras**

All students, parents and staff are advised that as a public school facility, students, staff, parents and building visitors do not have a right to expect privacy in connection with their actions and activities while in, on or about the school facilities. In an effort to increase school district security, provide greater safety for students, staff and building visitors, and to reduce vandalism and theft, many areas of the high school campus, both internal and external, shall be subject to observation and monitoring by video cameras. The tapes of such observations shall be available for use by the school district and its administrative staff, if necessary to enforce the law and the provisions of school district policy. Any questions should be addressed directly to the building administration.

*****Gifted Identification**

Northern Local Board of Education ensures equal opportunity and access to all students in the district to be fairly and equitably assessed for identification in the four areas of giftedness: Superior Cognitive; Specific Academic; Creative Thinking; and Visual or Performing Arts. The Northern Local School District uses the following instruments from the Ohio Department of Education's approved list to screen and/or identify talented and gifted individuals: Kaufmann Brief Intelligence Test, Raven's Progressive Matrices, Stanford-Binet Intelligence Scale, Wechsler Intelligence Scales for Children, Woodcock-Johnson Revised Test of Cognitive Abilities and the W-J III Achievement and Cognitive Battery, Wechsler Individual Achievement Test, the Metropolitan Achievement Test -7, Scales for Rating the Behavior Characteristics of superior Students and the Gifted and Talented Evaluation Scales. In the area of visual and performing arts, auditions, performances and displays of work may also be evaluated. The Northern Local Schools District assesses referred students twice yearly during the first and last four to six weeks of the school calendar. Test scores provided by other school districts and trained personnel are accepted if the assessment instruments are approved by the Ohio Department of Education. Students transferring into the district will be assessed within ninety days at the request of a parent or legal guardian. Students may be referred for assessment by school personnel, parents and peers. Any questions or concerns should be directed to the coordinator of talented and gifted education.

Section II – Academics

*****Field Trips**

Field trips are academic activities that are held off school grounds. No student may participate in any school-sponsored trip without parental consent. Students removed from the bus route due to discipline problems will not be permitted to go on the field trip during their suspension.

The school reserves the right to deny individual student participation in a field trip due to the student's record or misconduct. Parents asked to chaperone may not bring younger children. Siblings in other classes are not allowed to go on the field trip.

*****Grades/Promotion**

Promotion: A student will be promoted to the succeeding grade level when s/he has:

- completed the course and State-mandated requirements at the presently assigned grade
- in the opinion of the professional staff, achieved the instructional objectives set for the present grade;
- demonstrated sufficient proficiency to permit him/her to move ahead in the educational program of the next grade
- demonstrated the degree of social, emotional, and physical maturation necessary for a successful learning experience in the next grade

*****Grading Periods**

Students shall receive a report card at the end of each nine-week period.

<u>Grading Period Begins</u>	<u>Grading Period Ends</u>	<u>Parent Teacher Conference</u>
August 15	October 13	October 12
October 16	December 20	February 15
January 3	March 8	
March 11	May 21	

*****Interim Progress Reports**

Progress reports will be sent home by the fifth week of each grading period. Students must return interims signed by parent/guardian in two (2) days.

*****Grading Scale**

90 – 100	A
80 – 89	B
70 – 79	C
60 – 69	D
59 & below	F

Students receive grades based upon test results, homework, projects and class participation.

*****Retention**

A student receiving passing grades in writing, reading, math, citizenship or science will be promoted. A student having failing grades may be assigned to the next higher grade with approval of the principal. Evidence should be available to support retention. The parents/guardians of a student with failing grades throughout the first semester will be notified for a conference to discuss methods of intervention.

*****Homework**

The assignment of homework can be expected. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for the proficiency tests and promotion. Homework will not be assigned for disciplinary reasons but only to enhance the student's learning. To receive full credit, homework must be turned in on time.

*****Computer Technology and Networks**

All Students and their parents, grade K-5, are required to read and sign an Acceptable Use Policy before using school computers and technology devices.

Access Privileges - You will be able to use your access account from terminals in the school any time when they are available and there is supervision.

Access Responsibilities - You must follow the restrictions in the Acceptable Use Guidelines and exercise good judgment when using the network.

The use of your account must be in support of education and research and consistent with the educational objectives of Northern Local Schools. Use of another organization's network or computing resources must comply with the rules appropriate for that network. The use of the network is a privilege, not a right. You are responsible for what you say and do on the network. Because communication with thousands of others is so quick and easy, it is important for you to think before speaking and to show respect for other people and for their ideas. Network administrators will make reasonable efforts to maintain reliable service, but they cannot absolutely guarantee that the system will always be available or that files will always be saved, nor can privacy be guaranteed. Nothing maintained on this system should be considered private. All files may be reviewed by the System Operator or District Administrators at any time.

