Northern Local Elementary Handbook
2026-2027

District Office	743-1303
Glenford Office	659-2209
Somerset Office	743-1454
Thornville Office	246-6636
Transportation	743-1533



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

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

_____Date _____
Parent/Guardian Signature

_____
Student Signature

TABLE OF CONTENTS

Foreword ---------- 5
Vision of the School ---------- 5
Equal Education Opportunity ---------- 5
School Day---------- 6
Student Rights and Responsibilities---------- 6
Student Well-being---------- 6
Injury and Illness---------- 7
Note to the Parents---------- 7

Section I - General Information
Enrolling in School ---------- 8
Scheduling and Assignment---------- 8
Late Arrival/Early Dismissal---------- 8
2 hour Delay Schedule---------- 9
2 hour Early Dismissal Schedule---------- 9
Transfer /Withdrawal From School---------- 9
Immunizations---------- 9
Illness During School Hours---------- 9
Emergency Medical Authorization---------- 10
Use of Medications ---------- 10
Non-Prescribed Medications---------- 10
Control of Casual-Contact Communicable Disease ---------- 10
Control of Non-Casual-Contact Communicable Disease ---------- 11
Control of Blood-Borne Pathogens---------- 11
Students with Disabilities---------- 11
Homeless Students---------- 11
Student Records---------- 11
Student Fees, Fines and Charges---------- 12
Student Fund Raising ---------- 13
Student Valuables---------- 13
Student Sales---------- 13
Meal Services---------- 13
Fire and Tornado Drills---------- 14
Safety Drills---------- 14
Emergency Closings and Delays---------- 14
Preparedness for Toxic and Asbestos Hazards---------- 14
Visitors---------- 15
Use of the Library---------- 15
Use of School Equipment and Facilities---------- 15
Lost and Found---------- 16
Use of Office Telephones---------- 16
Use of Personal Communication Devices---------- 16
Advertising Outside Activities---------- 19
Video Surveillance Cameras---------- 19

Section II - Academics

Field Trips---------- 20
Grades/Promotion ---------- 20
Grading Periods ---------- 20
Interim Progress Reports---------- 20
Grading Scale ---------- 21
Retention---------- 21
Homework---------- 21
Gifted Identification---------- 21
Computers Technology and Networks---------- 22
Violation of Computer Policy ---------- 23
Student Assessment---------- 24
Ohio State Testing Guidelines ---------- 24

Section III - Student Activities

School-Sponsored Clubs and Activities---------- 25
Non School-Sponsored Clubs and Activities---------- 25
Student Attendance at School Events---------- 25

Section IV - Student Conduct

Arrival and Dismissal---------- 26
Absence Notification ---------- 26
Attendance ---------- 26
Excused Absence Reasons ---------- 27
Documentation Requirements and Timelines ---------- 28
Habitual Truant ---------- 28
Chronic Absenteeism ---------- 28
At-Risk of Chronic Absenteeism ---------- 29
Absence Intervention Plan (AIP) ---------- 29
Absence Intervention Team (AIT) ---------- 29
Notification of Absence ---------- 29
Signing In ---------- 29
Signing Out ---------- 30
Tardiness ---------- 30
Make-up of Tests and Other School Work ---------- 30
Student Conduct—---------- 30
Academic Honesty —---------- 31
Bullying, Harassment and Intimidation---------- 33
Harassment, Intimidation or Bullying Means —---------- 34
Dress and Grooming---------- 35
Care of Property ---------- 36
Student Discipline Code of Conduct---------- 36
Discipline---------- 39
Informal Discipline---------- 40
Formal Discipline ---------- 40
Playground Rules---------- 40
Due Process Rights---------- 40
Consequences ---------- 40
Suspension from School ---------- 41

Expulsion from School ---------- 41
Discipline of Students with Disabilities---------- 41
Search and Seizure ---------- 41
Interrogation of Students---------- 41
Student Rights of Expression---------- 42
School Social Events---------- 42

Section V - Transportation

Bus Transportation to School---------- 42
Bus Conduct ---------- 42
Videotapes on School Buses ---------- 43
Transportation of Students by Private Vehicle ---------- 44
Administrative Directory---------- 45
Northern Local School Board of Education---------- 46
Equal Education Opportunity —---------- 47
Parent Right to Know - Highly Qualified Teacher —---------- 47
Northern Local School District (Glenford & Somerset) Title 1 Parent Involvement 47
Title 1 School Parent Child Partnership —---------- 48
Homeless Student Information —---------- 48

FOREWORD

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

VISION/MISSION OF THE SCHOOL

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

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

EQUAL EDUCATION OPPORTUNITY

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

Dr. Walter Skaggs, Superintendent (740) 743-1303

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

SCHOOL DAY

SCHOOL DAY: 9:00 A.M. - 3:40 P.M.
Teachers arrive by 8:30 am.
Doors will not open for students until 9:00am.

TARDY Arrival after 9:15 is considered tardy.

STUDENT RIGHTS AND RESPONSIBILITIES

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

STUDENT WELL-BEING

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

INJURY AND ILLNESS

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

NOTE TO THE PARENT

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

Section I – General Information

*****Enrolling in the School**

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

*****Scheduling and Assignment**

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

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

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

*****2 Hour Delay Schedule**

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

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

School is dismissed at 1:40 on a 2 hour early dismissal day.

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

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

Medical

*****Immunizations**

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

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

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

Hepatitis B-3	3 Doses
DPT	4 Doses
Polio	3 Doses
MMR	2 Doses
VAR	2 Doses

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

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

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

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

*****Emergency Medical Authorization**

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

*****Use of Medications**

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

*****Non-prescribed Medications**

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

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

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's staff has the authority to remove or isolate a student who has been exposed to a communicable disease or highly-transient pest, such as lice.

