



**NORWOOD**  
CITY SCHOOL DISTRICT

**2024 - 25**

**Elementary Schools**  
**STUDENT HANDBOOK**

**NORWOOD VIEW ELEMENTARY**



**SHARPSBURG PRIMARY**



**THE NORWOOD MONTESSORI SCHOOL**



**SHARPSBURG ELEMENTARY**



**WILLIAMS AVENUE ELEMENTARY**



# ELEMENTARY STUDENT HANDBOOK

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## WELCOME

### BUILDING CONTACTS

#### Norwood View Elementary

*Principal*

Mrs. Brooke Gregg 924-2610

*Counselor*

Mr. Tom Muenchen 924-2616

*Secretary*

Mrs. Whitney Campbell 924-2612

#### Sharpsburg Elementary

*Principal*

Mrs. Tina Acres 924-2600

*Counselor*

Mr. Reid Faherty 924-2694

*Elementary Secretary*

Mrs. Amy Sumner 924-2561

*Primary Secretary*

Mrs. Sandy Town 924-2560

#### Williams Avenue Elementary

*Principal*

Mr. Joe Miller 924-2520

*Counselor*

Mrs. De-Nesha Wade 924-2525

*Secretary*

Mrs. Tammy Guy 924-2522

#### The Norwood Montessori School

*Principal*

Mrs. Terese Booth 924-2799

*Secretary*

Mrs. Anjanette Raines 924-2798

#### Norwood Board of Education

*Superintendent*

Mrs. Mary Ronan 924-2500

*Treasurer*

Mrs. Julie Kamphaus 924-2508

*Director of Curriculum*

Mrs. Kristina Chesson 924-2505

*Supervisor of Special Education*

Mrs. Amanda Havlin 924-2502

### SCHOOL DAY

Kindergarten—Grade 5 Elementary classes  
begin at 8:35 AM

Grades 1-5 are dismissed at 3:20 PM

Kindergarten is dismissed at 3:10 PM

STUDENTS SHOULD NOT ARRIVE AT SCHOOL BEFORE

8:15 AM *UNLESS* they are involved in special study  
Assignments.

Students arriving BEFORE 8:15 AM MUST REPORT TO THE  
OFFICE IF THEY HAVE MADE SPECIAL ARRANGEMENTS TO ARRIVE  
EARLY

### MEAL PROGRAM

BREAKFAST & LUNCH are **FREE**  
for all students!

We are pleased to inform you that the Norwood City School  
District will again be participating in the National School Lunch  
and School Breakfast Programs called the Community Eligibility  
Provision (CEP).

What does this mean for you and your children attending all  
Norwood City Schools?

*All enrolled students of Norwood City School District are  
eligible to receive a healthy breakfast and lunch at school at no  
charge to your household each day of the 2023-24 school year.  
No further action is required of you.*

Your child(ren) will be able to participate in these meal  
programs without having to pay a fee or submit an application.

### “BREAKFAST IS SERVED”

Norwood View Elementary -

Served to all in their classrooms beginning @ 8:15 AM

Sharpsburg Elementary -

Served to all beginning @ 8:15 AM

Kindergarteners in the Cafeteria;

Grades 1<sup>st</sup> - 5<sup>th</sup> in their classrooms

Norwood Montessori School -

Served to all in their classrooms beginning @ 8:15 AM

Williams Ave. Elem. - Served to all beginning @ 8:15 AM

Kindergarten and 1<sup>st</sup> Grade in the Cafeteria;

Grades 2<sup>nd</sup> - 5<sup>th</sup> in their classroom

## WELCOME



### BOARD OF EDUCATION

**Debbie Cole** (President) Debbie serves on the Board since 2019 serving now as President. She attended Norwood View and Norwood Middle School and moved back to Norwood in 1997. Debbie is married to John (class of 1982) and is the proud mom of John (class of 2020) and Dillon (class of 2023). Debbie is passionate about the success of Norwood City School District, and holds an MBA from Thomas More University.  
**Cole.d@norwoodschoools.org**

**Michael Taylor** (Vice-President) has lived most of his life in Norwood. Michael played football, and is a 1997 Norwood graduate and has been involved with the Athletic Boosters and Little Indians for many years. Michael has two sons, his oldest graduated in 2019, and his youngest in 2023.  
**Taylor.m@norwoodschoools.org**

**Brandon Atwood** is a 1994 Norwood graduate. Brandon and his wife Carissa are the parents of a son who graduated with the class of 2018 and a daughter who is a 2021 graduate.  
**Atwood.b@norwoodschoools.org**

**Amber Ballard** Amber is a proud 2002 Norwood Graduate who was first elected to the Norwood Board of Education 2017 and re-elected in 2021. She has been an ASL interpreter for almost 20 years, often working in special education classrooms with a variety of Deaf, nonverbal, and autistic children. Amber is not a parent but truly exemplifies the mantra "it takes a village" and believes all community members serve a valid role in raising Norwood strong citizens.  
**Ballard.a@norwoodschoools.org**

**Alice Rericha** has lived in Norwood with her family for fifteen years. She has two daughters who attend Norwood schools. Alice is very community oriented and is involved in many Norwood civic organizations.  
**Rericha.a@norwoodschoools.org**



### *Dear Norwood Families:*

I am happy to share with you the great opportunities in the Norwood City School District. We understand the critical connection between our schools and the vitality of our community. Each year we work to strengthen that connection.

Shepherd Chemical, one of our business partners, funds Norwood Ready Kids which provides parenting classes and programming for children starting from birth

to age five. To get children off to a great start, the district offers preschool in our four elementary schools. We have both half and full day preschool offerings. Norwood has before and after school care through our Avenues for Success program that also provides an enriching summer camp, June through August.

We are proud of our walkable neighborhood schools which is very rare these days. All our beautiful historic buildings have been renovated with new HVAC systems and for 21st century learning, including technology -computers, chromebooks, interactive white boards and numerous software programs.

In addition to reading, writing, math, science and social studies, the elementary buildings offer art, music, physical education and STEM classes. At the middle school we expand our elective offerings to include more technology and pre-engineering courses. Our academic offerings at the high school include 11 advanced placement courses, gifted classes, engineering classes and the opportunity to attend the Great Oaks system for career tech. In recognition of some of our great programming, the district has received the 2024 Best Communities for Music Education award for our band, orchestra, show choir, jazz ensemble and general music program in our elementary schools.

To ensure our students are healthy physically and emotionally, we have a health center staffed with a nurse practitioner and a dentist who also accept appointments from community members. We have counselors in all our elementary schools, in addition to the high school and middle school. We also have mental health therapists from Talbert House and Perceptions Counseling, a school social worker, behavior specialist, and attendance officer to serve the needs of our students.

Norwood has a special organization that few districts have. It is our Norwood Scholarship Foundation, which is the culmination of 70 years of Norwood pride. The fund was started by a retired teacher's savings in 1962 and invested over the years. The foundation provided \$275,000 dollars to our graduating seniors last year, to pay for college. Families and students are very grateful to receive this help with college tuition.

The district is surrounded by great partners allowing us to provide a comprehensive program and many opportunities for our families before they enroll with us, and support after they leave us. That is what makes Norwood schools and the entire community special.

**Mary Ronan**  
Superintendent



## EXCELLENCE IN EDUCATION

Families choose the Norwood City School District to provide a well-rounded and excellent education experience for their children.

### Early Education

Young families living in Norwood have the opportunity to participate in Early Education offerings through our Norwood Ready Kids collaborative for children from birth to age 5 years old. Parents can access early development visits, at home curriculum, play and learn groups, and connect via parent support networks.

### Preschool

We have Preschool available in every elementary building in the district. Find the location that works best for your child via our website. We have earned a 5-star rating in all our preschools in the district.

### Small Class Sizes

Classroom sizes are small and diverse. Children receive individualized attention as they grow, and they get to know their peers and teachers easily.

### Montessori

A growing area in the district is our Montessori program. After many successful years in the preschool, we now have opened The Norwood Montessori School.

### STEM & Progress Based Learning

STEM, or Science Technology Engineering and Mathematics, is a key focus for students and teachers grades K-12. We prepare students for tomorrow's workforce by teaching them to discover and problem solve in these areas. Our high school has advanced science labs, a planetarium, and a TV studio where students can explore STEM principles. Our elementaries offer STEM activities throughout the school year. Our middle school offers a technology course and pre-engineering course.

### After School Programs

**After School Programs** that build upon academic, hobbies and career interests are available K-12 through Avenues for Success. We have before and after school care for younger grades as well as club based extracurriculars for all grades

### Fine Arts

Norwood remains committed to Fine Arts experiences for all of our students. From a young age, children enjoy art and music classes or clubs to enrich their brain development. Each year we host a Fine Arts Festival that spans two buildings to display student artwork K-12 and to highlight musical performances throughout the event. We offer a wide variety of visual arts opportunities to students at the high school from drawing to sculpture courses.

### Performing Arts

Our award winning band, orchestra and vocal programs provide musical instruction to our students. Students participate in general music programs at the elementary level. Students are offered band, orchestra and vocal options beginning in grade 6 and throughout high school. We have many ensembles and music opportunities. There are multiple vocal groups, chorus and the longstanding high school show choir, Silhouettes at the high school.

### Advanced Courses

High School students can participate in 10 AP Courses (advanced placement) and College Credit Plus classes including Engineering and English. Earning college credit while still in high school provides savings for families beyond high school.

### Scholarship Foundation

The Norwood High School Scholarship Foundation and local organizations give approximately \$280,000 dollars to eligible high school seniors each year. This is an incredible start for young people to help with postsecondary education costs.

### Business Connections

Currently we offer pre-apprenticeships and apprenticeships to students. We are a member of the Hamilton County Business Advisory Council which provides opportunities for students to participate in internships, job shadowing and pre-apprenticeships in our region.

### Athletics

Norwood has 22 Athletic teams at the High School and 13 athletic teams at the Middle School. Students can choose fall, winter, or spring sports.

**NORWOOD PRIDE****VISION STATEMENT**

The Norwood City School District is committed to providing educational opportunities in a supportive and inclusive environment that will empower all students to achieve their intellectual, social, personal growth potential and to become responsible, productive, and contributing citizens.