Network Responsibilities:

1. Each individual person will have an account, which can be used to access the network. Each account owner is responsible for all activity under that account.
2. Transmission of any materials in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening, harassing, or obscene material, pornographic material, or material protected by trade secret.
3. Use for commercial activities by for-profit institutions, product advertisement or political lobbying is prohibited.
4. No use of this network shall serve to disrupt its use by other individuals or by connecting networks.
5. It is beneficial for all users to keep the network running efficiently. Each user must take responsibility for keeping down costs and avoiding system disruption.
6. Any traffic from this network that traverses another network is also subject to that network's acceptable use policy.
7. Users must respect others' privacy and intellectual property.

Network Responsibilities continued:

8. All communication and information accessible via the network should be assumed to be private property. Any sources used in research must be cited and credit given to the author.
9. The legal rights of software producers and network providers, and copyright and license agreements, must be honored.
10. Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on a network, you must notify the Systems Operator or a District Administrator. Do not demonstrate the problem to other users. Do not use another individual's account without written permission from that individual.
11. When using the network, you must obey any faculty or staff members, or other supervisor designated by a faculty or staff member.

Violation of Computer Policy

Any violation of the network responsibilities will result in a cancellation of network privileges for a period of time to be determined by the administration. The Systems Operator and/or District Administrators will deem what is inappropriate use and their decision is final. Also, the Systems Operator and/or District Administrators may close an account at any time, as they feel necessary. The administration, faculty, and staff of the Northern Local Schools may request the Systems Operator to deny, revoke, or suspend specific user accounts. Any action which compromises the security of any of the computers connected to the network, or attempts to log in to the network as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network. Vandalism will result in cancellation of privileges. Vandalism is defined as any attempt to harm or destroy data of another user, the network, or any of the above listed agencies or networks that are connected to the Internet. This includes but is not limited to, the uploading or creation of computer viruses and the modification of terminal settings or access software. The Northern Local Schools make no warranties of any kind, whether expressed or implied, for the services they are providing. The Northern Local Schools will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, misdeliveries, or service interruptions caused by the school's own negligence or your errors or omissions. Use of any information obtained via the Northern Local Schools is at your own risk. The Northern Local Schools specifically denies any responsibility for the accuracy or quality of information obtained through its services.

***** Student Assessment**

The Board of Education shall assess student achievement and needs in all program areas in compliance with State law and the rules adopted by the State Board of Education. The purpose of such assessments will be to determine the progress of students and to assist them in attaining student performance objectives and the educational achievement goals of this District.

Achievement test means a test, aligned with the Ohio academic content standards and model curriculum, designed to measure a student's level of knowledge or skill in a specific subject area that is expected at the end of a designated grade and/or is required as part of the Ohio graduation requirement."

Alternate assessment means the use of an assessment instrument, other than the Ohio achievement tests or diagnostic assessments that meets the requirements of all applicable Federal and State laws.

Diagnostic assessment means an assessment aligned with Ohio academic content standards and model curriculum, designed to measure student comprehension of academic content and mastery of related skills for a relevant subject area at each grade level.

Statewide test means any assessment that is provided by the Ohio Department of Education for use in all participating schools in the State.

*****Achievement Test Guidelines**

Each year certain students at Northern Local Schools will take the Ohio Achievement Tests. The Achievement tests are subject to the laws of the state of Ohio. Disclosure of the test questions or answers from a student to any other person is a violation of that law. The school principal will investigate all such reported violations. If a student is found to be in violation of this policy he or she may be subject to suspension or expulsion from school and the results of his or her tests may be nullified.

Section III – Student Activities

*****School-Sponsored Clubs and Activities**

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements.

*****Non School-Sponsored Clubs and Activities**

Non school-sponsored student groups organized for religious, political, or philosophical reasons may meet during non-instructional hours. Permission can be obtained from the Principal. The request must verify that students are initiating the activity, attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities and that non-school persons do not play a regular role in the event. School rules will still apply regarding behavior and equal opportunity to participate. No non-district-sponsored organization may use the name of the school or school mascot.

*****Student Attendance at School Events**

The Board of Education encourages students to attend as many school events held after school as possible, without interfering with their school work and home activities. Enthusiastic spectators help to build school spirit and encourage those students who are participating in the event. However, in order to ensure that students attending as non-participants are properly safeguarded, the Board recommends that all elementary and pre-high school students be accompanied by a parent or adult chaperone when they arrive at the event and throughout its duration. The Board will not be responsible for students if they attend without an adult chaperone.

Section IV – Student Conduct

*****Arrival and Dismissal**

School hours are 9:00 AM to 3:40 PM. No students are to enter the building before 9:00 AM and all students are to be picked up by 4:00PM.

*****Attendance**

Attending school is both necessary and the law. State law requires school attendance until the age of eighteen. Students who do not maintain good attendance may fail, lose certain privileges, and/or have their parents taken to court. Excessive absences interfere with students' progress towards mastering knowledge and skills necessary to graduate from high school and be prepared for higher education or the workforce. To support academic success for all students, the district will partner with students and their families to identify and reduce barriers to regular school attendance.