Specific diseases include: diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the local and state health departments.

Any removal shall be only for the contagious period as specified in the school's administrative guidelines.

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

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

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

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

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

*****Students with Disabilities**

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

*****Homeless Students**

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

*****Student Records**

The teachers and administrative staff keep many student records. There are two basic kinds of records -- directory information and confidential records. Directory information can be given to any person or organization for non-profit

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

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

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

2. Those students entering school during the first semester shall pay the full amount of $25.00.
3. Those students entering the second semester shall pay $12.50.
4. Those students entering school during the last quarter shall not be charged a fee.
5. Those students transferring during the first quarter shall receive a full refund of $25.00.
6. Those students transferring after the first quarter shall not receive a refund.
7. Records shall be held if fees have not been paid before transferring to a new school.

8. Fees may be waived in situations where there is financial hardship. Contact the school office for more information. This does not apply to any fees that may be charged for extracurricular activities, fines, school pictures or lunch charges. Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment.

*****Student Fund-Raising**

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

*****Student Valuables**

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

*****Student Sales**

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

*****Meal Services**

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

Free breakfast and lunch are provided for all students this school year.

*****Fire and Tornado Drills**

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

Tornado drills shall be conducted during the tornado season using the procedures prescribed by the state.

*****Safety Drills**

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

*****Emergency Closings and Delays**

If the School must be closed or the opening delayed because of inclement weather or other conditions, contact shall be made by phone through the District "Messages XR" system and the school will notify the following media stations.

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

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

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

The Board of Education is concerned for the safety of the students and staff members and shall attempt to comply with all Federal and State statutes and regulations to protect them from hazards that may result from industrial accidents beyond the control

of school officials or from the presence of asbestos materials used in previous construction. Toxic hazards exist in chemicals and other substances used in the school setting such as in laboratories, science classrooms, kitchens, and in the cleaning of rooms and equipment. Any staff member or contractor who applies pesticides on District property shall meet the requirements established by law. All school buildings shall be inspected for the existence of asbestos or asbestos-containing materials

*****Visitors**

In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to obtain a pass. Any visitor found in the building without a pass shall be reported to the principal. If a person wishes to confer with a member of the staff, she/he should call for an appointment prior to coming to the school. If such an individual refuses to leave the school grounds or creates a disturbance, the principal is authorized to request from the local law enforcement agency whatever assistance is required to remove the individual. Rules regarding entry of persons other than students, staff and faculty upon school grounds or premises shall be posted near the entrance to such grounds or premises if there are no formal entrances. In addition, the rules shall be posted in a central location in each school and made available to students, upon request.

Students may not bring visitors to school without first obtaining written permission from the Principal.

*****Use of the Library**

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

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

The Board of Education believes that the grounds and facilities of this District should be made available for community purposes, provided that such use does not infringe on the original and necessary purpose of the property or interfere with the educational program of the schools and is harmonious with the purposes of this District. The Board may permit the use of District grounds and facilities when such permission has been requested in writing by a responsible organization or a group of citizens and has been approved by the Superintendent. The use of District grounds and facilities shall not be granted for any purpose which is prohibited by law. Should all or any part of the District's community be struck by a disaster, the Board shall make District grounds and/or facilities available, at no charge, for the housing, feeding, and care of victims or potential victims when requested by local, State, or Federal authorities. The Superintendent should meet with the appropriate authorities to establish a disaster preparedness plan in order to ensure that proper procedures are established to minimize

confusion, inefficiency, and disruption of the educational program. Use of school equipment in conjunction with the use of school facilities must be requested specifically in writing, and may be granted by the procedure by which permission to use facilities is granted. The users of school equipment must accept liability for any damage or loss to such equipment that occurs while it is in their use. Where rules specify, no item of equipment may be used except by a qualified operator. Users shall be liable financially for damage to the facilities and for proper chaperonage. No liability shall attach to this District, or any of its employees and officers, specifically as a consequence of permitting access to these facilities.

*****Lost and Found**

Each school has a place for lost and found items. Please label all items that belong to your child. Unclaimed items may be given to charity.

*****Use of Office Telephones**

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

*****Use of Personal Communication Devices**

For purposes of this policy, "personal communication device" (PCD) includes computers, tablets (e.g., iPad-like devices), electronic readers ("e-readers"; e.g., Kindle-like devices), cell phones, smartphones (e.g., iPhones, Android devices, Windows Mobile devices, etc.), smartwatches, and/or other web-enabled devices of any type.

In order to avoid disruption of the educational environment and protect students' right of privacy, student use of PCDs is prohibited on school grounds during school hours.

PCDs intended and actually used for instructional purposes (e.g., taking notes, recording classroom lectures, writing papers) will be permitted, as approved by the classroom teacher or the Principal. However, the use of a PCD to engage in non-education-related communications is expressly prohibited.

When use of PCDs is prohibited the devices must be powered completely off (i.e. not just placed in vibrate or silent mode) and stored out of sight.

Students may not use PCDs on school property or at a school-sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school.

During after school activities, PCDs shall be powered completely off (not just placed into vibrate or silent mode) and stored out of sight when directed by the administrator or sponsor.

Under certain circumstances, a student may keep his/her PCD "On" with prior approval from the Principal.

Except as authorized by a teacher, administrator or IEP team, students are prohibited from using PCDs during the school day, including while off-campus on a field trip, to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e.,pictures/video) of any student, staff member or other person. Using a PCD to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted.

The use of PCDs that contain built-in cameras (i.e., devices that take still or motion pictures, whether in a digital or other format) is prohibited in locker rooms, shower facilities, and/or rest/bathrooms.

PCDs, including but not limited to those with cameras, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. The Superintendent and Principal are authorized to determine other specific locations and situations where use of a PCD is absolutely prohibited.