**STATEMENT OF BELIEF**

Believing in the education of each child involves a partnership of students, parents/guardians, staff and community. We are committed to:

1. Providing a conducive learning environment;
2. Challenging students to meet high expectations for learning and behavior;
3. Requiring students to make responsible choices and accept consequences for their actions;
4. Encouraging lifelong learning;
5. Developing a better society through service, leadership and participation;
6. Fostering the development of high moral standards and aggressively countering prejudice in any form;
7. Working to instill a sense of pride in self; and
8. Preserving our rich traditions and accepting the challenges of the future.

*The Norwood City School District does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or in the provision of services.*

**MISSION STATEMENT**

The Norwood City School District, within a safe healthful environment, shall meet the educational potential of all students in order that students are academically prepared to successfully:

1. achieve competency in the all academic areas;
2. utilize critical thinking, problem-solving skills which allow adjustment to our changing world;
3. enter a post high school educational program and/or begin a career; and
4. develop a positive work ethic and an appreciation of our diverse society.

**POSITIVE BEHAVIOR INTERVENTION SUPPORTS (PBIS)**

The Norwood City School District believes in the ability of every student to achieve success. Positive Behavior Interventions and Supports provide a range of individual, small and whole group strategies for achieving positive social and emotional learning outcomes in our school community.

Students in grades K through 8 participate in PAX related activities (including good behavior games) throughout the school day in an effort to better self-regulate, increase behavioral and academic success, focus on a positive future and improve overall student and teacher well-being. PAX draws on decades of science to create strategies that support teachers, parents, and caring adults to create a nurturing environment that ultimately helps students thrive.

## GENERAL INFORMATION

### Assigning Students to Classes

Students will be assigned to a program of instruction that best promotes the needs of the student. Assignment will be made using the educational judgment of staff personnel familiar with the student's abilities and achievements.

### Visitors in the Building

The schools welcome visitors. Visitors must conform to the rules and regulations of the school while in the building.

For the safety of school students, a security system is in place in each building. **VISITORS MUST REPORT DIRECTLY TO THE OFFICE to sign in and receive a visitor's pass.**

### Fingerprinting

All volunteers (in our schools or on field trips) must have fingerprint clearance. This is offered free of charge at the Board Office. Please call Kelly at (513)924-2503 for an appointment.

### Confidentiality

Notwithstanding the exceptions noted below, information concerning individual students is considered confidential and is shared with only those school personnel who have a need to know it in order to complete the functions of their job. No information will be shared with outside agencies without parental written consent (the exception is law enforcement agencies). Student names & photos may be released to the media, used in district publicity efforts, or posted online unless a parent signs the "Restriction of Privacy" form, available to be completed through **FinalForms online at [enroll.norwoodschoools.org](http://enroll.norwoodschoools.org).**

### Child Abuse Reporting

School personnel are required by law to report any suspicion of child abuse or neglect to the proper authorities. The school will cooperate with law officials.

### Classroom Celebrations

Birthday celebrations may be held in the classroom for students. Refreshments should be held to a pre-packaged snack and/or a small party favor.

Also, please check with the teacher for any food allergies of other students in your child's classroom.

***Arrangements must have been made with the teacher PRIOR TO THE DAY OF THE PARTY!***

### Constructive Criticism

Constructive criticism of each Norwood school will be welcome by staff, administration, and the Board of Education when it is motivated by a sincere desire to improve the quality of an educational program or to equip the school to do our tasks more effectively. We believe that complaints and grievances are best handled and resolved as close to their origin as possible. Teachers and/or administrators should be given the opportunity to consider the issues and attempt to resolve the problems prior to involvement by the Superintendent or Board of Education. Therefore, the proper sequence of complaints, etc. involving instruction, discipline, or learning materials will be as follows:

1. Appropriate staff member;
2. Appropriate administrator (Principal);
3. Superintendent or designee; and then
4. Board of Education

### Emergency Contact & Change of Address, E-mail, or Phone Numbers

Parents should make sure the school has their current phone number and an emergency phone number on file as well as other contact names along with their phone numbers.

Emergency phone numbers and contacts are extremely important. Before a child can be enrolled in school, parents and guardians **MUST** provide the school with current working emergency phone numbers and contact persons, according to Ohio law (ORC 3313.712).

In order for school records to be current and in the event it is necessary to contact parents, you must make any changes in your home address and phone number, as well as your work telephone numbers or email addresses in Final Forms located on the district's home page at [enroll.norwoodschoools.org](http://enroll.norwoodschoools.org). Proof of residence must be provided to the school when changing an address.

### Lost and Found

It is recommended that parents label their child's clothing and personal belongings. Lost and found articles are kept at each school. Any article that has been found should be brought to the office or the designated area in the school. Students may claim a lost article by identifying it. Please check for lost items on a regular basis.

## GENERAL INFORMATION

### Emergency School Closing Procedures

In the event of an emergency, such as severe weather conditions, the Norwood City Schools may issue one of the following announcements:

*The Norwood City Schools are:*

#### **CLOSED to students and staff**

\*There will be no bus transportation to Scarlet Oaks.

#### **ONE HOUR DELAY – Middle and High school**

students should report to their respective schools by 8:45 a.m. Elementary students report at 9:30 a.m. *Staff would report one hour later than their assigned start time.*

#### **TWO HOUR DELAY – Middle and High school**

students should report to their respective schools by 9:45 a.m. Elementary students report at 10:30am. *Staff would report two hours later than their assigned start time.*

Scarlet Oaks determines their own schedule and may be closed when Norwood Schools are in session, or open when Norwood Schools are closed.

Parents will receive a phone call from the office of the Superintendent with closing information. Also, please check our website at [www.norwoodschoools.org](http://www.norwoodschoools.org) and local television and radio stations for more information.

### Money Raising Projects

Although the Norwood City Schools cannot be used for commercial purposes or private gain, school organizations are permitted to use the school to raise funds for worthy causes. Under no circumstances are children to be asked for money until the project has been approved by the principal. Large or expensive donations for teacher gifts, pupil gifts, or school employee gifts are discouraged.

Parents have the right to review the qualifications of any teacher or administrator employed within the district. Please contact our Superintendent, Mrs. Mary Ronan, at (513) 924-2500 for further information.

### Advertising in the Schools

The staff, facilities, and students of the Norwood schools shall not be used for commercial purposes, private gain, or advertising. The schools may cooperate in furthering the work of any community-wide social agency, provided such cooperation does not restrict or impair the educational program of the schools. The schools may use educational films or other films. The superintendent may approve cooperation with government agencies which promote the public welfare and which are non-partisan, non-controversial, educational, and in the best interest of the students.

### Outdoor Play & Cold Weather Policy

The outdoor play and cold weather policy of Norwood elementary schools is that children are to go outside for recess and during lunch at specified times as:

- It is determined not to be too cold to go outside;
- It is not raining; and/or
- The ground is not covered with wet, sloppy snow.

Recess will be shortened if the wind chill factor makes it uncomfortable to be outdoors. Children are expected to participate in the full activities of the school day (outside activities included).

A child who is unable to take part in outside activities, as outlined in the cold weather policy, should bring a note to the child's teacher on the specific day they are to stay inside. Notes will not be honored for more than one day at a time except under unusual circumstances. Parent cooperation in limiting such requests, except following an illness or other special circumstance, will be appreciated.



## GENERAL INFORMATION

### General Safety Rules

Parents should plan, with safety in mind, the route their child takes to and from school. Parents should caution their child against accepting rides or gifts from strangers. Parents should stress proper use of crosswalks and street signals. Crossing the street between intersections should be strictly forbidden.

Parents driving their child to school should be especially careful when picking their child up or dropping them off in front of the school building. Parents who drive their child to and from school should not double park in front of the school or park in restricted areas. Cars should leave immediately after unloading or picking up children.

### Bicycle Safety

We ask that any student riding a bicycle to and from school to be very cautious. Our roads in and around Norwood schools often have heavy traffic, and this may create a safety hazard. If a child chooses to ride to school, they must walk the bike on and off school grounds. Students have the responsibility of locking their bikes to prevent theft. The school will not be responsible for lost or damaged bicycles.

### Emergency Drills

The school is required by law to hold a fire drill each month and a tornado drill in appropriate seasons. Every room has drill instructions posted and total cooperation is required during these drills as they are extremely important. During both fire and tornado drills, it is required that students proceed to their destination quietly and remain with their teacher.

Additionally, we will hold stay in place drills to ensure everyone's safety in potentially dangerous situations. In all instances, the teacher will take attendance when their class arrives at the assigned location.

### Parent-Teacher Association/Organization

The PTA/PTO is an educational organization dedicated to supporting our schools by bringing together the forces of home, school and community on behalf of students. Each school has its own unit meeting on a regularly scheduled day each month. PTA/PTO flyers or messages are sent home with children every month announcing the date of the PTA/PTO meeting and other school and PTA-related activities.

### School Districts Structure

The public school system in which your child is enrolled is maintained by the citizens of Norwood. The citizens elect five members to staggered four-year terms on the Norwood Board of Education.

The superintendent is a trained educator who administers the educational program of the schools, directs and assigns teachers and other employees, and performs duties requested by the board. The superintendent is assisted by the school principals and several specialists.

The treasurer is the chief fiscal officer of the board and is vested with certain statutory duties and powers according to state laws and to rules and regulations of the Board of Education.

### Avenues for Success Before & After School Program

*Avenues for Success*® is an educational program that provides extended learning opportunities, both before and after school, for students of all ages in the Norwood City School District. The non-traditional social, academic, and recreational clubs offered through this program help enrich the community, promote life-long learning, and foster students capable of thriving in the "real" world.

The opportunities with *Avenues for Success*® are endless! By joining this educational program, students create great relationships, learn new skills, and find passions they never imagined. Our students' minds are engaged, their creativity is

Inspired; and their lives are enriched forever.

No way! Learning can be fun? Impossible as that may seem, *Avenues for Success*® continually makes this a reality for students at Norwood. The experiential learning each child participates in during these clubs critically enriches their regular school day. The results are clear: our students are motivated, more engaged in school, exhibit better behavior, and have better grades!

Call Laura Ferguson 513-924-2705 or email @ [ferguson.l@norwoodschools.org](mailto:ferguson.l@norwoodschools.org) for more information!