In December of 2016, the Ohio General Assembly passed House Bill 410. This bill is intended to define and prevent excessive absenteeism (including late arrivals and early dismissals) and to outline procedures schools must take to track and intervene when attendance issues arise.

The most important part of the law for families to remember is that schools are now required to track student attendance in terms of hours instead of days. When a student is absent between 9:10 AM and 3:40 PM, those minutes will accumulate into hours, eventually reaching one of the two levels of absenteeism.

Habitual Truancy is defined as:

- Absent 30 or more consecutive hours without a legitimate excuse **(4.6 days)**
- Absent 42 or more hours in one school month without a legitimate excuse **(6.5 days)**
- Absent 72 or more hours in one school year without a legitimate excuse (11 days)

Excessive Absence is defined as:

- Absent 38 or more hours in one school month **with or without** a legitimate excuse **(5.8 days)**
- Absent 65 or more hours in one school year **with or without** a legitimate excuse **(10 days)**

According to Ohio Revised Code, legitimate excuses can include:

- Personal Illness
- Death of a relative
- Illness in family
- Quarantine of the home
- Medical/dental appointments
- Pre-approved absences
- Observance of a religious holiday
- Medical leave ordered by doctor
- Emergency

Please note that the total hours of absences, whether legitimate or not, will accumulate and trigger contact from the school regarding either Habitual Truancy or Excessive Absenteeism when the limits stated above are met. An Absence Intervention Team including parents, must then work to create and implement an Absence Intervention Plan to improve attendance and avoid a possible referral to the juvenile court system.

*****Absence Notification**

If a student is going to be absent, the parents must contact the school office (659-2209) by 10:00 a.m. and provide an explanation. If no call is received, we are required, as part of the Child Abduction Law, to call the student's home or the parent's work to confirm the student's absence.

Upon a student's return to school, he/she must have a note from a parent or doctor. All doctors' appointment absences will need a note from the doctor turned into the attendance office. **If there is no contact with the parent upon the student's return to school for 24 hours, the student's absence shall remain unexcused.** When no excuse is provided, the absence will be unexcused and the student will be considered truant. If the absence of a student appears to be questionable or excessive, the school staff will try to help parents improve their child's attendance. An excused absence allows the student to make up all possible work. It is the responsibility of the student to obtain missed assignments. It is possible that certain kinds of schoolwork such as labs or skill-practice sessions cannot be made up and, as a result, may negatively impact a student's grade. If the absence is unexcused or unauthorized by the Principal, a student may not make up the work.

*****Vacations during the School Year**

Parents are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the Principal to make necessary arrangements at least two weeks prior to the vacation. It may be possible for the student to receive certain assignments that are to be completed during the trip. The maximum number of days of excused vacations will be 5 days.

*****Hunting**

Students are permitted one excused day for hunting during the school year.

*****Tardiness**

If a student is late in arriving at school, she/he must report to the school office before going to his/her first assigned location. If the tardiness continues to be a problem, the attendance officer will be notified. Students arriving after 9:15 AM will be marked tardy.

*****Make-up of Tests and Other School Work**

Students who have excused absences from school or who have been suspended shall be given the opportunity to make up work that has been missed. The student should contact her/his teacher as soon as possible to obtain assignments. No credit is given for work missed during suspension.

Make-up work due to excused absence must be completed within a timely manner. A general rule of thumb will be that 2 days are given for make-up work for every day missed after returning to school with up to a maximum of 5 days. **However, ALL work must be made up by the end of the given grading period.** In the event that the work is not made up, failing grades will be given. If a student misses a teacher's test due to excused absence, s/he may make arrangements with the teacher to take the test.

*****Code of Conduct**

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

*****Expected Behaviors**

Each student shall be expected to:

- Help maintain a school environment that is safe, friendly, and productive
- Act at all times in a manner that reflects pride in self, family, and in the school

*****Lunch Room Conduct**

Northern Local Schools follow a closed lunch policy and students are expected to: Clean up after themselves and place all trash in the proper receptacles. Keep **all food and drinks in the cafeteria**. Students have the opportunity to deposit funds into the lunch program that they may use to purchase food items at a later date.

*****Bullying, Harassment, and Intimidation**

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

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

Harassment, intimidation, or bullying means:

Any intentional written, verbal, graphic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

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

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

All complaints about aggressive behavior that may violate this policy shall be promptly investigated. The building principal or appropriate administrator shall prepare a written report of the investigation upon completion. Such a report shall include findings of fact, a determination of whether acts of harassment, intimidation, and/or bullying were verified, and, when prohibited acts are verified, a recommendation for intervention, including disciplinary action shall be included in the report. Where appropriate, written witness statements shall be attached to the report.