Students are expressly prohibited from using covert means to listen-in or make a recording (audio or video) of any meeting or activity at school. This includes placing recording devices, or other devices with one - or two-way audio communication technology (i.e., technology that allows a person off-site to listen to live conversations and sounds taking place in the location where the device is located), within a student's book bag or on the student's person without express written consent of the Superintendent. Any requests to place a recording device or other device with one- or two-way audio communication technology within a student’s book bag or on a student’s person shall be submitted, in writing, to the Principal. The District representative shall notify the parent(s), in writing, whether such request is denied or granted within five (5) days.

Students shall have no expectation of confidentiality with respect to their use of PCDs on school premises/property.

Students may not use a PCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. See policy for Bullying and Other Forms of Aggressive Behavior. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

Students are also prohibited from using a PCD to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using PCDs to receive such information.

Possession of a PCD by a student at school during school hours is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise abuses this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the PCD. The Principal will also refer the matter to law enforcement or child services if the violation involves an illegal activity. Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations

and/or the nature of or circumstances surrounding a particular violation. If the PCD is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed, unless the violation involves potentially illegal activity in which case the PCD may be turned-over to law enforcement. A confiscated device will be marked in a removable manner with the student's name and held in a secure location in the building's central office until it is retrieved by the parent/guardian or turned-over to law enforcement. School officials will not search or otherwise tamper with PCDs in District custody unless they reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. A person who discovers a student using a PCD, in violation of this policy, is required to report the violation to the Principal.

Students are personally and solely responsible for the care and security of their PCDs. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, PCDs brought onto its property.

Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office.

*****Advertising Outside Activities**

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

*****Video Surveillance Cameras**

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

Section II – Academics

*****Field Trips**

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

The school reserves the right to deny individual student participation in a field trip due to the student's record or misconduct.

*****Grades/Promotion**

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

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

*****Grading Periods**

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

Grading Period Begins	Grading Period Ends
8/18/2026	10/16/2026
10/19/2026	12/18/2026
1/4/2027	3/12/2027
3/15/2027	5/27/2027

*****Interim Progress Reports**

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

*****Grading Scales**

93-100 = A	88-89 = B+	78-79 = C+	68-69 = D+	59 and below = F
90-92 = A-	83-87 = B	73-77 = C	63-67 = D	
	80-82 = B-	70-72 = C-	60-62 = D-	

*****Retention**

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

*****Homework**

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

*****Gifted Identification**

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

*****Computer Technology and Networks**

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

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

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

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

Network Responsibilities

1. Each individual person shall have an account, which can be used to access the network. Each account owner is responsible for all activity under that account.

2. Transmission of any materials in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening, harassing, or obscene material, pornographic material, or material protected by trade secret.

3. Use for commercial activities by for-profit institutions, product advertisement or political lobbying is prohibited.

4. No use of this network shall serve to disrupt its use by other individuals or by connecting networks.

5. It is beneficial for all users to keep the network running efficiently. Each user must take responsibility for keeping down costs and avoiding system disruption.

6. Any traffic from this network that traverses another network is also subject to that network's acceptable use policy.

7. Users must respect others' privacy and intellectual property.

8. All communication and information accessible via the network should be assumed to be private property. Any sources used in research must be cited and credit given to the author.

9. The legal rights of software producers and network providers, and copyright and license agreements, must be honored.

10. Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on a network, you must notify the Systems Operator or a District Administrator. Do not demonstrate the problem to other users. Do not use another individual's account without written permission from that individual.

11. When using the network, you must obey any faculty or staff members, or other supervisor designated by a faculty or staff member.

Violation of Computer Policy

Any violation of the network responsibilities shall result in a cancellation of network privileges for a period of time to be determined by the administration. The Systems Operator and/or District Administrators shall deem what is inappropriate use and their decision is final. Also, the Systems Operator and/or District Administrators may close an account at any time, as they feel necessary. The administration, faculty, and staff of the Northern Local Schools may request the Systems Operator to deny, revoke, or suspend specific user accounts. Any action which compromises the security of any of the computers connected to the network, or attempts to log in to the network as a system

Administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network. Vandalism shall result in cancellation of privileges. Vandalism is defined as any attempt to harm or destroy data of another user, the network, or any of the above listed agencies or networks that are connected to the Internet. This includes but is not limited to, the uploading or creation of computer viruses and the modification of terminal settings or access software. The Northern Local Schools make no warranties of any kind, whether expressed or implied, for the services they are providing. The Northern Local Schools shall not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by the school's own negligence or your errors or omissions. Use of any information obtained via the Northern Local Schools is at your own risk. The Northern Local Schools specifically denies any responsibility for the accuracy or quality of information obtained through its services.

***** Student Assessment**

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

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

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

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

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

*****Ohio State Test Guidelines**

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

Section III – Student Activities

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

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

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

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

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

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

Section IV – Student Conduct

*****Arrival and Dismissal**

School hours are 9:00 AM to 3:40 PM. **No students are to enter the building before 9:00 AM and all students are to be picked up by 3:50PM.**

*****Absence Notification**

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

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

*****Attendance**

It is important for every student in Ohio to attend school every day. Missing too much school has long-term, negative effects on students, such as lower achievement and graduation rates. Regular school attendance is an important ingredient in students' academic success. Excessive absences interfere with students' progress in mastering knowledge and skills necessary to graduate from high school and be prepared for higher education and the workforce. To support academic success for all students, the district will partner with students and their families to identify and reduce barriers to regular school attendance.

The Northern Local School District is committed to ensuring that every student attends school regularly, consistently, and punctually. Regular attendance is not merely a procedural expectation — it is a foundational condition for academic success, social-emotional development, and long-term life outcomes. Every day a student is present represents an irreplaceable instructional opportunity. Every day missed is a loss of learning that cannot be fully recovered through makeup work alone.