## SCHOOL ADMISSIONS POLICY

*All school district residents between the ages of 5 and 21 are eligible to attend the Norwood City School District, provided they are not excluded under the provisions of state law*

### *A resident student is defined as follows:*

- A child living with a parent or legal guardian who resides within the school district;
- A child, by virtue of court order, living with an adult who resides within the school district;
- An adult between the ages of 18 and 21 who resides in the community; and/or
- A child living with a resident adult whereby both the parent or legal guardian and the said resident have completed prescribed affidavit forms expressly stating that said person is in the district for valid purposes other than for reason of school attendance.

### *A student entering the Norwood schools for the first time must present one of the following:*

O.R.C. (3313.672)

- A certified copy of their birth certificate;
- An attested transcript of a birth certificate; or
- An attested passport transcript showing the date and place of birth of the child.

Parents or other persons going through custody changes are to present at the time of admission, a certified copy of a child custody order or decree or modifications of that order or decree. The law also requires that school admissions personnel be provided with modifications or new decrees from time to time as they occur.

### *No student shall be enrolled if an immunization record is not provided at the time of registration.*

A school official shall request the student's official records from the school they most recently attended. The principal, as chief building administrator, may exclude the child from school if all records are not in compliance within 14 days.

Adopted: September 16, 2004

## Ohio Law Regarding GUARDIANSHIP

The law in Ohio states that a child must go to school in the district where they live with their parents or legal guardian (Ohio Revised Code, Section 3313.64 amended effective August 21, 1978, by House Bill 811).

When parents are divorced, one of them is named legal guardian or residential parent, and that is so stated in the divorce decree and/or Shared Parenting Plan. The child, then, must live with that parent and attend school in the district where that parent lives. If for some reason circumstances dictate that it would be better for the other parent to assume custody or to change the residential parent status, the matter must be brought before a court and an entry modifying the original divorce decree or shared parenting plan approved by a judge or their designee. If someone other than the parent is to become guardian of a child (for example, a grandparent, aunt or uncle, older brother or sister), the same procedure must be followed. A court must sanction such a request, and a legal document is issued indicating the person who has custody of the child.

A school district may admit a child(ren) for whom legal "custody or guardianship proceedings have been initiated." The non-custodial parent must present a copy of the document filed in court with a time/date stamp. The court document finalizing the change of custody/guardian must be presented to the building principal. FAILURE TO DO THIS IN 60 DAYS WILL RESULT IN THE CHILD BEING WITHDRAWN FROM SCHOOL ACCORDING TO STATE LAW. If the person filing for custody is not a parent of the child, the court must finalize the custody order BEFORE enrollment takes place and the child is admitted to the school.

(Revision Date: November 15, 2018)

## OPEN ENROLLMENT

We now offer a limited opportunity to remain in Norwood City Schools if you move during the school year. You may also apply for the next school year if you do not live in Norwood but wish your child to attend. If you have any questions, please contact Kimberly Cottrill at (513) 924-2516.

## STUDENT RECORDS

In order to provide students with appropriate instruction and educational services, it is necessary for the District to maintain extensive educational and personal information. It is essential that pertinent information in these records be readily available to appropriate school personnel, be accessible to the student's parent(s) or the student in compliance with law and be guarded as confidential information.

The Superintendent is responsible for the proper administration of student records in keeping with state law, federal requirements and the procedures for the collection of necessary information about individual students throughout the District.

Upon request, all records and files included in the student's cumulative file are available to parent(s) or the student (if they are over 18 years of age). This request must be in writing and is granted within 45 days or earlier of the request. No records are to be removed from the school. A principal, teacher or other qualified school personnel must be present to explain any of the tests or other material.

All rights and protections given to parents under law and this policy transfer to the student when they reach age 18 or enrolls in a postsecondary school. The student then becomes an "eligible student."

The District uses reasonable methods to identify and authenticate the identity of parents, students, school officials and any other parties to whom the agency or institution discloses personally identifiable information from education records.

The District provides notice to parents and eligible students annually, in accordance with the procedures set forth under administrative regulations, of the rights held by parents and eligible students under law and this policy. It is the intent of the District to limit the disclosure of information contained in the student's education records except:

1. by prior written consent;
2. as directory information and
3. under other limited circumstances, as enumerated under administrative regulations.

*The following rights exist:*

1. The right to inspect and review the student's education records;
2. The right, in accordance with administrative regulations, to seek to correct parts of the student's education records, including the right to a hearing if the school authority decides not to alter the records according to the parent(s)' or eligible student's request;
3. The right of any person to file a complaint with the U.S. Department of Education if the District violates relevant Federal law, specifically the Family Educational Rights and Privacy Act and
4. The right to acquire information concerning the procedure which the parent(s) or eligible student should follow to obtain copies of this policy, the locations from which these copies may be obtained, as well as any fees to be charged for such copies \*(See "Administrative Regulations").

The District proposes to designate the following personally identifiable information contained in a student's education records as "directory

information".

1. Student's name ;
2. Student's address;
3. Participation in officially recognized activities and sports ;
4. Student's achievement awards or honors ;
5. Student's weight and height, if a member of an athletic team;
6. Major field of study; and
7. Date of graduation.

The above information is disclosed without prior written consent, except when the request is for a profit-making plan or activity or when the parent/eligible student has informed the Board that any or all such information should not be released without their prior written consent or when disclosure is otherwise prohibited by law.

Administrative regulations set forth a procedure for annual notification to parents and eligible students of the District's definition of directory information. Parents or eligible students then have two weeks in which to advise the District in writing, in accordance with such regulations, of any or all items which they refuse to permit as directory information about that student.

To carry out their responsibilities, school officials have access to student education records for legitimate educational purposes. The District uses the criteria set forth under administrative regulations to determine who are "school officials" and what constitutes "legitimate educational interests."

Other than requests as described above, school officials release information from, or permit access to, a student's education records only with the prior written consent of a parent or eligible student, except that the Superintendent or a person designated in writing by the Superintendent may permit disclosure in certain limited circumstances outlined under administrative regulations.

The District maintains, in accordance with administrative regulations, an accurate record of all requests to disclose information from, or to permit access to, a student's education records and of information disclosed and access permitted.

Adopted Date: June 5, 2000  
Revision Date: November 15, 2018

## STUDENT ATTENDANCE

### Compulsory School Attendance

*The Norwood City Schools Board of Education believes that for continual student learning and academic production to take place, good school attendance is a must. In addition, the laws of the State of Ohio require (with certain exceptions) students of school age to attend school. Thus, regular attendance is not only expected, it is required by law.*

*A child between six and eighteen years of age is considered of compulsory school age. Every child of compulsory school age must attend public school unless excused by statute (Text 57.04, O.R.C. 3321.01.) A child who graduates from high school prior to reaching the age of eighteen is exempt from the above-mentioned statute.*

*Norwood City Schools has the authority to determine whether the child may be exempt from compulsory attendance. All such exemptions must be in writing and a copy sent to the child's parent/guardian.*

### Procedures for Reporting an Absence

On the day of the absence, a parent/guardian should call the school office as soon as it is determined that the child will not be at school. If a call is not placed to the school regarding the absence, the attendance office will contact the parent/guardian either by phone or email message. Please send a written note, for recording keeping purposes, including the date of the absence and a detailed reason for the absence.

### Excused Absences

Norwood City Schools recognizes the following (student) excused absence is that which has been approved by the parent/guardian and approved by the designated school official as legitimate according to Ohio Revised Code (O.R.C.) and State Department of Education Regulations.

The excused absences from school according to O.R.C. 3321.04 are as follows:

- Personal illness of the student — The approving school authority may require the certificate of a physician if they deem it advisable.
- Illness in the family — Same restrictions apply here as in personal illness. This shall not apply to children under 14 years of age.
- Death of a relative — Limited to three (3) days unless reasonable cause is shown for longer absence.
- Quarantine for contagious disease — Limited to length of quarantine as determined by the Health Department.
- Observance of religious holidays — Any child of any religious faith shall be excused if their absence was for the purpose of observing a religious holiday consistent with his creed or belief.
- Emergency, or set of circumstances which in the good judgment of the Superintendent of schools or their designee, constitutes as good and sufficient cause for absence from school. Limits set by school officials in charge for the case at hand.
- Traveling to attend Board Approved Activity — Applies to absences up to 24 school hours per board policy.
- Doctor or dental appointments — Should be scheduled after school hours or on Saturdays.
- Court appearance and appointments — Please provide written proof from the court and limited to length of appearance and travel time only, not all day.

### Tardiness and Early Dismissals

During the school year, students form habits that will accompany them for life. One of the best habits students can develop is punctuality; therefore, students are expected to be in class when the bell rings at 8:30am to begin the school day.

If a student arrives after 8:35am they must report to the school office for an admit slip. A written excuse from the parent does not guarantee that the tardy and/or early dismissal will be excused.

Students arriving after 8:35am or dismissed prior to 3:20pm will be marked as tardy or with an early dismissal. Excessive tardiness and/or excessive early dismissals will result in a conference with parents.

### Unexcused Absences

An unexcused absence is that which the parent/guardian and/or designated school officials have not given permission for, or have no knowledge of. All unexcused absences shall be considered truancy.

### Early Dismissals Procedures

Every effort should be made to schedule doctor/dental appointments, etc. after school hours. If it is necessary for a child to be dismissed early from school, the following procedure should be followed:

- The student should bring a written note explaining the need/reason for the dismissal to the office requesting the early dismissal as soon as the student arrives at school;
- A telephone number where the parent/guardian can be reached for verification must be on the note;
- At the designated time of dismissal the student should report to the office and the parent/guardian must come to the office to sign the student out of school.
- If the student is returning to school after their appointment, they should come to the office for a pass back to class; and
- A doctor/dental note verifying the appointment should be presented when the student returns to school.



# STUDENT ATTENDANCE

## Truancy

The Board endeavors to reduce truancy through cooperation with parents, diligence in investigating the causes of absence, and use of strict guidelines in regard to tardiness and unexcused absence.

When the Board determines that a student has been truant and that the parent, guardian or other person having care of a child has failed to ensure the child's attendance at school, state law authorizes the Board to require the parent to attend a specified educational program.

This program has been established according to the rules adopted by the State Board of Education for the purpose of encouraging parental involvement in compelling the child's attendance at school.

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

## Habitual Truancy

Is defined as unexcused absences for any of the following:

- 30 or more consecutive hours
- 42 or more hours in a month
- 72 or more hours in a year

Parents shall be notified of student absences with or without an excuse of 38 + hours in a month or 65 + hours in a year.