If the investigation finds an instance of harassment, intimidation, and/or bullying has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests,

volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

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

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

*****Dress and Grooming**

While fashion changes, the reason for being in school does not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines. If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process or presents risk to themselves or others, they may be removed from the educational setting. The following styles or manners of dress are prohibited:

1. Halter-tops, tube tops, tank tops, muscle shirts, net jersey, or any type of top which exposes an unusual amount of the upper torso
2. Blouses, shirts and dresses with open backs, low necklines, thin straps, strapless, open down the sides or of bare midriff design are not allowed.
3. Cut-offs (shirts or shorts) or any see through clothing.
4. Hats or caps (girls or boys), sunglasses, etc.
5. Clothing torn, ripped, cut, or defaced. (No holes)
6. Clothing with suggestive, obscene or offensive words and/or pictures. Drug related, gang related messages, and satanic sayings or symbols.
7. Clothing that fits improperly (too large, too small, too tight, length of shorts should **extend beyond** mid thigh)
8. Clothing with writing, signs, pictures, logos, and/or commercials concerning alcoholic beverages and tobacco products or controlled substance
9. No chains
10. Any body piercing that poses an injury risk or unusual distraction. (Hoops and rings not permitted)
11. Extreme make-up or hair color.
12. Anything that may distract from the educational process

*****Care of Property**

Students are responsible for the care of their own personal property. The school will not be responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. The school may confiscate such items and return them to the student's parent/s. Students are not to bring toys and novelties to school such as video games, baseball cards, trading cards, MP3 players, cell phones, electronic games or valuable items. If a student does damage to or loses school property, the student or his/her parents will be required to pay for

the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Student Discipline Code.

*****Student Discipline Code of Conduct**

The Board of Education has adopted the following Student Discipline Code. The Code includes the types of misconduct that will subject a student to disciplinary action. It is the school staff's responsibility to provide a safe and orderly learning environment. Discipline is within the sound discretion of the School's staff and administration. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation. The following codes provide a list of major areas that could result in disciplinary action. **The absence of a behavior or any specific action from the codes does not mean that such conduct does not violate the discipline code or cannot be punished.**

- 1. *Drugs*** - The sale, distribution, possession, or use of drugs, alcohol, fake drugs, steroids, inhalants, counterfeit controlled substances, or look-alike drugs is prohibited. This includes non-alcoholic beers and wines, steroids, and the like.
- 2. *Tobacco*** - Smoking and other tobacco uses are a danger to a student's health and to the health of others. The School prohibits the sale, distribution, use, or possession of any form of tobacco during school time or at any school activity. This prohibition also applies when going to and from school and at school bus stops.
- 3. *Possession of a weapon*** - A weapon includes conventional objects like guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon or an object converted from its original use to an object used to threaten or injure another. This includes, but is not limited to padlocks, pens, pencils, chairs, jewelry, and so on. Criminal charges may be filed for this violation. Possession of a knife may subject a student to a one-year expulsion. Possession of a gun will result in a one-year expulsion.
- 4. *Use of an object as a weapon*** - Any object that is used to threaten or harm another may be considered a weapon. Intentional injury to another can be a felony and/or a cause for civil action. This violation may subject a student to expulsion and possible permanent exclusion.
- 5. *Purposely setting a fire*** - Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony and will subject the student to expulsion. Possession of a lighter or any other combustible material or device is not permitted.
- 6. *Physically assaulting a staff member/student/person associated with the District*** - Hitting, fighting, unauthorized touching, disrupting of a staff member, student, or other person associated with the District, which may or may not cause injury. Assault to a staff member may result in charges being filed and subject the student to expulsion.
- 7. *Verbal or written threat to a staff member/student/person associated with the District***-Any statement or non-contact action that a staff member, student, or other person associated with the District feels to be a threat will be considered a verbal or written assault as will profanity directed toward a staff member in a threatening tone
- 8. *Extortion*** - Extortion is the use of threat, intimidation, force or deception to take, or receive something from someone else. Extortion is against the law.
- 9. *Cheating/Academic Dishonesty/Plagiarism***- No student shall fraudulently, dishonestly, or deceptively obtain and use the work of another, or otherwise violate a teacher's reasonable

requirements, with respect to proper test-taking or the completion of work assignments. Students shall not assist in the pursuit of academic dishonesty by providing information to other students in any way. For purposes of this policy, work is broadly construed and includes without limitation, ideas, writings, works in progress, completed works, examination questions, examination answers, etc. Any student who is caught or found to be cheating, academically dishonest or plagiarizes shall receive an “F” for the work in question, be referred to an administrator, and may be subject to additional disciplinary action.

10. *Falsification or Misstatement of Facts or Other Information* – Students shall not forge the writing of another, falsely use the name of another person, or falsify times, dates, addresses, or other data on school forms or school-related correspondence. Students shall not alter or duplicate any school or student records.

11. *False alarms and false reports* - A false emergency alarm or report (including a bomb threat) endangers the safety forces that are responding, the citizens of the community and the persons in the building. What may seem like a prank is a dangerous stunt that is against the law.

12. *Explosives* - Explosives, fireworks, and chemical-reaction objects such as smoke bombs, small firecrackers, and poppers are forbidden and dangerous.

