

NORTHWEST HIGH SCHOOL

Rated EXCELLENT by the Ohio DOE: 2003 to Present



ENTER TO LEARN . . . LEAVE TO SERVE

STUDENT HANDBOOK

2021 ~ 2022

www.northwest.sparcc.org

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Enter to Learn Leave to Serve

WELCOME

The policies and procedures contained in this handbook have been revised. Hopefully they will serve as a guide in helping you to adjust to our school.

We hope that you will participate in our varied activities and thus find those things within our school, which will prepare you to live a better life and to take your place in society. Bear in mind that your success in this school will be in direct proportion to your efforts.

Our school welcomes you to its ranks, and we hope that you will always be conscious of its traditions and requirements. This school will be whatever you make it. Let us always have the spirit to do the things, which will make Northwest High School outstanding.

YOU JUST CAN'T HIDE THAT INDIAN PRIDE!!!

ALMA MATER

Northwest High, our love will never end,
And your name we surely will defend.
You have seen so many tears,
But you've led us through the years.
When our troubles block our every way,
We will proudly lift our heads and say,
"Our Alma Mater Northwest High,
We'll love you till we die."

FIGHT SONG

Go you Northwest High,
Fight for victory.
With your colors flying high
We'll cheer you all the way – Rah, Rah, Rah!
Go you Northwest High,
Fight for victory.
Keep up the fame of our fair name
Let's go, let's fight, let's win this game.

NORTHWEST . . . FIRST IN PRIDE

ACADEMIC INTEGRITY

Academic dishonesty demonstrates a lack of character that is inconsistent with the goals of the Northwest Local School District.

Definition of Academic Integrity: All work that is prepared for evaluation by teachers (i.e., homework, quizzes, take-home exams, in-class examinations, presentations and papers) falls under academic integrity. Students are required to submit such work for evaluation for various reasons:

- To help the students develop and express concepts, knowledge, and skills
- To inspire creative thinking and work
- To provide the teacher with feedback revealing whether or not students grasp the material presented
- To provide a record of the student's progress
- To promote the learning of new material and to reinforce old material

Northwest High School students are expected to have high academic standards at all times, with emphasis on the need for attributing credit and for doing independent work when required/expected by the teacher. A violation of academic integrity may impact a student's selection for scholarships, leadership positions, membership in organizations, such as National Honor Society or any other situation in which character is a part of the selection process.

Violations will be recorded, and repeated violations will result in more serious consequences.

All work submitted to meet course requirements is expected to be a student's own work. In the preparation of work submitted to meet course requirements, students should always take great care to distinguish their own ideas and knowledge from information taken from sources. Whenever ideas or facts are taken from a student's reading and research, the sources must be indicated. The term "sources" includes not only published primary and secondary material but also information and opinions gained directly from other people. The responsibility for using the proper forms of citation lies with the individual student. Quotations must be placed within quotation marks, and the source must be credited. All paraphrased material also must be correctly cited. The extent to which working with others is permitted in the completion of assignments can vary, depending upon the policy set by the teacher. ***Students must assume that working with others in the completion of assignments and tests is not permitted unless specifically stated by the teacher.***

A paper or other work normally is submitted to only one course. If the same or similar work is then submitted to any other course, the prior written permission of the teachers involved must be obtained.

Cheating and plagiarism are forms of Academic Dishonesty, which are defined as follows:

Intentional Plagiarism occurs when writers or researchers are aware that they are using someone else's words or ideas as their own. Some specific examples of intentional plagiarism include but are not limited to the following:

- Using pre-written papers from the Internet or other sources and claiming them as your own.
- Copying an essay or article from the Internet, on-line source, or electronic database without quoting or giving credit, regardless of the language.
- Cutting and pasting text or graphics to create a paper/project without quoting or giving credit.

- Using CliffsNotes, Spark notes, or a similar source, either hard copy or online, without giving credit.
- Borrowing words or ideas from other students or sources without giving credit.
- Allowing someone else to complete any part of an assignment given to an individual.
- Presenting a technology-based foreign language translation as one's own work.

Unintentional Plagiarism occurs when writers or researchers unwittingly use the words or ideas of others by failing to give credit to the source. When in doubt, students must check with their teacher.