The Board of Education of the Northern Local School District recognizes that regular school attendance is among the most powerful predictors of student achievement. Research consistently demonstrates that students who miss ten percent (10%) or more of enrolled school days — approximately 18 days in a standard school year — are at significantly higher risk of falling behind academically, failing coursework, being retained, and ultimately dropping out of school. Chronic absenteeism affects students at every grade level, including preschool and kindergarten, where foundational literacy and

numeracy skills are developed. Early and persistent absenteeism in the primary grades is a documented predictor of third-grade reading proficiency, which is itself a critical benchmark for long-term educational success. The NLSD further recognizes that absenteeism is not always a matter of willful noncompliance. Barriers including poverty, housing instability, health conditions, transportation challenges, trauma, and disengagement all contribute to chronic absenteeism. Effective intervention requires identifying and addressing root causes with compassion, persistence, and coordinated community resources.

Ohio House Bill 96 (enacted as part of Ohio's 2025–2027 operating budget, effective September 30, 2025) substantially strengthens Ohio's framework for identifying, monitoring, and intervening with chronically absent students. HB 96 shifts Ohio's attendance law from a primary focus on unexcused absences and truancy filings to a proactive, tiered model of early intervention for students at risk of becoming chronically absent. This policy is adopted in full compliance with HB 96 and the Ohio Department of Education and Workforce (ODEW) guidance issued August 2025, and must be fully implemented no later than August 1, 2026.

It is the policy of the Northern Local School District Board of Education that all students enrolled in NLSD schools shall attend school daily, on time, and prepared to learn. The District shall implement proactive, equitable, and legally compliant attendance practices that prevent absenteeism, support struggling students and families, and hold all parties accountable for ensuring regular student attendance.

According to the Ohio Revised Code, legitimate excuses can include:

Excused Absence Reasons

The following absences shall be classified as excused, consistent with ORC § 3321.13:

- **Personal illness or injury** — A physician's statement is required if the absence exceeds five (5) consecutive school days. The District may require medical documentation for shorter absences if a pattern of illness-related absences is identified.
- **Illness in the family** — Requiring the student's presence at home (not to exceed five school days per incident without documentation).
- **Death of a relative** — Bereavement absences, with reasonable duration determined by the building principal.
- **Observance of a religious holiday** — In accordance with ORC § 3321.13 and District procedures for advance notification.
- **Court appearance** — When required by subpoena or judicial order. Supporting documentation required.
- **Medically necessary appointment** — Doctor, dentist, mental health provider, or other licensed health professional. Documentation preferred; same-day return expected when possible.
- **School-approved activities** — Including field trips, college visits (limited to two per year for grades 11–12), approved academic competitions, and school-sponsored extracurricular events taking place during the school day.

- **Conditions making attendance impossible or hazardous** — Including extreme weather, pandemic health directives, or other circumstances as determined by the Superintendent.
- **Other reasonable cause** — As approved in advance by the building principal with documented justification.

Documentation Requirements and Timelines

- Parents/guardians must provide an excuse within two (2) school days of the student's return.
- Excuses should include: student's full name, date(s) of absence, reason for absence, and parent/guardian name.
- Documentation from a licensed physician, court, or religious institution may be required for specific categories as indicated above.
- Absences not excused within the two-day window shall be recorded as unexcused and shall not be retroactively reclassified absent unless exceptional circumstances approved in writing by the building principal.
- The building principal retains authority to make final determinations regarding excuse validity.

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

All students are expected to be in school every day unless they have a legitimate excuse as defined by the Ohio Revised Code. Unexcused, truant absences, may result in the student earning a “zero” for each class missed, which may have a detrimental effect on their grade in the particular course.

***Habitual Truant**

As defined by ORC § 3321.19, a student who, without a legitimate excuse, has been absent for any of the following:

30 or more consecutive hours without legitimate excuse in a school year; or

42 or more hours without legitimate excuse in any one calendar month during the school year,

Or; **72 or more hours** without legitimate excuse during the school year. A student meeting the habitual truancy threshold may be referred to Juvenile Court. Under HB 96, court filings are required only if the student and family are not making satisfactory progress toward improving attendance, as determined locally by the District.

***Chronic Absenteeism**

As newly defined by Ohio HB 96 (effective September 30, 2025), a student is chronically absent when they have missed at least ten percent (10%) of the minimum number of instructional hours required under ORC § 3313.48 for the school the student attends. This threshold is approximately 18 school days in a standard 180-day school year. All absences — excused, unexcused, and medically excused — count toward the

chronic absenteeism threshold. This definition replaces and supersedes the former "excessively absent" category, which is no longer in Ohio law.

*****At-Risk of Chronic Absenteeism**

A student who has missed between five percent (5%) and nine percent (9%) of enrolled school days —approximately 9 to 17 days — is considered at-risk of chronic absenteeism. Students at this threshold are eligible for Tier 2 early intervention supports under this policy without waiting for the full chronic absenteeism threshold to be reached.

*****Absence Intervention Plan (AIP)**

A formal, written, individualized plan developed pursuant to ORC § 3321.191 when a student reaches the chronic absenteeism threshold or is otherwise identified by the Absence Intervention Team as requiring intensive support. The AIP documents specific attendance goals, identified barriers, assigned responsibilities, support services to be provided, and scheduled review dates.

*****Absence Intervention Team (AIT)**

A multidisciplinary team convened to develop and monitor Absence Intervention Plans. Under HB 96, the AIT supports early intervention for chronically absent students as designated by local board policy. The AIT shall include, at minimum: the building principal or designee, the parent/guardian, the student (as appropriate by age and circumstance), at least one classroom teacher, and a school counselor or social worker.