13. *Trespassing* - Although schools are public facilities, the law does allow the school to restrict access on school property. When a student has been removed, suspended, expelled, or permanently excluded, the student is not allowed on school property without authorization of the Principal.

14. *Theft* - When a student is caught stealing school or someone's property s/he will be disciplined and may be reported to law enforcement officials. Students are encouraged not to bring anything of value that is not needed for learning to school without prior authorization from the Principal. The school is not responsible for personal property.

15. *Disobedience* - School staff is acting "in loco parentis," which means they are allowed, by law, to direct a student as a parent would. This applies to all staff, not just teachers assigned to a student. If given a reasonable direction by a staff member, the student is expected to comply. Chronic disobedience can result in expulsion.

16. *Damaging property* - Vandalism and disregard for school property or school personnel's private property will not be tolerated.

17. *Persistent absence, tardiness or truancy* - Attendance laws require students to be in school all day or have a legitimate excuse. Penalties can range from detention to a referral to court.

18. *Unauthorized use of school or private property* - Students are expected to obtain permission to use any school property or any private property located on school premises. Any unauthorized use shall be subject to disciplinary action.

19. *Refusing to accept discipline* - The School may use informal discipline to prevent the student from being removed from school. When a student refuses to accept the usual discipline for an infraction, the refusal can result in a sterner action.

20. *Aiding or abetting violation of school rules* - If a student assists another student in violating any school rule, they will be disciplined. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.

21. Possession of electronic equipment – Personal electronic communications, listening, video or gaming devices may not be activated during the school day (cell phones, pagers, CD players, tape players, MP3 players, PS2, etc.). Violation of this policy, including inappropriate use of the device before or after the school day, may result in disciplinary action against the student. The District does not take responsibility for missing or lost personal electronic devices.

22. Violation of individual school/classroom rules –Each learning environment has different rules for students. Individual rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules, all of which will be consistent with the policy of the school.

23. Harassment/Bullying - The School believes that every individual deserves to be able to come to school without fear of demeaning remarks or actions. The harassment/bullying of other students or members of staff, or any other individuals are not permitted. Harassment and/or bullying conduct includes but is not limited to the following: negative comments regarding socio-economic difference; slurs; negative stereotyping; threatening, intimidating or hostile acts that relate to race, religion, gender, national origin or disability; written or graphic material that demeans or shows hostility towards an individual or group, whether that be in print or on the internet, verbal jokes, innuendo, propositions or threats and non-verbal gestures, touching, assault or the display of pictures or other visual material.

24. Fighting - Any student involved in fighting on school property may be subjected to a 5 Day Out of School Suspension. A second offense will result in a 10 Day Out of School Suspension with a recommendation of expulsion.

25. Disrespect - A student shall not willfully intimidate, insult, or in any other manner abuse verbally or in writing any member of the school staff or student body.

26. Inappropriate Language - A student shall not engage in any act which frightens, degrades, disgraces, or tends to frighten, degrade, or disgrace a staff member or fellow student by written, verbal, or gesture means.

27. Dress and Grooming - While fashion changes, the reason for being in school does not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted.

28. Computer Acceptable Use – The use of your account must be in support of education and research and consistent with the education objectives of Northern Local Schools. Use of other organization’s network or computing resources must comply with the rules appropriate for that network.

*****Discipline**

It is the belief of the Northern Local Board of Education that discipline in the school provides each student with the most favorable atmosphere for learning. Each student and his/her parents shall understand that any teacher or school official has not only the right, but also the responsibility, to insist on good behavior. The right of discipline extends to all areas of the school program. It is important to remember that the school’s rules apply going to and from school, at school, on school property, at school-sponsored events and on school transportation. The

following rules and regulations may be amended as deemed necessary. The absence of a behavior or any specific action from the list does not mean that such conduct does not violate the discipline code or cannot be punished. **Students are considered under the jurisdiction of the school while on school property, on buses, interacting with members of the Board of Education or their employees, or at any school-sponsored activities, away sporting events, contests, or trips.** In all cases, the school shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident. Two types of discipline are possible, informal and formal.

*****Informal Discipline**

Informal discipline takes place within the school. It includes writing assignments, change of seating or location, after-school detention, in-school restriction, and Saturday Detention.

*****Formal Discipline**

Formal discipline removes the student from school. It includes emergency removal for up to 72 hours, suspension for up to 10 school days, expulsion for up to 80 school days, and permanent exclusion. Suspensions and expulsions may carry over into the next school year. Removal for less than one school day without the possibility of suspension or expulsion may not be appealed. Suspension, expulsion and permanent exclusion may be appealed. Students being considered for suspension, expulsion, or permanent exclusion are entitled to an informal hearing with the building administrator prior to removal at which time the student will be notified of the charges and given an opportunity to make a defense.