Some specific examples of unintentional plagiarism include but are not limited to the following:

- Paraphrasing poorly: changing a few words rather than taking notes and rewriting the material.
- Quoting poorly: putting quotation marks around part of a quotation but not around all of it or putting quotation marks around a passage that is partly paraphrased and partly quoted.
- Citing poorly: omitting an occasional in-text citation or citing inaccurately.

Cheating is the act of obtaining or attempting to obtain credit for academic work through the use of any dishonest, deceptive, or fraudulent means. Cheating in Northwest Local Schools includes but is not limited to the following:

- Copying, in part or in whole, from another's test or other evaluation instrument.
- Submitting work previously presented in another course, without the written permission of both teachers.
- Using or consulting during an examination sources or materials not authorized by the teacher (for example, saving examination information on a calculator).
- Altering or interfering with grading.
- Sitting for an examination for someone else or allowing it to happen.
- Stealing a test, quiz, etc.
- Committing any other act in the course of his or her academic work, which defrauds or misrepresents including contributing to or sharing in any of the actions defined above.

Consequences for cheating are as followed:

- 1st offense-"F" on test or assignment AND teacher notifies the parent and administrator/counselor.
- 2nd offense-"F" on test or assignment, disciplinary consequence, parent contact, administrative/counselor review for further course of action, which could lead to failure for the grading period.
- 3rd offense-parent contact, administrative/counselor notification for removal from class with a Failure for the semester.

Homework Copying occurs when students misrepresent their own work by copying from another student. In cases of homework copying, both the student who copies the homework and the student who allowed his or her work to be copied will be considered guilty.

Consequences for copying are as followed:

- 1st offense-"F" on test or assignment AND teacher notifies the parent and administrator/counselor.
- 2nd offense-"F" on test or assignment, disciplinary consequence, parent contact, administrative/counselor review for further course of action, which could lead to failure for the grading period.

- 3rd offense-parent contact, administrative/counselor notification for removal from class with a Failure for the semester.

NOTE: Any form of cheating may lead to removal from leadership positions and/or membership in the National Honor Society.

ACTIVITIES

All school-sponsored activities that take place either at Northwest or surrounding areas that involve Northwest students must be sanctioned and approved in the office. A school advisor must be present to supervise such activities. (Examples: Bake sales, car washes, volleyball games with other schools, etc.)

All student activities' treasurers and advisors are required to meet criteria for record keeping. Each activity group must:

1. Establish a policy and/or purpose, which will define the organization.
2. Indicate its source of revenue(s) and
3. Establish the reasons for which its funds will be spent; monies must be spent for lawful purposes.

Items two and three must be stated in an annual treasurer's budget prior to the fiscal school year. Item three will then be used by the auditor to establish which expenditures are to be approved. Without prior anticipation of expense and the stating so in the budget, the payment will not be approved.

ADDRESS OF STUDENTS

Any change in home address, telephone number, emergency telephone numbers, or family physician, should be made known to the school office promptly in order to maintain school records and to facilitate communicating with parents when necessary.

ANNOUNCEMENTS

1. Announcements will be made at 10:45 a.m. each day.
2. A faculty advisor and Principal must approve all announcements.
3. Please use the proper form, which may be obtained from the office.

ATTENDANCE PROCEDURES

The school hours will be from 7:25 a.m. to 2:20 p.m. for all students. Upon arrival at school each morning, students are to report to their classes immediately after going to their lockers. The first class bell will ring at 7:25 a.m. There will be a three-minute interval between classes to permit students to get to the next class on time. Poor attendance in school could result in poor grades or may cause a student to repeat subjects. However, a student should not attend school when it is detrimental to his health or to the health of others. The school reserves the right to keep a pupil until 3:30 p.m. whenever necessary.

All students entering or leaving the building during school hours must report to the office. Students may enter at Door A, Puffenberger, or the Field House up to the 7:25 a.m. tardy bell. However,

after 7:25 a.m. until the dismissal bell at 2:20 p.m., anyone entering or exiting the building must do so at only the main entrance (door A) through the secure vestibule.

Regular attendance by all students is very important. In many cases, irregular attendance is the major reason for poor school performance: therefore, all students are urged to make appointments or do personal errands, etc. outside of school hours.

Reasons for which a student may be excused included, but are not limited to:

1. personal illness of the student;
2. illness in the student's family;
3. needed at home to perform necessary work directly and exclusively for the parents or legal guardians (applies to students over 14 years of age only);
4. death in the family;
5. quarantine for contagious disease;
6. religious reasons;
7. traveling out of state to attend a Board-approved enrichment activity or extracurricular activity (applies to absences of up to 24 school hours or)
8. as determined by the Superintendent.