*****Notification of Absence**

If a student is going to be absent, the parents must contact the school by 10:00 a.m. and provide an explanation. Upon a student's return to school, he/she must have a note from a parent or doctor if prior contact had not been made. All doctors' appointment absences will need a note from the doctor turned into the office. **If there is no contact with the parent upon the student's return to school for 24 hours, the student's absence shall remain unexcused.**

When no excuse is provided, the absence will be unexcused and the student will be considered truant. If the absence of a student appears to be questionable or excessive, the school staff will try to help parents improve their child's attendance.

An excused absence allows the student to make up all possible work. It is the responsibility of the student to obtain missed assignments. It is possible that certain kinds of schoolwork such as labs or skill practice sessions cannot be made up and, as a result, may negatively impact a student's grade.

If the absence is unexcused or unauthorized by the Principal, a student may not make up the work. The skipping of classes or any part of the school day is considered an unexcused absence and no make-up of class work may be permitted. Disciplinary action will follow.

*****SIGNING IN**

Any student arriving after the 9:15 morning tardy bell must sign in. All students who sign in must state the time and reason for the absence. Those students without a legitimate excuse will be disciplined according to the tardy policy and the code of conduct.

*****SIGNING OUT**

It is our job to know where you are when you are under the school's care and supervision. Any time you must leave before the end of the school day you must sign out in the office. Parental consent must be given for any student to sign out. Parental permission slips are turned in before the morning tardy bell. The written note from your parent/guardian must state the date, time and reason for your early dismissal. When the time comes for you to leave, come to the office to sign out. If a note is not provided, the parent/guardian must go to the office to sign out his/her child.

*****Tardiness**

If a student is late in arriving at school, she/he must report to the school office before going to his/her first assigned location. If the tardiness continues to be a problem, the attendance officer shall be notified. Students arriving after 9:15 shall be marked tardy. Students arriving after 10:30 shall be marked ½ day absent.

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

Students who are excusably absent from school or who have been suspended shall be given the opportunity to make up work that has been missed. The student should contact her/his teacher as soon as possible to obtain assignments.

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

*****Student Conduct**

Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of law affecting students. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community. The Board of Education has zero tolerance of violent, disruptive, or inappropriate behavior by its students.

Respect for real and personal property; pride in one's work; achievement within the range of one's ability; and exemplary personal standards of courtesy, decency, and honesty shall be maintained in the schools of this District. It is the responsibility of students, teachers, and administrators to maintain a classroom environment that:

A. allows teachers to communicate effectively with all students in the class;

B. allows all students in the class the opportunity to learn;

C. has consequences that are fair, and developmentally appropriate;

D. considers the student and the circumstances of the situation; and

E. enforces the Student Code of Conduct/Student Discipline Code accordingly.

Academic Honesty

The Board values honesty and expects integrity in the District's students. Violating academic honesty expectations erodes the trust between teachers and students as well as compromises the academic standing of other students. So that each student learns the skills being taught and is judged solely on their own merits, the Board prohibits any student from presenting someone else's work as their own, using artificial intelligence platforms in place of one's own work, providing unauthorized assistance to another student, and cheating in any manner.

All school work submitted for the purpose of meeting course requirements must be the individual student's original work or the original work of a group of students for group projects. It is prohibited for any student to unfairly advance their own academic performance or that of any other student. Likewise, no student may intentionally limit or impede the academic performance or intellectual pursuits of other students.

Academic dishonesty includes, but is not limited to:

A. plagiarism (of ideas, work, research, speech, art, music, etc.);

B. forgery of another's work;

C. presenting the results that are the product of an artificial intelligence ("AI") platform as one's own where the use of AI was not specifically allowed by the teacher as part of the assignment;

D. downloading or copying information from other sources and presenting it as one's own;

E. using language translation work of someone else or using technology when the expectation is doing one's own translation;

F. copying another person's work;

G. allowing another person to copy one's own work;

H. stealing another person's work;

I. doing another person's work for them;

J. distributing copies of one's work for use by others;

K. distributing copies of someone else's work for use by others for academic gain or advantage;

L. intentionally accessing another's work for the purpose of presenting it as one's own for academic gain or advantage;

M. distributing or receiving answers to assignments, quizzes, tests, assessments, etc.;

N. distributing or receiving questions from quizzes, tests, assessments, etc.

Use of Artificial Intelligence Tools For School Work

To ensure the integrity of the educational process and to promote fair and equal opportunities for all students, except as outlined below, the use of Artificial Intelligence ("AI") tools is strictly prohibited for the completion of school work. The use of AI/NLP tools, without the express permission/consent of a teacher, undermines the learning and problem-solving skills that are essential to academic success and that the staff is tasked to develop in each student. Students are encouraged to develop their own knowledge, skills, and understanding of course material rather than relying solely on AI tools and they should ask their teachers when they have questions and/or need assistance. Unauthorized use of AI tools is considered a form of plagiarism and any student found using these tools without permission or in a prohibited manner will be disciplined in accordance with the Student Code of Conduct.

Notwithstanding the preceding, students can use AI tools in the school setting if they receive prior permission/consent from their teacher, so long as they use the AI tools in an ethical and responsible manner. Teachers have the discretion to authorize students to use AI tools for the following uses:

A. Research assistance: AI tools can be used to help students quickly and efficiently identify background information, including locating relevant information and sources for their school projects and assignments, suggesting research questions, providing opposing viewpoints, identifying unseen aspects, and suggesting other perspectives.

B. Data Analysis: AI tools can be used to help students with pattern identification and to analyze, understand, and interpret large amounts of data, such as text documents or social media posts. This can be particularly useful for research projects or data analysis assignments – e.g., scientific experiments and marketing research.

C. Language translation: AI tools can be used to translate texts or documents into different languages, which can be helpful for students who are learning a new language or for students who are studying texts written in a different language. AI tools can also remove abstract language from a text, adjust text complexity, and provide background information about a culture to help a student understand texts.