*****Playground**

Proper rules, regulations and safety concerns will be discussed during the first week of school. Students are supervised by staff members at all times while on the playground. General rules for all students' safety are as follows:

Follow directions.

Stay in assigned areas.

Use equipment appropriately.

No fighting or play fighting.

No taunting or encouraging others to fight.

No throwing Mulch

No Running in the Mulch

No throwing of hard objects such as rocks or snowballs.

Get in line as soon as the whistle is blown or the bell rings.

No touching or grabbing of another person or their clothing.

*****Due Process Rights**

Before a student may be suspended, expelled, or permanently excluded from school, there are specific procedures that must be followed.

*****Consequences**

Writing assignments

Change of seating or location.

Isolate in the classroom.

Place in the hall to do work.
Send a letter to parents.
Parent conference or call to parents.
Send to the principal.
Recess detention or lunch detention
In-school or Out of school suspension
Expulsion

*****Suspension from School**

When a student is being considered for a suspension, the administrator in charge will notify the student of the reason. The student will then be given an opportunity to explain his/her side. After that informal hearing, the principal will make a decision whether or not to suspend. If a student is suspended, she/he and his/her parents will be notified, in writing with one day, of the reason for and length of the suspension. The suspension may be appealed, within three days after receipt of the suspension notice, to the superintendent. The request for an appeal must be in writing. During the appeal process, the student shall not be allowed to remain in the school. The appeal shall be conducted in a private meeting and the student may be represented.

*****Expulsion from School**

When a student is being considered for expulsion, the student will receive a formal letter of notification addressed to the parents. A formal hearing is scheduled with the superintendent during which the student may be represented by his/her parents, legal counsel and/or by a person of his/her choice.

*****Discipline of Students with Disabilities**

Students with disabilities will be entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.), or Section 504 of the Rehabilitation Act of 1973.

*****Searches**

Search of a student and his/her possessions, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the safety of others. All searches may be conducted with or without a student's consent. It should be clearly understood that desks and equipment are the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items that have been confiscated.

*****Interrogation of Students**

The Board of Education is committed to protecting students from harm that may or may not be directly associated with the school environment but also recognizes its responsibility to cooperate with law enforcement and public children's services agencies.

When law enforcement or other authorities arrive at the school and wish to interview a student or investigate an alleged violation of law, they must contact the building administrator indicating the nature of their investigation and their desire to question a student or students. In order to avoid disruption of the learning environment and the student's class schedule, such interviews should take place during a student's non-instructional time, if at all possible.

*****Student Right of Expression**

The school recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet school guidelines and have approval of the building principal.

*****School Social Events**

All school rules are in effect for school social events.

Section V – Transportation

*****Bus Transportation to School**

The school provides bus transportation for all students who live farther than one mile from school. The bus schedule and route is available by contacting the Director of Transportation at 743-1533. It is the policy of the Board of Education to provide transportation for those students whose distance from their school makes this service necessary within the limitations established by State law and the regulations of the State Superintendent of Instruction.

*****Bus Conduct**

Students who are riding to and from school on transportation provided by the school are required to follow some basic safety rules. This applies to school-owned buses as well as any contracted transportation that may be provided. It is the parents' responsibility to inform the bus driver when their child will not be boarding the bus. The bus will not wait. The driver is responsible for student safety and may assign seating or direct the student in any reasonable manner to maintain that safety.

Previous to boarding (on the road and at school)

Each student shall:

1. be on time at the designated loading zone;
2. stay off the road at all times while walking to and waiting for the bus;
3. line up single file off the roadway to enter;
4. wait until the bus is completely stopped before moving forward to enter;
5. refrain from crossing a highway until the bus driver signals it is safe;
6. go immediately to a seat and be seated.

During the trip

Each student shall:

1. remain seated while the bus is in motion;
2. keep head, hands, arms, and legs inside the bus at all times;
3. not litter in the bus or throw anything from the bus;
4. keep books, packages, coats, and all other objects out of the aisle;
5. be courteous to the driver and to other bus riders;
6. not eat or drink;
7. not tamper with the bus or any of its equipment.

Leaving the bus

Each student shall:

1. remain seated until the bus has stopped;
2. cross the road, when necessary, at least ten (10) feet in front of the bus, but only after the driver signals that it is safe;
3. be alert to a possible danger signal from the driver

The bus will not discharge students at places other than their regular stop at home or school unless she/he has proper authorization from school officials.

Penalties for Infractions

A student who becomes a behavior problem on the bus shall be disciplined and may be deprived of the privilege of riding on the bus.

First Offense:	Warning
Second Offense:	One (1) day suspension from riding the school bus
Third Offense:	A three (3) day suspension from riding the bus
Fourth Offense:	A five (5) day suspension
Fifth Offense:	A ten (10) day suspension

An offense of a severe nature may not follow the sequence of offense/discipline actions above.