The parent is required to have the child attend school immediately after notification. If the parent fails to get the child to attend school, the attendance officer or other appropriate officer, if directed by the Superintendent or the Board, must send notice requiring the child's parent to attend a parental education program.

The Attendance Officer shall file a complaint in juvenile court on the 61st day after implementation of an absence intervention plan, if all of the following apply:

1. The student has unexcused absences of 30+ consecutive hours in a week, 42+ hours in a month, or 72+ hours in a year;
2. The district has made meaningful attempts to reengage the student through the intervention plan or other intervention strategies and alternative to adjudication; and
3. The student has refused to participate in or failed to make satisfactory progress on the plan, strategies or alternatives (O.R.C. 3321.16)

## Dismissal

Arrangements need to be made in advance to allow for students to dismiss and head home safely.

Parents/guardians may be referred to Norwood Police if they repeatedly fail to pick up their child(ren) from school in a timely manner.

## Absences for Education vs. Vacation

It shall be the policy of the Norwood City Schools that all children in the Norwood Schools are to be excused for the purpose of education and travel; that the amount of approved absence be left to the discretion of the building principal and the superintendent when the trip is for enduring educational purposes; that the absences for the purposes mentioned be excused and the children not penalized for such absences, except absences at the end of a nine-weeks period and final examinations.

This policy is not to be construed as making any change in the regulations for absence caused by illness. Violations of the provision of the policy shall result in absences considered as unexcused.

**The Board of Education does not believe that students should be excused for vacations or other non-emergency trips.**

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.

## Perfect Attendance

Any student with **zero** tardies, **zero** early dismissals and **zero** absences will be considered for a perfect attendance award. Any student who misses any part of the school day (morning or afternoon) will not qualify for the perfect attendance award.

## DISTRICT HOMEWORK POLICY

*As long as it is properly designed, carefully planned and geared to the development of the individual student, homework meets a real need and has a definite place in the educational program. It is not used for disciplinary purposes. The extent and type of homework given is decided by the classroom teacher within the framework of specific instructional plans.*

*Homework is designed to help the student become more self-reliant, learn to work independently, improve the skills which have been developed and complete certain projects such as reading of worthwhile books and the preparation of research papers. Home study assignments also afford a way for parents to acquaint themselves with the school program and their own children's educational progress.*

(Adoption Date: February 19, 2004)

### Homework Guidelines

The value of homework varies with the course being taught. Therefore, the weight of the homework upon the quarterly grade will be determined by an individual teacher.

- Homework is not to be assigned for disciplinary reasons, or to determine competency.
- The child should know how to do the assignment so that parents will not have to furnish the instruction.
- Teachers should contact parents when a student is not completing homework assignments.

With the proper combination of teacher, parent, student cooperation and responsibility, the homework policy of the district can become an integral part of the student's education.

*The research is clear:*

**HOMEWORK REINFORCES LEARNING.**

**HOMEWORK RAISES STUDENT ACHIEVEMENT.**

### The Parent's Responsibility

- To work with your child's teacher and to understand that homework is one component within the total framework of a student's education.
- To provide a time and place for child to do homework without interruption.
- To periodically check on child's progress and review the completed assignment.
- To encourage and support your child to do his/her best in school and on all homework.

### The Student's Responsibility

- To understand and appreciate the value and importance of homework as an important part of his/her education.
- To put forth their best effort to honestly complete, on time, all homework that has been assigned.

## ELEMENTARY EDUCATION

### Evaluation Criteria

The reporting system for grades K-2 will be as follows:

- E = Excellent
- S = Satisfactory
- N = Needs to improve
- U = Unsatisfactory

The reporting system for grades 3-12 will be as follows:

- A = 90 - 100
- B = 80 - 89
- C = 70 - 79
- D = 60 - 69
- F = 0 - 59

All subjects will be considered in calculating a student's eligibility for Honor Roll. This includes: reading, writing, mathematics, social studies, science, health, art, music, and physical education.

Honor Roll criteria for grades K-2: Honors and awards will be given to students in grades K-2 as determined by the grade level teachers in each building

Honor Roll criteria for grades 3-5: Students must have all "A's" and "B's" in the academic and special area subjects of reading, writing, math, citizenship, science, spelling,

health, art, music, and physical education.

### Physical Education

Physical education is offered to all students in grades K through 5. The only gym clothes required of students in lower grades are gym shoes.

### Parent-Teacher Conferences

Parents are strongly encouraged to attend Parent-Teacher Conferences scheduled twice a year in all Norwood schools. Conferences allow parents and teachers to share information about a child's academic and behavioral progress.

### Field Trips

As part of the educational experience, children are occasionally taken on field trips. All trips are under the direct supervision of teachers or authorized school personnel at all times. When trips require transportation, a nominal fee may be required.

## STATE AND LOCAL ASSESSMENTS

Throughout the school year, all Ohio public school children will participate in state and district assessments to determine if they are meeting academic benchmarks.

**Kindergarten:** Students in kindergarten are given a diagnostic assessment in the area of reading and mathematics. The classroom teacher or team of educators administer this diagnostic assessment. The primary purpose of the diagnostic assessments is to provide a tool for teachers, parents and students in checking the progress of the students toward meeting the standards. As required by the state, students also participate in the KRA (Kindergarten Readiness Assessment) between the first days of school- November 1st.

**Grades 1-3:** Students in grades 1, 2 and 3 are given a diagnostic assessment in the area of reading and mathematics. The classroom teacher or team of educators administer this diagnostic assessment. The primary purpose of the diagnostic assessments is to provide a tool for teachers, parents and students in checking the progress of the students toward meeting the standards.

### Local Assessments

**Grades 2 & 5** take part in the InView portion of the Terra Nova Assessment which measures cognitive abilities that relate to a student's ability to learn and succeed in school. This assessment includes verbal reasoning, sequences, analogies and quantitative reasoning. Parents are sent a letter informing them of the test results and an explanation of those results. The State of Ohio and the district also use results for "gifted" identification.

#### **Grades 2-8 MAP**

(Measures of Academic Progress) Testing. MAP is an assessment used in grades 2-8 in the area of reading and math. Results are used for instructional purposes, goal setting and for gifted identification.

#### **High School- Algebra I and Geometry MAP**

(Measures of Academic Progress) Testing. Results are used for instructional purposes, goal setting and for gifted identification.

### State Mandated Tests

*The Ohio Department of Education has a series of state tests in 3rd-8th grade as well as the high school End of Course Exams for five courses. Tests are administered online. All tests are scored as advanced, accelerated, proficient, basic and limited. Results are used at the classroom and district level for planning an instructional program to support all learners. Results are also reported to the Ohio Department of Education.*

**Grade 3:** The English Language Arts is administered in an online version. The 3rd grade English Language Arts test is given in both October and April. These assessments, required by the state, are divided into two parts. Additionally, in April, students are given the mathematics test.

**Grade 4:** The two tested areas are English Language Arts and Mathematics. These assessments, required by the state, are administered each year in two parts and are given in April.

**Grade 5:** Three areas are tested: English Language Arts, Mathematics and Science. These assessments, required by the state, are administered each year in two parts and are given in April.

**Grade 6:** The two tested areas are English Language Arts and Mathematics. These assessments, required by the state, are administered each year in two parts and are given in April.

**Grade 7:** The two tested areas are English Language Arts and Mathematics. These assessments, required by the state, are administered each year in two parts and are given in April.

**Grade 8:** Three areas are tested: English Language Arts, Mathematics (8th grade math or Algebra I for high school credit End-of-Course Exam) and Science. These assessments, required by the state, are administered each year in two parts and are given in April.

**High School End of Course Exams:** There are six areas tested; English Language Arts II, Algebra I, Geometry, American Government, American History, Biology. These assessments, required by the state, are administered each year toward the end of the course.

## PROMOTION & RETENTION OF STUDENTS

*The promotion of each student is determined individually. The decision to promote a student or retain a student shall be based on the premise that each student shall be placed in the best environment for learning. Factors that will be taken into consideration include: reading skill, age, physical maturity, emotional and social development, and grade average. Promotion or retention procedures demand continuous analysis and study of the cumulative student history. Administrative guidelines include the following elements:*

1. A committee in each building shall be formed to review the student's history and to make the final recommendation to the principal. The final decision shall be based on the age, maturity, grades, results on state and/or local testing, and ability level of the student. Retention is strongly discouraged for students who would be more than two years older than the majority of students in the class they would be in the following year.
2. Students in jeopardy of retention should be referred to the building's Intervention Assistance Team once the classroom teacher has implemented accommodations and/or modifications within the classroom without achieving the desired results. Intervention and documented evidence should be available to justify retention.
3. Parents shall be invited to a conference with the principal and/or designee for a discussion of possible retention.
4. Placement in the next grade level may be contingent on the successful passage of summer school.
5. Promotion of students with disabilities may be based on their Individualized Education Plans (IEP), 504 program, medical adaptations and accommodations, in addition to regular classroom performance not specified by the IEP.
6. The student may be retained in the current grade level or promoted to the next upon recommendation of the retention committee regardless of his/her summer work.
7. "Academically prepared" as used in this policy means that the principal, in consultation with the student's teacher(s), has reviewed the student's work records and has concluded that, in their judgment as a professional educator, the student is capable of progressing through and successfully completing work at the next grade level.
9. Students with disabilities will have their IEP team determine whether they are to participate in the state-testing program or participate in an Alternative Assessment. Students who are determined to be "Limited English Proficient" will be given a yearly assessment to determine their progress in obtaining reading skills. Administration of the state achievement tests will be in accordance with state regulations.





## STUDENT HEALTH

*The link between learning and health is clear. Over the last 15 years, several studies have consistently documented the powerful connection between health and academic achievement, with poor health often negatively affecting students' attendance, grades and ability to learn in school.*

To support the health of students, staff, and community, Norwood City Schools employs a health team consisting of a certified school nurse, DeToasha Brigger who can be reached at (513)924-2882 and 5 health aides committed to the health and care of Norwood students and staff.

High & Middle School: 7:30am - 3:00pm    All Elementary Buildings: 8:00am - 3:30pm

### Immunizations

NCS follows the mandates of the Ohio Department of Health regarding student immunizations. Each student must have evidence on file upon admission to school that they have received, or are in the process of receiving, immunizations as required by state law.

Noncompliance is reason for exclusion from school.



We have all the required school immunizations in stock for both VFC (medicaid eligible, uninsured, American Indian or Alaskan native, underinsured) as well as private insurance vaccines. Our cost is based on a sliding scale fee which is determined by proof of income.