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

The Board does not believe that students should be excused from school for vacations or other nonemergency trips. The responsibility for such absences resides with the parent(s), and they must not expect any work missed by their child to be re-taught by the teacher. If the school is notified 10 school days in advance of such a trip, reasonable efforts are made to prepare a general list of assignments for the student to do while he/she is absent.

After a student reaches 90 hours (15 days) of excused absences, a physician's note will be required for medical verification in order for the absence to be excused. Medical verification means that a physician has treated an illness or injury and has verified to the attendance office that because of the illness or injury, the student was unable to attend school. Official medical notification (which includes the physician's name, phone number, and specific dates of illness to be excused from school) must be submitted to the attendance office upon the student's return to school within two (2) days following the absence. Illness or injury that has not been treated by a physician is not verified.

House Bill 410:

The **student day** is a 6-hour school day for the purpose of absences and truancy.

Excessive Absence is defined as:

- 38 hours in a month, excused or unexcused absences
- 65 hours in a school year, excused or unexcused absences

Habitual truancy is defined as:

- a student who is absent without legitimate excuse for absence from the public school the child is supposed to attend for thirty or more consecutive hours, 42 or more hours in one school month, or 72 or more hours in a school year.

Parents of students who are absent from school are asked to call the district's student absent reporting line at **330-854-5709** the day of the absence, preferably between 7:00 and 7:25 a.m. Should the parent expect their son/daughter to be absent more than one day, the parent may inform the school of the anticipated number of days or may call each morning.

Office personnel receiving the calls will then compile a list of the names of students whose parents have called and forward it to the Attendance Officer. The Attendance Officer will then check these names from the daily absence sheet at 8:30 a.m.

The Attendance Officer or administration will contact the parent(s) of absent students who have not been called off absent. Those parents will again be reminded of this policy. (Obviously, all parents may not be reached.)

When a student returns to school following an absence, he/she must present a note of explanation by 7:25 a.m. to the office. According to school law, this note must be signed by a parent or guardian and must include the student's full name, date(s) absent, reason for absence, and parent signature. Failure to present an excuse note upon returning to school will result in an unexcused absence and the student will receive zeros for the unexcused period.

Absences for other reasons will be treated individually, and opportunity to make up the work missed will be determined by the circumstances. To receive advance homework assignments prior to a planned absence, a student must make arrangements with his/her teachers. A call from the parent and a written note turned in to the office is also required.

Students to be excused early must bring a request in writing from their parent or guardian to the office upon arrival at school before the school day begins at 7:25 a.m. The time the student is permitted to leave will be placed on a daily attendance sheet. At that assigned time, the student must sign out on a sheet in the main office.

Any student who needs to leave the school due to illness or for any other good reason **MUST HAVE PERMISSION FROM THE ADMINISTRATION BEFORE LEAVING.** After receiving permission, **the student must then sign out in the main office.** Upon returning to

school, the student must have a written excuse signed by a parent unless a parent signed him/her out of school.

NWHS has a “Closed Campus” policy. No one is permitted to leave the building before the end of the school day without permission. Violators will be considered truant.

Any time a student enters the building late or leaves early, he/she **must sign in or out in the office.** We must be aware of where students are at all times until they are properly signed out.