D. Writing assistance: AI tools can provide grammar and spelling corrections, as well as suggest alternative word choices and sentence structure, to help students improve their writing skills.

E. Accessibility: AI tools can be used to help students with disabilities access and understand written materials. For example, text-to-speech software can help students with specific learning disabilities or visual impairments to read texts, and

AI-powered translation tools can help students with hearing impairments understand spoken language (e.g., create transcripts or provide closed-captioning for spoken material).

When AI tools are used responsibly and effectively, they can help to supplement, not replace, traditional learning methods. If a student has any questions about whether they are permitted to use AI tools for a specific class assignment, they should ask their teacher.

In accordance with their teacher's direction, students are required to cite/identify work generated/created with the use of AI tools and explain/demonstrate how the AI tools were used in the creation of the work.

Staff and Administration have the responsibility for monitoring students' work for compliance with this policy.

All teachers, beginning in the elementary grades, will educate students as to what constitutes academic dishonesty and what is acceptable and unacceptable behavior in District schools regarding academic integrity.

Students who violate this policy are subject to disciplinary consequences.

Teachers are authorized, in consultation with their Principal, to apply appropriate consequences for violations of this policy. Disciplinary consequences for significant violations may include removal from the class with a failing grade, removal from student leadership positions, elimination of honors recognition, loss of membership in honor organizations, as well as other disciplinary consequences appropriate to the nature of the violation.

Parents shall be contacted as soon as practicable to report any alleged acts of academic dishonesty by their child.

Repeated violations of this policy will result in additional disciplinary consequences in accordance with the Student Code of Conduct.

Student and/or parent appeals of disciplinary consequences resulting from violation of this policy may be made based on the appeals process documented in the student handbook.

Students may be subject to discipline for violation of the Student Code of Conduct/Student Discipline Code even if that conduct occurs on property not owned or controlled by the Board but that is connected to activities or incidents that have occurred on property owned or controlled by the Board, or conduct that, regardless of where it occurs, is directed at a Board official or employee, or the property of such official or employee.

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

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

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

Harassment, intimidation, or bullying means:

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

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

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

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

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

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is

substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior. Making intentionally false reports about aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and shall not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

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

*****Dress and Grooming**

It is the policy of the Northern Local Board of Education to recognize while fashion changes, the reason for being in school does not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk shall not be permitted. Personal expression is permitted within these general guidelines.
If a student has selected a manner of appearance that is beyond mere freedom of expression and presents a hazard to the health or safety of the student or to others in the school or materially interferes with school work, creates disorder, or disrupts the education program, then they may be removed from the educational setting.

The following styles or manners of dress and grooming are prohibited:

1. Halter-tops, tube tops, tank tops, muscle shirts, net jersey, or any type of top which exposes an unusual amount of the upper torso

2. Blouses, shirts and dresses with open backs, low necklines, thin straps, strapless, open down the sides or of bare midriff design are not allowed. Shirts should not be hanging off the shoulder.
3. Shorts/Pants/Skirts: All shorts/pants/skirts must fully cover the waistline. No holes, frays, or tears above the knee without leggings are permitted. Shorts/skirts should measure long enough to not expose private body parts or undergarments/underwear. Undergarments should be worn discreetly and kept unexposed throughout the school day.

4. Cut-offs (shirts or shorts) or any see through clothing.

5. Hats or caps (girls or boys), sunglasses, etc. (hats must remain in the locker during school day) except for headwear worn for sincere religious reasons.

6. Clothing torn, ripped, cut, or defaced that results in undergarments or excessive amount of skin being visible.

7. Dress or grooming that includes words or visuals that are lewd, obscene, disruptive, abusive, discriminatory, or drug, or gang related.

8. Clothing with writing, signs, pictures, logos, and/or commercials concerning alcoholic beverages and tobacco products or controlled substances.

9. Dress or grooming that presents a hazard to the health or safety of the student or to others in the schools (for example, certain kinds of chains, and body piercings).

10. Dress or grooming that materially interferes with school work, creates disorder, or disrupts the education program (for example, certain kinds of make-up).

11. Dress or grooming that causes excessive wear or damage to school property.

12. Dress or grooming that prevents the student from achieving the student's own educational objectives because of blocked vision or restricted movement (for example, certain kinds of hairstyles).

13. Blankets are not permitted in the school building.
14. In situations where a disagreement exists as to whether or not the attire is appropriate, the building administrator shall have the final decision.
Students who are representing Northern Local Schools at an official function or public event may be required to follow specific dress requirements. Usually, this applies to athletic teams, cheerleaders, bands, and other such groups.

*****Care of Property**

Students are responsible for the care of their own personal property. The school shall not be responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. The school may confiscate such items and return them to the student's parent. Students are not to bring toys and novelties to school such as video games, baseball cards, trading cards, cell phones/personal communication devices, electronic games or valuable items. If a student does damage to or loses school property, the student or his/her parents shall be required to pay for the replacement or damage. If the damage or loss was intentional, the student may also be subject to discipline according to the Student Discipline Code.

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

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

Drugs (1) - The sale, distribution, possession, or use of drugs, alcohol, fake drugs, steroids, inhalants, counterfeit controlled substances, or look-alike drugs is prohibited. This includes non-alcoholic beers and wines, steroids, and the like.

Tobacco (2) - Smoking and other tobacco uses are a danger to a student's health and to the health of others. The School prohibits the sale, distribution, use, or possession of any form of tobacco during school time or at any school activity. This prohibition also applies when going to and from school and at school bus stops.

Possession of a weapon (4) - A weapon includes conventional objects like guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon or an object converted from its original use to an object used to threaten or injure another. This includes, but is not limited to padlocks, pens, pencils, chairs, jewelry, and so on. Criminal charges may be filed for this violation. Possession of a knife may subject a student to a one-year expulsion. Possession of a gun may result in a one-year expulsion.