For scheduling appointments call 513-653-0474

Monday - Thursday 9:30 am- 3:00 pm

Friday 9:30 am - 2:30pm

*Please bring any immunization documentation at the time of visit.*

### Screenings

*Vision and hearing screenings* will be conducted according to the recommendations and guidelines of the Ohio Board of Health.

As with all school screenings parents will be notified by letter if their child's screening result is outside of the expected result according to the Ohio Department of Health/(CDC) screening guidelines.

### Health Conditions

Please notify the school nurse or health aide if your child has a food allergy, asthma, or other health condition that requires medication or care during the school day.

Our food service requires documentation from a doctor regarding food allergies in order to document a food allergy on the student's account. A *Medication Administration Form* that is completed by a doctor for an Epi pen is sufficient documentation.

### Illness or Injury

In the event of illness or injury occurring at school, or at school functions that students are expected to attend, the following procedures will be followed:

1. School personnel will make every effort to notify the parent/guardian to be contacted in emergency situations. The directions on the *Emergency Medical Authorization Form*, as completed by the parent/guardian, will be followed as closely as possible. It is the parent/guardian's responsibility to immediately notify the school whenever any information on the *Emergency Medical Authorization Form* needs to be updated. Current contact information is required by Ohio law.
2. If the nature of the illness or injury does not indicate immediate medical/dental evaluation and the parent/guardian cannot be reached, the relative or neighbor, as indicated by the parent/guardian on the *Emergency Medical Authorization* information provided through your Final Forms Registration.
3. Students will be released to properly identified persons only.
4. If the nature of the illness or injury indicate immediate medical/dental evaluation is needed and the parent/guardian cannot be reached, the doctor/dentist indicated on the *Emergency Medical Authorization Form* will be contacted and their directions followed.
5. If none of the above can be reached, the best collective judgment of school personnel regarding the interests of the child will be followed.
6. If a child is to be transported by the paramedic unit, and parents/guardians are not available:
  - a) School personnel will accompany the child;
  - b) The *Emergency Medical Authorization Form* will be sent with them; and
  - c) Parents will be given full particulars at the earliest possible time.

*Parents may excuse their children from any school screening (including vision and hearing screenings ) by sending a signed/dated letter to your building health aide each school year, stating that they do not wish their child to participate in the screenings.*

## STUDENT HEALTH

### Medication

1. Norwood City Schools prohibit the administration of any drug (prescription or over the counter) without written permission of the parent/guardian and the written orders (instructions) of the prescribing physician.
2. Whenever possible, medication should be administered before or after school hours. If a student must receive medication during the school day, a *Medication Administration Form* signed by the parent/guardian and the prescribing physician must be brought to school along with the medication by the parent:
  - a) A separate request form must be completed for each medication to be administered;
  - b) A revised statement, signed by the prescribing physician, must be submitted whenever there is a change in the original physician's order; and
  - c) New request forms must be submitted at the beginning of each school year.
3. The medication must be in the current, original container (child proof) in which it was dispensed by the pharmacist or prescribing physician. It must have an affixed label including the student's name, name of medication, dosage, route of administration, and time of administration.
4. Students are not permitted to carry any medication on their person unless there is agreement of school personnel and a request form has been submitted by the parent/guardian and prescribing physician (i.e., inhaler, epi-pen).
5. A *Medication Administration Form* is required for Epi pens and inhalers, even if they are self-carried by the student.

### Section 504

*(of the ADA Amendments Act of 2008 ADAAA)*

Section 504 of the Rehabilitation Act of 1973 requires a public school district to identify each child who has a disability that substantially limits a major life function such as learning, eating, sleeping, etc. If you believe your child's health condition substantially limits a major life function, they may qualify for an evaluation to determine Section 504 eligibility. Please feel free to contact the Norwood City Schools' Supervisor of Special Education, **Amanda Havlin** at (513) 924-2502 or Norwood City Schools' District Nurse, **DaTosha Brigger** at (513) 924-2882

### 24-Hour Rule

Norwood City Schools recognizes that a student needs to be **FEVER, VOMITING & DIARRHEA FREE** for 24 hours without medication to return to school.

*(Ohio Legislative Administrative Code 5101:2)*

### Head Lice

Lice do not cause disease and are not dangerous to the child or others. Head lice is a nuisance, not a serious disease or a sign of poor hygiene. No one should be treated with head lice shampoo unless they have a confirmed case of lice. The American School Health Association, the American Academy of Pediatrics, and the Center for Disease Control (CDC) do not support "no nit" policies that exclude students from school. No nit policies and practices keep the children out of their educational program needlessly.

If live lice are found in the head, the parent should be notified by the end of the day. Treatment and preventive information about lice should be sent home with the child. The child can return to school once the child has been treated with a pediculicide shampoo. A school health professional should recheck student upon return to school and a week to 10 days after identification.

### Communicable Diseases

Norwood City Schools will follow the recommended guidelines from the Ohio Department of Health regarding exclusion and readmission of students with communicable diseases or infections known to be transmitted by any form of casual contact and considered a threat to others.

### Tuberculosis

In order to ensure that Norwood City School District is in compliance with requirements set by the Hamilton County Public Health TB Control Unit and with Ohio Law (ORC 3313.71 and 3701.13), we ask if you/your child have traveled outside the United States in a non-tourist capacity within the past year that you notify the District Nurse, **DaTosha Brigger** @ (513) 924-2882, within the first week of admission to school. The school nurse will review criteria and determine if TB testing is warranted.

### Community Assistance

In the event that a student/family requires additional community resources in other health areas:

- **NORWOOD HEALTH DEPARTMENT** located at 2059 Sherman Avenue and may be contacted at (513) 458-4600. IMMUNIZATIONS are available here by appointment.
- **C.M.H. (CHILDREN WITH MEDICAL HANDICAPS PROGRAM)** is a state funded program that assists families who have children with specific illnesses or handicaps which could be financially draining to the family resources. This program is similar to an insurance coverage that will pay the medical costs and supplies of covered illnesses such as asthma, diabetes & cerebral palsy.

# TECHNOLOGY POLICY

We are excited to have the Internet available in every classroom, the library, and each computer lab in the district. Also, each student will have a Chromebook to take home with them every day. We feel having the Internet accessible to our staff and students is another important way to increase academic achievement. Because we will be encouraging our staff and students to utilize the Internet, we want to make you aware of possible problems associated with its use.

The district acquisition site has Internet filtering in place to try to keep questionable material from a Norwood Internet user. They use a company that updates and blocks questionable websites daily. However, because they provide this service to a number of other school districts, they will not add a site that one district thinks should be blocked. Because of this minor limitation, Norwood has put an additional firewall in place to block those sites we think are questionable that the district acquisition site is not blocking. This allows Norwood to block free e-mail sites such as Hotmail and Yahoo mail as well as the popular chat rooms and instant messaging services currently not blocked by the district acquisition site.

Based on requirements for the Children's Internet Protection Act (CIPA), inappropriate material shall be determined locally, without resulting in loss of protected First Amendment rights. Norwood will do all it can using the following CIPA guidelines, to restrict access to materials the Norwood Board of Education deems could be harmful to minors including:

Any picture, image, graphic image file, or other visual depiction that:

- Depicts, describes or represents, in a patently offensive way with respect to what is suitable for minors, and
- Taken as a whole lacks serious literary, artistic, political or scientific value to minors.

Realize it is impossible to block all Internet material that may be considered controversial. While uncommon and deplorable, you must be aware that inappropriate material might unintentionally be accessed over the Internet in the classroom. However, in almost all cases, the individuals who receive the inappropriate information are specifically looking for the material that is offensive in nature. We want you to be aware that we are making every effort to minimize the chances of your child accessing inappropriate material. The use of the Internet is a privilege and any inappropriate and/or illegal interaction with the Internet and all its services will be strictly prohibited.

*The following rules are being placed in each student handbook in the district. By signing the handbook release, you indicate your child has parental permission to use the Internet, that you and the student understands the potential problems with Internet use, and that they are willing to abide by these rules.*

**Please read this document carefully. When signed, it becomes a legally binding contract. If your child violates any provisions of this agreement, their access to the Internet may be denied and they may be subject to disciplinary action.**

1. The student is responsible for material that comes over the Internet while they are using the Internet. While intentional or not, any material that comes over the Internet of a questionable value is solely their responsibility. The student and/or their parents shall not hold the school or any staff member responsible for exposing them to this inappropriate material.
2. Files stored on Norwood City School's Computers are restricted to school related assignments only and as such are available for inspection at any time. Personal, non-school related files/software may not be stored on school computers without permission from a staff member.
3. Students shall not attempt to or actually use, alter, copy or delete another person's password, account, disk, and/or data files.
4. Attempts to gain access to unauthorized (password protected) areas are prohibited. It is the responsibility of each student to keep their personal password a secret.
5. The student shall not knowingly introduce a computer virus into any school computer. Unauthorized access, including so-called "hacking" and other unlawful activities shall be prohibited.