RESULTS OF AN UNEXCUSED ABSENCE

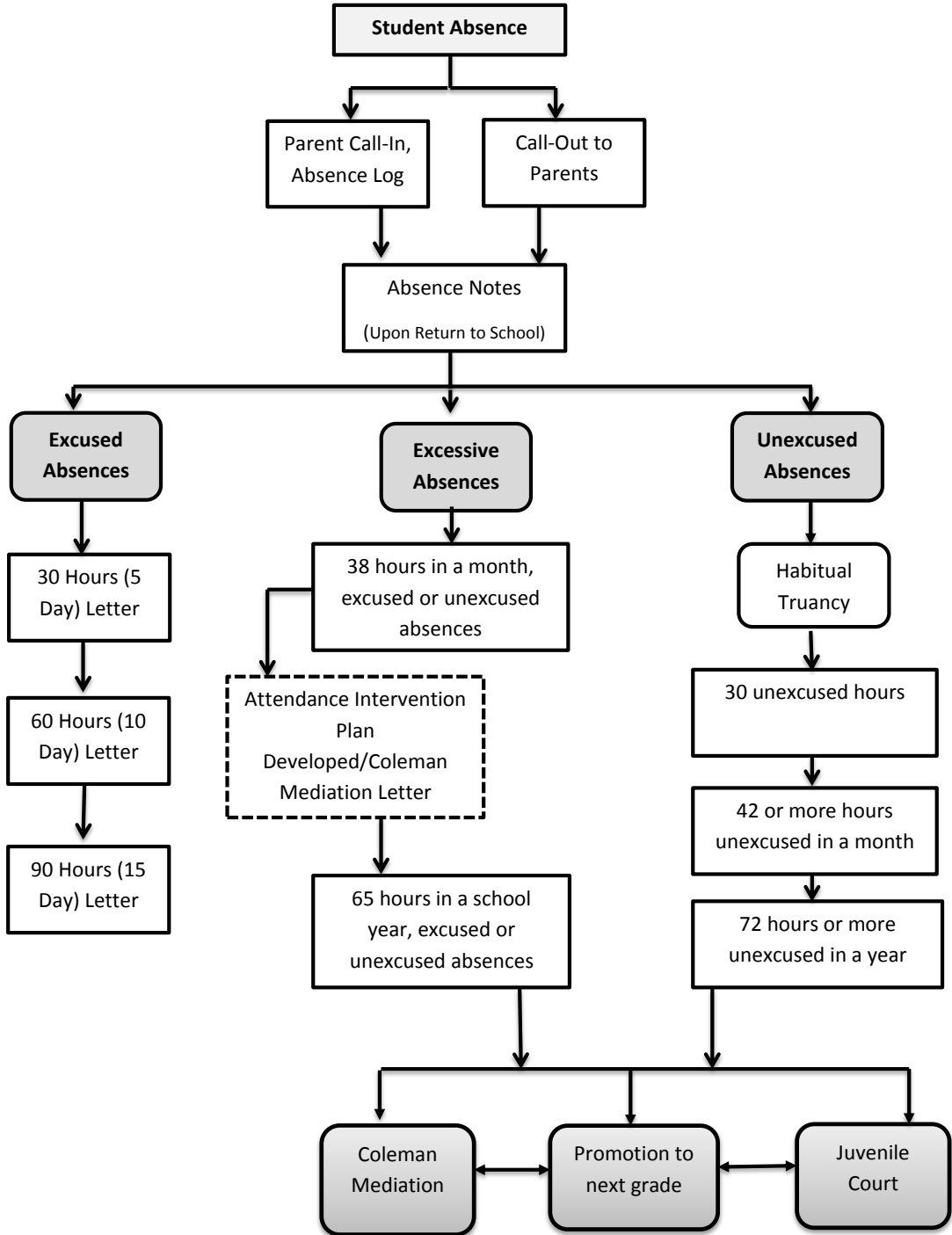
Any student receiving an unexcused absence will receive zeros for the unexcused period of time.

EXCUSE NOTES

All students of Northwest High School will be required to follow the same format for excuse notes. The note must be written, dated, and signed by the appropriate parent/guardian with a brief explanation of the reason for the absence.

**Northwest Local School District
Attendance Flow Chart**

(HB 410 Impact – effective 2017-18)



The state of Ohio requires at least 93% attendance for all students. This means that after 12 days of school are missed, a student and parent can face school and legal consequences per the Ohio Revised Code (ORC). The ORC states clearly that it is the responsibility of the parent for a student to be in attendance at school.

FAMILY VACATIONS

It is realized that some parents cannot schedule a vacation during school vacations, but whenever possible, vacations should be planned so as to avoid the necessity of a student missing school. In cases, when vacations are scheduled during school time, it is required that the following be done for the student to receive an excused absence:

1. Parent or guardian must notify the Principal or Assistant Principal at least a week in advance.
2. A total of 10 days for vacation per school year may be an excused absence. (More than 10 school days missed would constitute unexcused absences for the remaining days.)
3. It is the responsibility of the student to make up all work required by the teacher.

MAKE-UP WORK

Make-up work due to absence must be completed promptly. Students have the number of days equal to the absence to make up missed work. Responsibility lies with the student so far as to arranging for and performing the necessary work if they are to receive 100% credit. If a student was present when an assignment was given, the student will be held accountable for the date assigned. The building Principal may determine a proper timeline for work completion in unusual cases.