Use of an object as a weapon (5) - Any object that is used to threaten or harm another may be considered a weapon. Intentional injury to another can be a felony and/or a cause for civil action. This violation may subject a student to expulsion and possible permanent exclusion.

Purposely setting a fire (6) - Anything, such as fire, that endangers school property and its occupants shall not be tolerated. Arson is a felony and may subject the student to expulsion. Possession of a lighter or any other combustible material or device is not permitted.

Physically assaulting a staff member/student/person associated with the District (7) - Hitting, fighting, unauthorized touching, disrupting a staff member, student, or other person associated with the District, which may or may not cause injury. Assault to a staff member may result in charges being filed and subject the student to expulsion.

Verbal or written threat to a staff member/student/person associated with the District (8) - Any statement or non-contact action that a staff member, student, or other person associated with the District feels to be a threat may be considered a verbal or written assault as shall profanity directed toward a staff member in a threatening tone

Extortion (9) - Extortion is the use of threat, intimidation, force or deception to take, or receive something from someone else. Extortion is against the law.

Cheating/Academic Dishonesty/Plagiarism (11) - No student shall fraudulently, dishonestly, or deceptively obtain and use the work of another, or otherwise violate a teacher's reasonable requirements, with respect to proper test-taking or the completion of work assignments. Students shall not assist in the pursuit of academic dishonesty by providing information to other students in any way. For purposes of this policy, work is broadly construed and includes without limitation, ideas, writings, works in progress, completed works, examination questions, examination answers, etc. Any student who is caught or found to be cheating, academically dishonest or plagiarizes shall receive an "F" for the work in question, be referred to an administrator, and may be subject to additional disciplinary action.

Falsification or Misstatement of Facts or Other Information (12) – Students shall not forge the writing of another, falsely use the name of another person, or falsify times,

dates, addresses, or other data on school forms or school-related correspondence. Students shall not alter or duplicate any school or student records.

False alarms and false reports (13) - A false emergency alarm or report (including a bomb threat) endangers the safety forces that are responding, the citizens of the community and the persons in the building. What may seem like a prank is a dangerous stunt that is against the law.

Explosives (14) - Explosives, fireworks, and chemical-reaction objects such as smoke bombs, small firecrackers, and poppers are forbidden and dangerous.

Trespassing (15) - Although schools are public facilities, the law does allow the school to restrict access on school property. When a student has been removed, suspended, expelled, or permanently excluded, the student is not allowed on school property without authorization of the Principal.

Theft (16) - When a student is caught stealing school or someone's property, the student may be disciplined and may be reported to law enforcement officials. Students are encouraged not to bring anything of value that is not needed for learning to school without prior authorization from the Principal. The school is not responsible for personal property.

Disobedience (17) - School staff is acting "in loco parentis," which means they are allowed, by law, to direct a student as a parent would. This applies to all staff, not just teachers assigned to a student. If given a reasonable direction by a staff member, the student is expected to comply. Chronic disobedience can result in expulsion.

Damaging property (18) - Vandalism and disregard for school property or school personnel's private property shall not be tolerated.

Persistent absence, tardiness or truancy (19) - Attendance laws require students to be in school all day or have a legitimate excuse. Penalties can range from detention to a referral to court.

Unauthorized use of school or private property (20) - Students are expected to obtain permission to use any school property or any private property located on school premises. Any unauthorized use shall be subject to disciplinary action.

Refusing to accept discipline (21) - The School may use informal discipline to prevent the student from being removed from school. When a student refuses to accept the usual discipline for an infraction, the refusal can result in a sterner action.

Aiding or abetting violation of school rules (22) - If a student assists another student in violating any school rule, they may be disciplined. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.

Possession of electronic equipment (24) – Personal electronic communications, listening, video or gaming devices may not be activated during the school day (cell phones, pagers, CD players, tape players, MP3 players, PS2, etc.). Violation of this

policy, including inappropriate use of the device before or after the school day, may result in disciplinary action against the student. The District does not take responsibility for missing or lost personal electronic devices.

Violation of individual school/classroom rules (25) – Each learning environment has different rules for students. Individual rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules, all of which will be consistent with the policy of the school.

Harassment/Bullying (28) - The School believes that every individual deserves to be able to come to school without fear of demeaning remarks or actions. The harassment/bullying of other students or members of staff, or any other individuals are not permitted. Harassment and/or bullying conduct includes but is not limited to the following: negative comments regarding socio-economic difference; slurs; negative stereotyping; threatening, intimidating or hostile acts that relate to race, religion, gender, national origin or disability; written or graphic material that demeans or shows hostility towards an individual or group, whether that be in print or on the internet, verbal jokes, innuendo, propositions or threats and non-verbal gestures, touching, assault or the display of pictures or other visual material.

Fighting (29) - Any student involved in fighting on school property may be subjected to a 5 Day Out of School Suspension. A second offense will result in a 10 Day Out of School Suspension with a recommendation of expulsion.

Disrespect (30) - A student shall not willfully intimidate, insult, or in any other manner abuse verbally or in writing any member of the school staff or student body.

Inappropriate Language (31) - A student shall not engage in any act which frightens, degrades, disgraces, or tends to frighten, degrade, or disgrace a staff member or fellow student by written, verbal, or gesture.

Dress and Grooming (33) - While fashion changes, the reason for being in school does not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk may not be permitted.

Computer Acceptable Use (34) – The use of your account must be in support of education and research and consistent with the education objectives of Northern Local Schools. Use of another organization's network or computing resources must comply with the rules appropriate for that network..

*****Discipline**

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

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

*****Informal Discipline**

Informal discipline takes place within the school. It includes but is not limited to loss of privileges, change of seating or location, detentions, behavior reflection assignments and conferences.