All students who ride to school on the bus must go home on the bus unless a note or a call from the parent is provided. All students will ride the bus home if their rides are not at the school when school is dismissed. If a student has to leave the building during school hours it is the parents responsibility to come to the school office to sign the student out and obtain a visitor's pass before the student will be released from the classroom. Parents may grant permission by phone or a written note to allow the child to alter his/her normal routine.

*****Videotapes on School Buses**

The Board authorizes the installation and use of video recording devices in the school buses to assist the drivers in providing for the safety and well-being of the students while on a bus.

*****Transportation of Students by Private Vehicle**

Parents/Guardians/Family Members picking up or dropping off students at the school may not pull into the bus lane. Students must be dropped off by the crosswalk and wait for the crossing guard's permission to cross. Students being picked-up will wait in the cafeteria. All parents wishing to pick their child up after school must sign out students and wait in the cafeteria. This is for the safety of all students. **Do not wait in the hallway or go to your child's classroom. Families will be checked out by a staff member. Please have a photo i.d. available if requested.**

2022-2023

TELEPHONE NUMBERS ADMINISTRATION

District Office	743-1303	Angela Gussler - Superintendent
Curriculum	743-1303	Clint Rhodes - Curriculum Director
Treasurer	743-1623	Liz Clark - Treasurer
Special Education	743-1303	Gretchen Combs- Special Ed. Coordinator
EMIS	743-1303	Kelly Wright – EMis Coordinator
Maintenance	743-1303	Dale Factor - Maintenance Supervisor
Bus Garage	743-1533	Lisa Wells - Transportation Supervisor
Glenford Elementary	659-2209	Lori Tussing - Principal
Somerset Elementary	743-1454	Amy VanBalen - Principal
Thornville Elementary	246-6636	Jay Hickman - Principal
Sheridan M.S.	743-1315	Ed Wolfel - Principal
Sheridan H.S.	743-1335	Lisa Householder – Principal

Glenford Elementary Staff:

<p><u>Kindergarten</u> KE Wendy Eby KW Mandie White KH Ashley Heavener</p> <p><u>First Grade</u> 1N Halayna Nichols 1C Michelle Cardiel 1/2H Tiffany Hupp</p> <p><u>Second Grade</u> 1/2H Tiffany Hupp 2C Dawn Conrad 2S Gayla Shafer</p> <p><u>Third Grade</u> 3F Ali Forsythe 3S Jill Stallard 3W Mackenzie Wycinski</p> <p><u>Fourth Grade</u> 4H Shelley Householder 4J Casey Jones 4S Jeanette Snider</p> <p><u>Fifth Grade</u> 5S Cindy Smith 5W Carrie White 5H Amy Hupp</p> <p><u>Intervention Specialist</u> Nadine Shriner Jill Richards Carey Maierle</p>	<p><u>Reading Specialist</u> Deb Masterson</p> <p><u>OT/PT and Speech/Language Pathologist:</u> Services Provided by MVESC</p> <p><u>Social Worker</u> Victoria Hilliard</p> <p><u>Outreach Program (Provided by Children's Services)</u> Alli Shiplett</p> <p><u>Specials Staff</u> Library/Technology: Brea Sulfridge Physical Education: Abby Lotozo Music: Susan Ballantine</p> <p><u>STARS Coordinator</u> Amanda Schmitt</p> <p><u>Office Staff</u> Secretary Jessie Bilka Nurse Jean Fealty</p> <p><u>Support Staff</u> Head Cook Jennifer Wiseman Cooks Lou Swinehart Angie Custer</p> <p><u>Custodians</u> Derek Foltz Katie Watkins</p> <p><u>Ed. Assist.</u> Annabelle Currence Jamie Reichley</p> <p><u>One on One Attendants</u> Lori Larimer Amanda Schmitt</p>
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Northern Local School District Board of Education

President: Dale DeRolph
 Nancy Fox
 Patrick Hogan
 Megan Miller
 Sharon Cains

Board of Education Website:
<http://www.nlsd.k12.oh.us/districtBoardEd.aspx>

Northern Local School Website:
<http://nlsd.k12.oh.us/>

Glenford Elementary Website:

<http://powpak.nlsd.k12.oh.us/powpak/cgi-bin/homepage.pl?id=glenford>

EQUAL EDUCATION OPPORTUNITY

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

Mrs. Angela Gussler, Superintendent (740) 743-1303

The complaint will be investigated and a response, in writing, will be given to the concerned person within ten (10) business days. The Compliance Officer can provide additional information concerning access to equal education opportunity. Under no circumstances will the District threaten or retaliate against anyone who raises or files a complaint.

Parent Right to Know – Highly Qualified Teachers

Northern Local School District is dedicated to making sure all children succeed in school and life. As a district we are continuing to work to implement the many requirements of the federal law No Child Left Behind (NCLB). Under NCLB, every school is required to notify parents of their rights to request and receive information about teachers' professional qualifications held and whether the teacher is certified in the area he/she is teaching. This right also includes the option to request information with regard to whether their child is provided services by instructional paraprofessionals and their qualifications. If you have any questions about NCLB, please don't hesitate to contact your building principal.