Credit given to a student for work turned in falls onto the discretion of the teacher.

BELL SCHEDULES

Regular Schedule

<u>PERIOD</u>	<u>TIME</u>	<u>MINUTES</u>
1	7:25 – 8:12 a.m.	47
2	8:15 – 9:02 a.m.	47
3	9:05 – 9:52 a.m.	47
4	9:55 – 10:42 a.m.	47
Advisory Period	10:45 – 11:19 a.m.	29
5 (lunch)	11:22 – 11:46 a.m.	24
6 (lunch)	11:49 a.m. – 12:13 p.m.	24
7 (lunch)	12:16 – 12:40 p.m.	24
8	12:43 – 1:30 p.m.	47
9	1:33 – 2:20 p.m.	47

Delay Schedule – 2 Hours

<u>PERIOD</u>	<u>TIME</u>
1	9:30 – 10:02 a.m.
2	10:05 – 10:39 a.m.
3	10:42 – 11:14 a.m.
Advisory Period	Omitted
5 (lunch)	11:17 – 11:41 a.m.
6 (lunch)	11:44 a.m. – 12:08 p.m.
7 (lunch)	12:11 – 12:35 p.m.
4	12:38 – 1:10 p.m.
8	1:13 – 1:45 p.m.
9	1:48 – 2:20 p.m.

FUNDRAISING

Guidelines for Northwest High School Activities Fundraising:

1. All organizations must submit request for approval of fundraising project (forms are available in the Athletic Office) to the Athletic Director before any promotion is initiated or commitment to the supplier is made.
2. Only one fundraising project will be permitted at any one time.
3. Each project must have a beginning and completion date.
4. If there is more than one organization requesting approval for projects at one time, the organization, which has conducted no previous project during the school year, will be given priority. Sale of refreshments during football games shall be the exclusive project of the band boosters. Other fundraising projects during any athletic event will be restricted to the Band Boosters, Student Council, and other sports boosters.
5. No food items may be sold in school during the lunch hours.
6. Problems with suppliers must be reported to the activities coordinator. The decision may be appealed to administration.

2020 – 2021 Class and Activities Advisors

FRESHMAN CLASS ADVISORS

Mrs. Dinkins Mrs. Braman

SOPHOMORE CLASS ADVISORS

Mr. Staats Mr. Swogger

JUNIORS CLASS ADVISORS

Mr. Stroh Mr. Ferrell
Mr. Woods Mrs. Stacy
Ms. Taylor

SENIOR CLASS ADVISORS

Mr. Pittman Mrs. Crawford
Mrs. Huscusson Mr. Orr

ACADEMIC CHALLENGE

Mrs. Huscusson

ART CLUB

Mrs. Taylor

ATTENDANCE

Mr. Garrett

SCIENCE CLUB

Mrs. Munn

CURRICULUM COUNCIL

Mr. Tausch

DRAMA CLUB

Mrs. Munn

INDESIGN

Mrs. Stacy

WOW

Mrs. Nelson

MODEL UN

Mr. Ferrell

INTERACT

Mr. Woods

STRESS LESS CLUB

Mrs. Schluep

MOCK TRIAL

Mr. Orr

PROM

Mrs. Matoszkia

CHESS CLUB

Mr. Swogger

DRAMA CLUB

Mrs. Stacy

Writer's Workshop

Mrs. Crawford Mrs. Matoszkia

SPANISH CLUB

Ms. Brady

NATIONAL HONOR SOCIETY

Mrs. Munn (chair)

NEWSPAPER/SMOKE SIGNALS

Mrs. Stacy

PEP CLUB

Miss Crawford Mrs. Stacy

STUDENT COUNCIL

Mr. Orr

TEEN INSTITUTE

Mr. Woods

THEATER/AV CLUB

Open

YEARBOOK

Mrs. Braman

BRITISH INVASION

Mrs. Murray

SPEECH AND DEBATE

Mr. Woods

LEADERSHIP CLUB

Mr. Yokum Mr. Cooper

TRIBE TALKS BOOK CLUB

Mrs. Crawford

VARSIITY CLUB

Mrs. Wackerly

BRIDGING THE GAP

Mrs. Maculaitis

MAT CLUB

Miss Crawford

SOCIAL JUSTICE

Mrs. Schluep

ATHLETICS
NORTHWEST HIGH SCHOOL
HOME OF THE "FIGHTIN' TRIBE"