## TECHNOLOGY POLICY

*The following rules are being placed in each student handbook in the district. By signing the handbook release, you indicate your child has parental permission to use the Internet, that you and the student understands the potential problems with Internet use, and that they are willing to abide by these rules.*

### CONTINUED FROM PRIOR PAGE:

6. All software on the school's computers is property of the school and shall not be copied by a student.
7. Computers shall not be used to produce items that contain profanity, abusive or hateful material, or are of questionable taste.
8. Only school-approved and district purchased software may be loaded onto computer workstations. Preview software can be loaded only on specifically designated computers in the computer room.
9. Use of the Internet is restricted for educational purposes and shall be subject to the rules and restrictions spelled out in these rules.
10. The student shall access the Internet only through the Internet service provided by the Norwood City Schools while on school property.
11. Costs to repair and/or replace hardware that is either damaged or stolen shall be paid by the student(s) responsible for the damage
12. Forgery is forbidden. Forgery shall include copying another person's work and presenting it as your own.
13. The staff reserves the right to monitor any and all computer activity for improper use.
14. The student shall not misuse the Internet in any of the following ways:
  - a.) Sending or receiving pornographic or questionable material;
  - b.) Sending or receiving inappropriate language;
  - c.) Sending or receiving unethical or illegal material; and/or
15. The student shall abide by generally accepted rules of network etiquette. These include but are not limited to

#### E-Mail

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>· Be polite and brief</li> <li>· Use appropriate language</li> <li>· Do not reveal personal information</li> <li>· Only send to appropriate addresses</li> <li>· Delete unneeded mail immediately</li> <li>· Only post to groups you know</li> </ul> | <ul style="list-style-type: none"> <li>· <b>Downloading Files (FTP):</b> Do not download files onto school computers without prior staff permission.</li> <li>· <b>Newsgroups:</b> Do not subscribe to any newsgroup without prior staff permission.</li> <li>· <b>Listserve:</b> Do not subscribe to any listserve without prior staff permission.</li> </ul> |
|---|--|

16. All Internet material (E-mail, downloaded files, newsgroups, etc.) that comes on Norwood's computers becomes property of Norwood City Schools and can be inspected at any time.
17. Material the student receives over the Internet is to be used for research and project development and shall not be copied word for word for school assignments.
18. The student will not reveal their personal home address or phone number or those of fellow students to anyone on the Internet.
19. The student shall not use the computer for personal financial gain.
20. The student will not use the network system in a way that will disrupt the use of the network by others.
21. The student may not use a chat area, instant messages or personal ad area without prior teacher permission.
22. Students MAY NOT use any of the free e-mail services available over the Internet. The student shall use only their registered e-mail account provided by the district while on the Norwood Internet system. These will be given to all high school students and to select middle and elementary students.
23. A student may use they own laptop computers in class only with prior permission of the individual classroom teacher.
24. A student may not reconfigure a computer by changing any components, cords or cables, or by altering any program's configuration, options, or preferences, or by altering the system's configuration in any way without explicit permission from the teacher in charge.

For more information please refer to the Chromebook Policy



## STUDENT EMAIL POLICY

Each student in the Norwood City School District is being given the opportunity and privilege to have their own email address. This email service is free through a company on the internet. There are many positive reasons why we want to give our students their own email address. However, as with all uses of the internet, we want to stress our concerns and explain the rules that will be in place while using this email system.

1. The internet service is set up and run by the Norwood City Schools and as such, they have complete control over the email system.
2. The email service we are using is filtered, meaning any email that contains words of questionable nature will be kicked out, read by a person, and determined whether or not it should be delivered.
3. This is the only email that should be used by students in the high school while using school computers.
4. It is the responsibility of each student to keep his/her personal password a secret.
5. Attempts to gain access into other Norwood email accounts will result in the loss of email privileges.
6. Any email sent by a student that is threatening, harassing, obscene or of questionable nature will be dealt with by the school administration, and the student sending the offensive email will have his/her email privileges revoked.
7. Any email a student receives that is threatening, harassing, obscene or of questionable nature should be printed out and given to a faculty member immediately.
8. All email that comes on Norwood's computers becomes property of the Norwood City Schools and can be inspected at any time.
9. The student should not reveal their personal home address or phone number of those of fellow students in any email.
10. It is the responsibility of each student to logout after each email session.
11. Students may not access email during class time except with the permission of the teacher.

**ALL STUDENTS SHOULD BE AWARE THAT NORWOOD CITY SCHOOLS NOW HAS THE ABILITY TO TRACK WHERE STUDENTS GO ON THE INTERNET.**

**Please read this document carefully. When signed, it becomes a legally binding contract. If your child violates any provisions of this agreement, their access to the Internet may be denied and they may be subject to disciplinary action.**

## CHROMEBOOK POLICY

Norwood City School District is supplying all K-12th grade students with a Chromebook device. This device is the property of the Norwood City School District. The Chromebook will allow students access to G Suite for Education, educational web-based tools, as well as many other useful websites. The Chromebook device is an educational tool that is not intended for gaming, social networking or high-end computing.

### *NCS D Instructional Technology Vision*

At NCS D, we believe in empowering a community of learners and leaders in which students and staff utilize technology to leverage teaching and learning. The mission of the Chromebook Initiative is to create a collaborative learning environment for all students. This environment supports engagement with content and promotes self-directed exploration and inquiry among students. Students will be transformed from consumers of information to creators of content and insights.

### ACCEPTABLE USE

#### Guidelines

1. Access to the Norwood City School District technology resources is a privilege and not a right. Each student will be required to comply with the District's Acceptable Use Policy.
2. Students will have access to all available forms of electronic media and communication which support education, research and the educational goals and objectives of the Norwood City School District.
3. Students are responsible for their ethical and educational use of the technology resources of the Norwood City School District.
4. Transmission of any material that is in violation of any federal or state law is prohibited. This includes but is not limited to the following: confidential information, copyrighted material, threatening or obscene material.
5. Users of District Technology have no rights, ownership, or expectations of privacy to any data that is, or was, stored on the Chromebook, school network, or any school-issued application and are given no guarantees that data will be retained.
6. Any attempt to alter data, the configuration of a Chromebook, or the files of another user, without the consent of the individual, building administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with the student handbook and other applicable school policies.

#### Privacy and Safety

1. Students are not to reveal their full name, phone number, home address, social security number, credit card numbers, passwords or respective information of others.
2. Students should remember that storage is not guaranteed to be private or confidential as all Chromebook devices and accessories are the property of the Norwood City School District.
3. If students inadvertently access a website that contains obscene, pornographic or otherwise offensive material, they must exit the site immediately and notify a staff member

#### Legal Property

1. Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If students are unsure, they should ask a teacher or parent.
2. Plagiarism is a violation of the student policy. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
3. Use or possession of hacking software is strictly prohibited, and violators will be subject to discipline.

### Email Electronic Communication

1. Always use appropriate and proper language in electronic communication.
2. Do not transmit language/material that may be considered profane, obscene, abusive, or offensive to others.
3. Email & communications sent/received should be related to educational needs.
4. Email & communications are subject to inspection by the school at any time.

### DIGITAL CITIZENSHIP

*Students must follow the six conditions of being a good digital citizen:*

1. Respect Yourself: I will show respect for myself through my actions. I will select online names that are appropriate, I will consider the information and images that I post online. I will consider what personal information about my life, experiences, experimentation or relationships I post. I will not be obscene.
2. Protect Yourself: I will ensure that the information, images and materials I post online will not put me at risk. I will not publish my personal details, contact details or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me. I will protect passwords, accounts and resources.
3. Respect Others: I will show respect to others. I will not use electronic mediums to antagonize, bully, harass or stalk other people. I will show respect for other people in my choice of websites, I will not visit sites that are degrading, pornographic, racist or inappropriate. I will not abuse my rights of access and I will not enter other people's private spaces or areas.
4. Protect Others: I will protect others by reporting abuse, not forwarding inappropriate materials or communications; I will moderate unacceptable materials and conversations, and not visiting sites that are degrading, pornographic, racist or inappropriate.
5. Respect Intellectual Property: I will request permission to use resources. I will suitably cite any and all use of websites, books, media etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.
6. Protect Intellectual Property: I will request to use the software and media others produce. I will use free and open source alternatives rather than pirating software. I will purchase, license and register all software. I will purchase my music and media, and refrain from distributing these in a manner that violates their licenses. I will act with integrity.

## CHROMEBOOK POLICY

### WEBSITE GUIDELINES

1. Think before you act because virtual actions are real and permanent.
2. Be aware of what you post online. Website and social media venues are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you wouldn't want friends, enemies, parents, teachers, future colleges, or employers to see.
3. Follow the school's code of conduct when writing online. It is acceptable to disagree with others' opinions; however, do it in a respectful way. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.
4. Be safe online. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birth dates, and pictures. Do not share your password with anyone besides your teachers and parents.
5. Linking to other websites to support your thoughts and ideas is recommended. However, be sure to read and review the entire website prior to linking to ensure that all information is appropriate for a school setting.
6. Do your own work! Do not use other people's intellectual property without their permission. Be aware that it is a violation of copyright law to copy and paste other's thoughts. It is good practice to cite your sources.
7. Be aware that pictures may also be protected under copyright laws. Verify that you have permission to use the image or that it is under *Creative Commons* attribution.
8. How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity.
9. Online work should be well-written. Follow writing conventions including proper grammar, capitalization, and punctuation. If you edit someone else's work, be sure it is in the spirit of improving the writing.
10. If you run across inappropriate material that makes you feel uncomfortable or is not respectful, tell your teacher right away.

### RECEIVING AND RETURNING CHROMEBOOKS

#### Distribution

1. Chromebooks will be distributed to NCSD students during the first two weeks of school.
2. Parents/Guardians and students MUST complete the District's device acceptance process during Online Registration before the Chromebook can be issued.

#### Collection

1. Students leaving the District must return district owned Chromebooks to the Library. A fine will be added to your DASL account for any Chromebooks not returned.
2. Students will be notified when their Chromebook is due, and all returns will be handled in the library at the end of that term.
3. Students MUST return the exact Chromebook AND ac adapter that was issued to them. Families MAY NOT purchase their own AC Adapter to replace a lost/stolen items. All replacements MUST go through NCSD.

### TAKING CARE OF CHROMEBOOKS

Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken or fail to work properly must be taken to the library as soon as possible so that they can be taken care of properly.

DO NOT TAKE DISTRICT-OWNED CHROMEBOOKS TO AN OUTSIDE COMPUTER SERVICE FOR ANY TYPE OF REPAIRS OR MAINTENANCE.

### General Precautions

1. No food or drink is allowed next to your Chromebook while it is in use.
2. Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
3. Students should unplug usb devices and headphones before closing chromebook.
4. Students should never carry their Chromebooks while the screen is open.
5. Students may not add writing, drawing, or stickers to their chromebook.
6. Chromebooks must have a Norwood City School District Asset tag on them at all times, and this tag must not be removed or altered in any way. A fine will be assessed for tags that are removed.
7. Chromebooks should never be left in a car or exposed to extreme temperatures for long periods of time.
8. Chromebooks should never be left unattended in any unsupervised area.
9. Students are responsible for bringing a fully charged Chromebook to school each day for class use.

### Screen Care

1. The screens are particularly sensitive to damage from excessive pressure on the screen.
2. Do not lean or put pressure on the top of the Chromebook when it is closed.
3. Do not store the Chromebook with the screen in the open position.
4. Do not place anything near the Chromebook that could put pressure on the screen.
5. Do not place anything in a carrying case or backpack that will press against the cover.
6. Do not poke the screen with anything that will mark or scratch the screen surface.
7. Do not place anything on the keyboard before closing the lid (e.g. papers, pens, pencils, hands/fingers, or disks).
8. Clean the screen with a soft, dry microfiber cloth or anti-static cloth.