*****Formal Discipline**

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

*****Playground**

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

Follow directions.
Stay in assigned areas.
Use equipment appropriately.
No fighting or play fighting.
No taunting or encouraging others to fight.
Use appropriate language.
No throwing of hard objects such as mulch, rocks or snowballs.
Get in line as soon as the whistle is blown or the signal is given.
No touching or grabbing of another person or their clothing.

*****Due Process Rights**

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

*****Consequences**

Loss of privileges

Change of seating or location
Parent contact/conference
Referral to principal
Recess detention or lunch detention
Out of school suspension
Expulsion

*****Suspension from School**

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

*****Expulsion from School**

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

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

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

*****Search and Seizure**

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

*****Interrogation of Students**

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

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

*****Student Right of Expression**

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

*****School Social Events**

All school rules are in effect for school social events.

Section V – Transportation

*****Bus Transportation to School**

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

*****Bus Conduct**

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

<u>Previous to boarding (on the road and at school)</u>
Each student shall:

1. be on time at the designated loading zone;
2. stay off the road at all times while walking to and waiting for the bus;
3. line up single file off the roadway to enter;
4. wait until the bus is completely stopped before moving forward to enter;

5. refrain from crossing a highway until the bus driver signals it is safe;
6. go immediately to a seat and be seated.

During the trip
Each student shall:

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

Leaving the bus
Each student shall:

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

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

Penalties for Infractions

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

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

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

*****Videotapes on School Buses**

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

***Transportation of Students by Private Vehicle**

Parents/Guardians/Family Members picking up or dropping off students at the school may not pull into the bus lane. Please follow building drop off and pick up procedures. This is for the safety of all students.

***Alternative Transportation Forms are available on the Northern Local Website.
If your child needs to be picked up or dropped off at an address other than their designated stop – you need to fill out this form. This form then needs to be returned to the school office.

ADMINISTRATIVE DIRECTORY
TELEPHONE NUMBERS

District Office	743-1303	Dr. Walter Skaggs –Superintendent
District Office	743-1623	Jennifer Clifton -- Treasurer
Bus Garage	743-1533	Catina Brown-Transportation
Glenford Elementary	659-2209	Lori Tussing - Principal
Somerset Elementary	743-1454	Kate Simmons - Principal
Thornville Elementary	246-6636	Lori Dupler - Principal
Sheridan M.S.	743-1315	Ed Wolfel - Principal
Sheridan H.S.	743-1335	Lisa Householder – Principal
District Office	743-1303	Amy VanBalen - Curriculum Director
District Office	743-1303	Kelly Wright – EMIS
District Office	743-1303	Kate Dougherty - Director of Special Education
District Office	743-1303	Brian Thomas - Maintenance Director

Northern Local School Board of Education

President:	Dale DeRolph
	David Weals
	Levi Dupler
	Patrick Hogan
	Steve Lemon

Board of Education Web Site:
https://www.nlsd.k12.oh.us/board-of-education

Northern Local School Web Site:
https://www.nlsd.k12.oh.us/

EQUAL EDUCATION OPPORTUNITY

It is the policy of this District to provide an equal education opportunity for all students. Any person who believes that the School or any staff person has discriminated against a student on the basis of race, color, creed, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the District, or social or economic background, has the right to file a complaint. A formal complaint can be made in writing to the School District's Compliance Officer listed below:
Mr. Thomas Perkins, Superintendent (740) 7431303

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

Parent Right to Know – Highly Qualified Teachers

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

Northern Local School District
(Glenford and Somerset)
Title 1 Parent Involvement

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

Northern Local Title 1
(Glenford and Somerset)
School Parent Child Partnership

PARENT/GUARDIAN

I shall be responsible for supporting the learning of my child in the following ways: seeing that my child is punctual and attends school regularly; encouraging my child's efforts and being available for questions; reading all progress reports; participating in/attending all parent conferences; helping my child with projects; taking my child to a library; supporting the school's efforts to maintain proper discipline; placing value on school activities; seeing that my child has a healthy breakfast before coming to school; making sure that homework is completed; monitoring the amount of television my child watches; participating, as appropriate, in decisions relating to my child's education; volunteering in my child's class; staying informed about my child's education and communicating with the school.

STUDENT

I shall be responsible for improving my achievement in the following ways: asking questions; doing all school assignments; listening in class; going to bed at a reasonable time; attending school regularly and on time; abiding by all school rules; using work time wisely; participating in class; behaving well; reading every day.

TEACHER/STAFF

I shall share responsibility for improved student achievement in the following ways: providing a high quality curriculum that enables the child to meet state performance standards; notifying parents of changes affecting attendance, achievement, grades or behavior; increasing communication between parents and teachers; participating in conferences; reporting student's progress; encouraging involvement; encouraging all students; being available to staff and parents.

MESSAGE FROM THE PRINCIPAL

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

Homeless Students Information

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

Your children have the right to:

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

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

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

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

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

• Enroll in school without giving a permanent address. Schools cannot require proof of residency that might prevent or delay school enrollment.
• Enroll and attend classes while the school arranges for the transfer of school and immunization records or any other documents required for enrollment.
• Enroll and attend classes in the school of your choice even while the school and you seek to resolve a dispute over enrolling your children.
• Receive the same special programs and services, if needed, as provided to all other children served in these programs.
• Receive transportation to school and to school programs.
When you move, you should do the following:
• Contact the school district's local liaison for homeless education (7407401303) for help in enrolling your child in a new school or arranging for your child to continue in his or her former school. (Or, someone at a shelter, social services office, or the school can direct you to the person you need to contact.)
• Contact the school and provide any information you think will assist the teachers in helping your child adjust to new circumstances.
• Ask the local liaison for homeless education, the shelter provider, or a social worker for assistance with clothing and supplies, if needed.