Nickname: "Indians"

Colors: Red, White, Gray

Interscholastic Sports:

Football	League Champs – 1975, 1979, 1980, 1983, 2003, 2006, 2007, 2020
Golf	League Champs – 1984, 1988, 1996, 1997, 2003, 2009, 2010
Cross Country	League Champs – 1982 Girls' League Champs – 1985
Volleyball	League Champs – 1986, 1988, 1989, 1990, 1993, 1996, 1997, 1998, 2004, 2005, 2006, 2008, 2009
Girls Basketball	League Champs – 1988, 2008, 2020, 2021
Boys Basketball	League Champs – 1974, 1980, 1997, 1998, 2004, 2006, 2008, 2018, 2021
Wrestling	League Champs – 1973, 1974, 1975, 1976, 1978, 1980, 1985, 2003, 2004 2006
Girls Softball	League Champs – 1987, 1988, 1989, 1990, 1991, 1992, 2007, 2008, 2018
Girls Soccer	League Champs – 2008
Girls Track	
Boys Track	League Champs – 1972, 2009
Boys Baseball	League Champs – 1979, 1980, 1984, 2021
Boys Soccer	League Champs – 1991, 1993, 1994, 1995, 1997, 1998, 1999, 2000, 2001, 2002
Stadium	"Dr. Martin Smilek Stadium" Seating capacity – 4700
Field House	Seating Capacity – 1150

ATHLETIC PARTICIPATION

The information below is meant to be a brief overview. Please see the Athletic Handbook for specific details pertaining to athletic policy and procedures.

Students are encouraged to participate in the school athletic program. Participation in competitive sports is a privilege that is earned through the practice of good citizenship and through rigorous enforcement of academic achievement. A wide variety of team sports are available with an outstanding coaching squad to develop and continue a sound program. Athletic eligibility is consistent for all participants, including cheerleaders, mascots, managers, and student trainers. Eligibility requirements shall be in accordance with the rules and guidelines set forth by the Ohio High School Athletic Association and the Northwest Local Board of Education. It is also the policy of our school to follow and enforce the rules and guidelines of Title IX where applicable.

NON CONTACT “FAMILY WEEK” (adopted: April, 2007) - It is the firm belief of the Northwest Local School District that the family unit is a core element of our society. It is necessary for families to have the opportunity to function as units in activities outside of the sports arena. Often times, conflicts with workouts, practices, weight lifting, etc., arise that compromise that opportunity. A mandatory **NO CONTACT** period of one (1) week for any and all athletic activities sponsored by the school district or its teams will be implemented. This week will be scheduled around the Fourth of July week when holiday activities have often limited these workouts in the past. In the summer of 2021, the period will be from June 29th through July 3rd. Future weeks will be scheduled at the corresponding times and dates using the July 4th holiday as a reference point.

ACADEMIC ELIGIBILITY (Adopted June, 2004)

To be eligible to participate in interscholastic extracurricular activities, all students will be required to meet the following requirements:

- I. Students Enrolled in Grades 7 – 12
 - A. Students in grades 7 through 12 must be currently enrolled, and have been enrolled, in school the preceding grading period with passing grades during that grading period in subjects that earn a minimum of 5, one credit courses or their equivalent which count toward graduation or towards progression to the high school. (Physical Education credit does not count toward the “5” since it is only 0.25 credit for a semester.) A student enrolling in the seventh grade for the first time will be eligible for the first grading period regardless of previous academic achievement. Thereafter, they must maintain the eligibility policies as adopted by our Board of Education.
 - B. Students in grades 7 through 12 must maintain a minimum of a 2.0 grade point average and abide by the academic policies governing student-athletes as adopted by the Northwest Local Board of Education.
 - C. Any student athlete who receives two or more failing grades for a nine-week grading period is ineligible.