### Charging your Chromebook

1. Chromebooks must be brought to school each day fully charged.
2. Charger should be brought to school in chromebook case as loaner chargers are not available.
3. Repeat violations of this policy may result in disciplinary action.

### Identifying and Storing your Chromebook

Student Chromebooks will be labeled in the manner specified by the school. Chromebooks can be identified in several ways:

- Record of district asset tag and serial number
- Individual user account name and password

1. Chromebooks are the responsibility of the student. This device is to be used for the duration of the lease term while enrolled in NCSD.
2. When students are not using their Chromebook, they should store them in their locker.
3. Nothing should be placed on top of the Chromebook when stored in the locker.
4. Students should be taking their Chromebooks home every day after school, regardless of whether or not they are needed. Chromebooks should always be in the case provided by the district.

# CHROMEBOOK POLICY

## USING THE CHROMEBOOKS

### School Use

1. Chromebooks are intended for use at school each day.
2. In addition to teacher expectations for Chromebook use, school messages, announcements, and schedules may be accessed using the Chromebook.
3. Students are responsible for bringing their Chromebook to all classes, unless specifically advised not to do so by their teacher.
4. Chromebooks should be locked in school lockers when not in use.

### Home Use

1. The use of Chromebooks at home for educational purposes may occur at times..
2. Chromebook care at home is as important as in school.
3. Transport chromebooks with care (in a protected case provided by the district).
4. School district Internet filtering will be provided for the Chromebooks when used outside of school district buildings.

### Chromebook Left at Home

1. If students leave their Chromebook at home, they must attempt to phone their parent/guardian to bring it to school.
2. If unable to contact parents, the student may have the opportunity to use a loaner Chromebook. Individual schools determine if they have enough inventory to issue a loaner Chromebook. Please check with your school library to determine if a loaner is available for the day.

### Managing and Saving Work

1. G Suite for Education (GSFE) is a suite of products which includes mail, calendar, sites, word processing, presentations, drawings, spreadsheets, forms, etc. GSFE lets students create different kinds of online documents, collaborate in real time with other people, and store documents, as well as other files in the cloud.
2. With a wireless Internet connection and their Chromebook, students can access documents and files anywhere, at any time.
3. Prior to leaving the district, or graduating, students who want to save any work from their district Google account, need to use Google Takeout to transfer the work to a flash drive or personal gmail account.

### Updating the Chromebook's Operating System.

1. Students should restart their Chromebook daily.

## Notice of Monitoring of District-Issued Devices

*The Norwood City School District may access and/or monitor students' activity on school issued devices for prevention and safety purposes, as long as the district provides an annual notice to parents.*

## CHROMEBOOK TECHNICAL SUPPORT

### Chrome Depot in the Library

1. Hardware maintenance and repairs
2. Coordination and completion of repairs
3. Distribution of loaner Chromebooks
4. ALL DAMAGE must be promptly reported to library staff to ensure timely repair and return of damaged device.

### Damaged Chromebooks

1. Please report all Chromebook problems to the Library.
2. If the device is damaged, you will be charged for the cost of the repair.
3. A loaner Chromebook may be issued to you if available.

### Lost/Stolen Chromebook

1. If a device is lost or stolen, a report must be reported to the building librarian and technology department.
2. If a device is stolen, the student and parent must file a police report with the police department, and a copy of the report must be provided to the school. Norwood City School District will assist the Police Department in an attempt to recover the device and a loaner device will be provided to the student in the meantime. If the device is not recovered, a permanent replacement will be provided.
3. If a lost Chromebook cannot be located, a fine of the replacement cost will be added to the student's account.

## CHROMEBOOKS LEFT IN UNSUPERVISED AREAS

1. Under no circumstances should Chromebooks be left in an unsupervised area.
2. Unsupervised areas include the school grounds and campus, the cafeteria, computer labs, field house, locker rooms, library, unlocked classrooms, hallways.
3. If an unsupervised Chromebook is found, notify a staff member immediately.
4. Unsupervised Chromebooks will be confiscated by staff. Disciplinary action may be taken for leaving a Chromebook in an unsupervised location.

## PROBATIONARY STUDENTS

1. If a student violates any part of this handbook agreement, the student's account could be suspended or restricted.
2. Probationary students could be required to turn in their Chromebooks to the library at the end of each day for a specified period of time determined by building administration. The library will secure the equipment during the evening, and the student will be allowed to check it back out on a daily basis.
3. Probationary status may be assigned by building administration to any student who has violated the *Acceptable Use Policy*.



# **STUDENT DRESS CODE**

## **The Board of Education policy states:**

School dress should enhance a positive image of the student and the District and not threaten the health, welfare and safety of the members of the student body. Any form of dress or grooming which attracts undue attention, prompting a disruption of the learning environment is unacceptable.

### **REQUIREMENTS INCLUDE THE FOLLOWING:**

1. Dress and grooming standards require cleanliness in the interest of health, sanitary conditions and safety requirements.
2. When a student is participating in school activities, their dress and grooming must not disrupt their performance or that of other students or constitute a health threat to themselves or others.
3. Dress and grooming are not such as to disrupt the teaching/learning process.

Students represent their school; therefore, a neat appearance reflects the quality of the school. Wearing inappropriate clothing is not only poor representation of the school.

Violations of the Dress Code could result in, but are not limited to: a warning conference, being provided with alternative clothing, being sent home to change.

Administrators have the right to prohibit clothing that they determine would negatively affect student learning, behavior, and/or safety. The dress code includes, but is not limited to, the following:

- No headwear (i.e. hats, scarves, etc) can be worn. Unless for religious or cultural reasons.
- No strapless, backless or halter tops - or tops with spaghetti straps - can be worn without an appropriate covering.
- No exposed midriffs are allowed.
- All pants and shirts must meet at the waistline.
- No muscle shirts are permitted.
- All undergarments must be covered.
- Clothing/jewelry with sexually suggestive or inappropriate language or pictures is prohibited.
- Clothing/jewelry that promotes the use of alcoholic beverages, tobacco or drugs is prohibited.
- Shorts and skirts must be at least mid-thigh length or longer.
- Sleepwear (pajamas, slippers, etc.) cannot be worn in school.
- No items that could be perceived as weapons can be worn (i.e. chains, safety pins, studded jewelry).
- Outerwear clothing & backpacks should be kept in lockers or coatrooms.
- No See-through clothing may be worn.

# **CELL PHONES / ELECTRONIC DEVICES**

**IF CHILDREN BRING CELL PHONES/ELECTRONIC DEVICES TO SCHOOL,  
THEY MUST BE TURNED OFF AND BE KEPT IN BACKPACKS  
IN THEIR LOCKERS OR COAT ROOMS,  
(unless given permission by a school official.)**

If cell phones or electronic devices are seen or heard during the school day, they will be kept in the school office until a parent/guardian comes to school to retrieve it.

The school is not responsible for devices that are lost, stolen, or broken.

## CODE OF STUDENT CONDUCT

### Introduction

*The Norwood City School District's Board of Education believes that discipline in the school setting provides each student with the most favorable atmosphere for learning. It recognizes that setting limits and rules on students is an important part of the learning process and is necessary for the function of a healthy and safe educational environment.*

*It must be understood by each student and their parents/guardians must understand that any teacher or school official has not only the right, but also the duty, to insist on behaviors appropriate to the school setting. The right of discipline extends to all areas of the school program, both curricular and extracurricular. It is the requirement of an orderly school that students and faculty demonstrate a mutual respect for each other, and for the school, its staff and administration.*

### Student Rights & Responsibilities

All students have the right to an education. That right carries with it responsibilities, primarily, to respect the rights of others.

The rights of all students are best served in a school that is well organized, safe and maintains a positive climate for learning. School behavior should reflect the behavior expected in a business setting. When inappropriate student behavior disrupts effective learning conditions, students may be denied participation in the educational system for varying periods of time.

Students have the right to communicate concerns without threat to grades, course credits, college recommendations or other aspects of scholastic life. Norwood Board Policies KL and KLD "Public Complaints" explain the process that can be used by parents and students when displeased with a decision or procedure used in the discipline process.

The following Code of Student Conduct is designed to make students and parents aware of the rules and regulations and the consequences of failure to obey. Clearly stated rules and regulations ensure that all students know what is expected of them. *Any violation of the Code of Student Conduct, either while on or off school property and/or at a school-sponsored activity, shall result in a consequence being applied, up to and including suspension and/or expulsion.*

### Prior Knowledge

When a student has information about another person's actions or plans that, if carried out, could cause harm to another person or damage to property, they must report that information to a teacher or administrator. Students must notify a teacher or administrator about any other activity which the student knows or should know will disrupt the academic process, and/or curricular and extracurricular activities of the District.

### Rules & Regulations for the Behavior & Discipline of Students

Teaching personnel are responsible for managing student behavior and handling discipline problems that occur within their range of responsibility. Teachers may call on other school personnel to help in discharging their responsibilities. They may refer students to the building administrator who is then responsible for determining further disciplinary action.

The discipline regulations explained in this Code of Student Conduct apply to conduct while school is in session; at school-sponsored activities on school premises; off school premises at any school-sponsored activity or event; in any vehicle whose use is controlled, organized or arranged by the school; and at any time when the student is subject to the authority of the Board of Education or school personnel. School sponsored activities or events include, but are not limited to, graduation ceremonies and graduation-related activities.