Northern Local School District Title 1 Parent Involvement

The Northern Local School District recognizes that parental involvement increases a programs rate of success; and therefore, requires that parents of children involved in Title 1 be given the opportunity to be involved in the design and implementation of the program. Responsibility for improved achievement will be shared by parents, the child, and teachers through a school parent child partnership. Parents lacking literacy skills or whose native language is not English will have Title 1 information relayed to them in a different format. Parents will assist in planning, reviewing, and offering suggestions on school programs. At an annual fall meeting, parents will be provided with an explanation of the year's program and of the school's curriculum. The present Parent Involvement Policy will be made available to parents and suggestions for changes will be requested. The program will include an in-service session related to Title 1 reading, parenting, or a topic of interest identified by parents. Other meetings will be organized as a need develops. In order that the program meets the needs of students, needs assessments via surveys will be distributed to parents, teachers, and building principals. The school wide program will enable the Title 1 teacher to have more flexibility in meeting the educational needs of the students. Title 1 educational personnel will be readily accessible to parents. Timely response to parent recommendations will be made. The Title 1 teacher involved in the school wide reading program will consult with regular classroom teachers and parents on

student progress. Title 1 parent teacher conferences will be held on regularly scheduled conference days. Title 1 teachers will discuss the assessments used to measure student progress and the level of proficiency the students are expected to meet. Parents will be invited to observe in the classroom. Parents will be encouraged to participate in their students' learning. Angela Gussler Superintendent, Northern Local School District

Northern Local Title 1 School and Parent Child Partnership

PARENT/GUARDIAN

I will be responsible for supporting the learning of my child in the following ways: Seeing that my child is punctual and attends school regularly; Encouraging my child's efforts and being available for questions; Reading all progress reports; Participating in/attending all parent conferences; Helping my child with projects; Taking my child to a library; Supporting the school's efforts to maintain proper discipline; Placing value on school activities; Seeing that my child has a healthy breakfast before coming to school; Making sure that homework is completed; Monitoring the amount of television my child watches; Participating, as appropriate, in decisions relating to my child's education; Volunteering in my child's class; Staying informed about my child's education and communicating with the school.

STUDENT

I will be responsible for improving my achievement in the following ways: Asking questions; Doing all school assignments; Listening in class; Going to bed at a reasonable time; Attending school regularly and on time; Abiding by all school rules; Using work time wisely; Participating in class; Behaving well; Reading every day.

TEACHER/STAFF

I will share responsibility for improved student achievement in the following ways: Providing a high quality curriculum that enables the child to meet state performance standards; Notifying parents of changes affecting attendance, achievement, grades or behavior; Increasing communication between parents and teachers; Participating in conferences; Reporting student's progress; Encouraging involvement; Encouraging all students; Being available to staff and parents.

MESSAGE FROM THE PRINCIPAL

I support this form of parent involvement. Therefore I shall strive to do the following: Provide an environment that allows for positive communication between the teacher, parent and student; Provide opportunities to be involved in the school and in their child's education; Encourage positive communication between home and school; Encourage teachers to provide homework assignments that reinforce classroom instruction.

Homeless Students Information

If your family lives in any of the following situations: In a shelter, motel, vehicle, or campground; On the street; In an abandoned building, trailer, or other inadequate accommodations; or Doubled up with friends or relatives because you cannot find or afford housing Then, your preschool aged and school aged children have certain rights or protections under the McKinney-Vento Homeless Education Assistance Act.

Your children have the right to:

- Go to school, no matter where you live or how long you have lived there. They must be given access to the same public education, including preschool education, provided to

other children.

- Continue in the school they attended before you became homeless or the school they last attended, if that is your choice and is feasible. If a school sends your child to a school other than the one you request, the school must provide you with a written explanation and offer you the right to appeal the decision.

- Receive transportation to the school they attended before your family became homeless or the school they last attended, if you or a guardian request such transportation.

- Attend a school and participate in school programs with children who are not homeless.

Children cannot be separated from the regular school program because they are homeless.

- Enroll in school without giving a permanent address. Schools cannot require proof of residency that might prevent or delay school enrollment.

- Enroll and attend classes while the school arranges for the transfer of school and immunization records or any other documents required for enrollment.

- Enroll and attend classes in the school of your choice even while the school and you seek to resolve a dispute over enrolling your children.

- Receive the same special programs and services, if needed, as provided to all other children served in these programs.

- Receive transportation to school and to school programs.

- When you move, you should do the following:

- *Contact the school district's local liaison for homeless education (7407401303) for help in enrolling your child in a new school or arranging for your child to continue in his or her former school. (Or, someone at a shelter, social services office, or the school can direct you to the person you need to contact.)

- *Contact the school and provide any information you think will assist the teachers in helping your child adjust to new circumstances.

- *Ask the local liaison for homeless education, the shelter provider, or a social worker for assistance with clothing and supplies, if needed.