While the Norwood City Schools' Code of Student Conduct is consistent for grades K-12, the building administrator(s) has the discretionary right to select the consequence most appropriate for the student's age/grade. Potential consequences to infractions of the Code of Conduct include, but are not limited to, the following:

- Student conference / Warning
- Parental involvement / Conference
- Limiting activities / Loss of privileges
- Detention to be assigned before / after school or at recess / lunch Referral to support personnel / programs
- Removal or confiscation of non-permitted item
- Payment of damages
- After school alternative placement (ASAP)
- Alternative classroom placement (ACP)
- Behavior contract
- Probation
- Emergency removal
- Out of school suspension
- Referral to law enforcement agency
- Referral to court
- Expulsion
- Community service

## CODE OF STUDENT CONDUCT

### THREATS OF HARM POLICY

*The Board of Education deems every verbal or written expression of intended harm to a teacher, administrator, employee or student of the school district as threatening conduct. Such expressions by non-students are subject to reporting to law enforcement authorities. Non-students making such threats may be barred from entry onto school premises. Students making threats are subject to the student disciplinary procedures and may be referred to law enforcement authorities.*

*Words expressing harmful intentions are not figures of speech. Such expressions shall not be excusable for the reason that the speaker claims actual harm was not intended.*

### Harassment

*Any verbal, nonverbal, written or physical action that intimidates, degrades, insults, or causes mental or physical harm to another student, school guest, school visitor, or any school personnel due to their gender, appearance, nationality, race, ethnic background, religion, or disability is prohibited.*

*Harassment may include the following:*

- *Hazing: Doing any act or coercing another to do any act of initiation onto any student or other organization that causes or creates a substantial risk or causes mental or physical harm to any person;*
- *Profanity directed toward a staff member or another student;*
- *Activities which may cause fear / panic in an individual or group;*
- *Threats;*
- *Extorting property;*
- *Intentionally causing annoyance to others;*
- *Bullying;*
- *Using ethnic insults or slurs; and/or*
- *Stalking*

### Violence

- *Fighting;*
- *Threatening physical harm;*
- *Causing physical harm; and/or*
- *Assault*

### Falsifying Information

- *Lying;*
- *Cheating;*
- *Forging any type of letter, note, document or electronic message to defraud;*
- *Fraudulent signature and/or impersonation;*
- *Abuse of 911 emergency number; and/or*
- *Sounding of a false alarm or participating in false threats of fire or bombs*

### Disruption

*Engaging in conduct which interferes with the orderly operation of the classroom, school, or school-related activities is not allowed. Disruption may include the following:*

- *Dress code violations;*
- *Wearing gang related clothing / promotion of gang related activities;*
- *Establishment of/and conduct of clubs and organizations not approved by school authorities;*
- *Public display of affection;*
- *Gambling (card playing, games of chance, coin throwing, and/or wagering on games/sporting events);*
- *Excessive horseplay: behavior which detracts from the normal appropriate expectation and/or creates a situation which is hazardous to any student or group. This may include, but is not limited to: pushing and wrestling; and/or*
- *Profanity*

### Obscene, Pornographic or Libelous Materials

*Possessing, creating, displaying, wearing, or distributing obscene, pornographic, or libelous materials by any medium is prohibited.*

### Insubordination

*Failure to comply with the directions of teachers, student teachers, substitute teachers, teacher aides, principals or other authorized school personnel during any period of time when the student is properly under the authorization of school personnel is not allowed. Insubordination may include the following:*

- *Breaking contract or probation violation;*
- *Refusing lesser punishment;*
- *Disrespect to school personnel;*
- *No effort;*
- *Refusing to participate in the school / class environment;*
- *Skipping detention;*
- *Failure to successfully complete ASAP or ACP;*
- *Refusing to follow classroom rules;*
- *Refusing to follow building rules;*
- *Refusing to stop disruptive behavior; and/or*
- *Incorrigible behavior*

## CODE OF STUDENT CONDUCT

### Hazing & Bullying

Hazing means doing any act or coercing another to do any act of intimidation or harassment to any other student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Permission, consent or assumption of risk by an individual subjected to hazing, does not lessen the prohibition in this policy.

Bullying is an intentional written, verbal, or physical act that a student has exhibited toward another particular student more than once and the behavior causes either 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.

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 hazing and/or bullying activities. No student, including leaders of student organizations, may 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 and/or bullying is discovered, involved students are informed by discovering district employees of the prohibition contained in this policy and are required to end all hazing and/or bullying activities immediately. All hazing and/or Bullying activities are reported immediately to the Superintendent/designee, and the appropriate discipline is administered.

District employees, students, and volunteers are provided with 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 law. No one shall retaliate against an employee or student because they file a grievance or assist or participate in an investigation, proceeding or hearing regarding the charge of hazing and/or bullying of an individual.

THE NORWOOD CITY SCHOOL DISTRICT IS NOT RESPONSIBLE OR LIABLE FOR THE THEFT, LOSS OR DESTRUCTION OF ANY ELECTRONIC COMMUNICATION DEVICE (ECD). STUDENTS BRING THEIR ECD TO SCHOOL AT THEIR OWN RISK.

### Student Behavior in a Non-School Setting

Norwood City Schools reserves the right to review inappropriate or harassing behaviors that are directed towards school personnel or other students in a non-school setting.

### Fighting, Threatening or Harassment

**A STUDENT SHALL NOT FIGHT.** Fighting is defined as the willful act of hostile body contact among two or more persons. A student shall not behave in such a way as to cause or attempt to cause physical injury to another student, visitor or staff members of this school district. No student shall encourage another person to commit the offense of fight. Students should seek alternative ways to resolve conflicts, without threats, harassment or fighting. Pursuing escalation of an altercation rather than stepping back and seeking adult intervention is prohibited. Students guilty of the above face disciplinary action and possible suspension or expulsion from school.

### Internet/Network Policy

Students must abide by the Board's internet/network acceptable use policy. Some of the regulations include the following: School computers are not to be used to produce or access items that contain profanity, abusive or hateful material, or are of questionable taste. Attempts to gain access to unauthorized (password protected areas of the network) are prohibited. Personal, non-school related material may not be stored on school computers. Students shall not knowingly introduce a computer virus into any school computer. Network and e-mail etiquette guidelines must be followed.

### Musical Device, Phones & Electronic Game Policy

Students may possess a musical device, phone and electronic game while on school property subject to the following limitations:

- THE DEVICE SHOULD BE TURNED OFF WHILE IN CLASS AND WHILE WALKING THROUGH THE HALLWAYS.
- Students found in violation of this policy are subject to the same consequences as outlined in the Electronic Communications Device (ECD) Policy



## CODE OF STUDENT CONDUCT

### Electronic Communications Device (ECD)

An “electronic communications device” is a device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor. Examples of electronic communications devices are cell phones; ipads and watches with cellular service.

Students may possess an electronic communications device (ECD) while on school property subject to the following limitations:

- The device must not be visible and should be in a powered off state.
- The device may NOT be used at any time between 8:35 and 3:20 p.m.

If the ECD is visible or a student is found using an ECD during the school day, the following actions will occur:

1. For the first offense, the student will receive a warning from the teacher.
2. For the second offense, the student will be sent to the office where the ECD will be placed in a tagged container with the student’s identifying information. The ECD will be returned to the student at the end of the day.
3. For any further offenses, the student will be sent to the office where the ECD will be placed in a tagged container with the student’s identifying information. The ECD will be returned after extended periods and eventually to a parent ONLY. A phone call will be made to parents.

### Chemical Dependence

#### Intervention Policies

The faculty and staff recognize that chemical dependency is a treatable illness. Left untreated, chemical dependency can become chronic and ultimately fatal. Chemical dependency is defined as an illness in which the consumption of chemicals, including alcohol, adversely affects the student’s health and interferes with their performance at school. While the problems associated with chemical dependency are primarily the responsibility of the home, the school and the community share in this responsibility. Chemical dependency can, and most likely will, interfere with a student’s performance at school. If it has been confirmed that the student is using some form of chemical, the following may occur under the Options Intervention Policy:

- Procedures within the Code of Student Conduct will be implemented;
- Some form of assessment and/or treatment must occur;
- The student will be readmitted to school and his/her progress monitored; and/or
- Upon returning to school, students recovering from chemical dependency will be asked to join a support group

*Any refusal on the part of a student in following the steps outlined in this policy will result in disciplinary action up to and including*

*suspension.*

### Substance Abuse

Possession, use, distribution, transfer or sale of tobacco products, lighters, matches, drugs (over-the-counter, prescription or illegal), alcohol, or being under the influence of an illegal drug or alcohol on school premises, or at a school function, is prohibited.

Smoking, vaping and tobacco product violations, all offenses may be a 10-day suspension with a recommendation for expulsion. The expulsion may be reduced at the discretion of the superintendent, with a recommendation of the principal, and with involvement in an intervention program.

- Substance abuse may include the following:
- Possession of tobacco products;
- Smoking and/or any other use of tobacco products;
- Vapor pens/e-cigarettes;
- Possession of alcohol and or look alike beverages;
- Drinking alcoholic beverages;
- Being under the influence of drugs and or alcohol;
- Possession of drugs and or paraphernalia or look alike drugs and or paraphernalia; and
- Buying, distributing or selling drugs or look alike drugs.

### Theft and/or Destruction of Property

Defacing or destroying the property of Norwood City Schools or of another person who is within the limits of school property is prohibited. This shall include, but is not limited to: writing on walls, littering, cutting, carving, burning, or breaking, etc. Theft and/or attempted theft of the property of Norwood City Schools or of another person who is within the limits of school property is likewise prohibited. Starting or trying to start a fire will result in a 10-day suspension with recommendation for expulsion.

### Student Search and/or Seizure

When a student is suspected of possessing illegal, stolen or dangerous items on their person, the administrator or their designee shall ask the student to reveal the item suspected to be on their person. If the student refuses, the administrator or their designee may ask for permission to conduct a search. If the student refuses, the administrator may declare the student to be in a state of insubordination and may, at the discretion of the administrator, notify the police and the parent of the student. If the administrator or their designee has reason to believe that a student possesses an item that poses an imminent danger to life or property, the administrator may take whatever steps they deem necessary and appropriate to remove the item from the student’s person.

## CODE OF STUDENT CONDUCT

### Weapons & Dangerous Instruments

The Norwood City School District strives to provide a safe learning environment for all students. Weapons and/or look-alikes of any type will not be tolerated. Students may be subject to discipline procedures and may be referred to law enforcement authorities.

#### ***WEAPONS ARE CLASSIFIED INTO TWO CATEGORIES:***

**Category A:** includes articles commonly used or designated to inflict bodily harm and/or intimidate other persons; i.e. firearms, knuckles, switchblade/butterfly knives, chains, clubs, explosives, slingshots, etc.

**Category B:** includes articles for other purposes, but which also could be used to inflict bodily harm and/or intimidate other persons. Examples include, but are not limited to: belts, combs, canes, pencils, files, compasses, scissors, household cutting instruments, chemicals, etc.

Any student possessing any item in Category A, acting in an aggressive or belligerent manner with any item from either Category A or B, having caused injury to another person with any item from either Category A or B will be considered in violation of this policy.