- D. A student enrolled in the first grading period after advancement from the 8th grade to the 9th grade, will comply with the Northwest Local Board of Education's 2.000 GPA minimum requirement and academic policies for all student-athletes.
- E. A student will be ineligible to participate in any contest if the student has a grade point average below 1.0 or if they received two or more failing grades in any courses during a grading period.
- F. The eligibility or ineligibility of a student continues until the start of the next grading period at which time the grades of the immediately preceding grading period become applicable.
- G. Summer school grades earned may not be used to substitute for failing grades from the last grading period of the regular school year and are not counted towards determining eligibility at any time.
- H. Preseason conditioning and practices are subject to the requirements mentioned. Since the Director of Co-curricular Activities (D.O.C.C.A.) cannot investigate eligibility until he has a list of participants for each sport, it is the team coach's responsibility to check the eligibility of students trying out for a team, of students participating in conditioning drills or of students participating in practices. It is imperative that this be completed before the cutting of any players is done. The only means of checking eligibility is to examine grades from the previous nine weeks.
- I. Academic ineligibility means the student is not allowed to participate in contests or performances until the student becomes eligible.
- J. Athletes must be in attendance for four (4) full class periods to participate in athletics that day.

ATTITUDE

When anyone from the staff speaks to you regarding an infraction of any of the regulations, your attitude at that exact moment is extremely important. Listen carefully and then present your position. This kind of attitude will promote good rapport and help create a more relaxed atmosphere.

AWARDS AND SCHOLARSHIP COMMITTEE

Administrator	English Department Teacher
Guidance Counselor	Math Department Teacher
Science Department Teacher	A teacher designated by the Principal, on a yearly rotating basis.

BAND

Please see the Band Handbook for specific details pertaining to band policy and procedures.

BUS TRANSPORTATION

The Board of Education requires that student safety and welfare be ensured during the time students are being bused to or from school. **Busing is a privilege, not a right, which may be removed from any student who violates the rules of the District, or who conducts himself/herself in a manner, which is considered dangerous to persons or property or a threat to the safe operation of the school bus.**

The school bus driver shall be responsible for discipline of students while they are being transported to or from school. When a problem in student conduct requires additional consequences, the driver shall report it in writing to the building principal. **A student may be suspended from bus transportation by the administration for disciplinary reasons, in which case, the parents are responsible for the student's transportation.**

BUS SAFETY AND RULES

It is the goal of the Northwest Local Board of Education to provide transportation to and from school in a safe and efficient manner. For the safety of all, the following behaviors are expected of students:

Prior to loading (at the bus stop and at school) each student shall:

- Be on time at the designated bus stop 5-10 minutes prior to scheduled time.
- Line up single file off the roadway to enter.
- Wait until the bus is completely stopped before moving forward to enter.
- Restrain from crossing a roadway until the bus driver signals it is safe.
- Go immediately to a seat and be seated.

During the trip to or from school each student shall:

- Obey the instructions of the driver.
- Go directly to his/her assigned seat.
- Observe classroom conduct.
- Do not eat, drink or chew gum.
- No profanity.

- No use of any type of tobacco products.
- Keep head, hands and feet inside the bus.
- Do not shout or throw objects out the windows.
- Keep the aisles clear and the bus clean.

Leaving the bus each student shall:

- Remain seated until the bus has stopped.
- Cross the road, when necessary, at least 10 feet in front of the bus, but only after the driver signals that it is safe.
- Be alert to a possible danger signal from the driver.
- Students are to enter school immediately upon arrival.

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

A student who becomes a discipline problem on the bus shall be subject to the appropriate consequences which may include but not limited to: parent contacts, referral to the principal, detention, bus probation, temporary or permanent suspension of riding privileges, and/or out-of-school suspension.

Very serious problems, such as fighting on the bus or disrespect or refusal to listen to the driver may result in the dispatching of the Canal Fulton Police and bus suspension, even for a first offense.

If a student is suspended from the bus his/her parent(s) shall be required to furnish transportation to and from school during the entire period of suspension. Parents' cooperation in working with the schools will help create a safe and pleasant bus riding experience for the students.

VIDEOTAPES ON SCHOOL BUSES

The Board of Education has authorized the installation of video cameras on school buses for purposes of monitoring student behavior. If a student is reported to have misbehaved on a bus and his/her actions were recorded on a video camera, the tape will be submitted to the administration and may be used as evidence of the misbehavior.

CAFETERIA/LUNCH PERIODS

Northwest High School operates on a "Closed Lunch" policy. Students are **not permitted** to leave for lunch. Food must be brought from home or purchased in the high school cafeteria. **Fast foods and pizza are not permitted to be delivered during the lunch periods.**

Menus are posted monthly on the classroom bulletin boards. The cafeteria is used as a classroom prior to, and immediately after, the lunch periods. Students should be responsible for placing refuse in the proper containers and assume responsibility for leaving the **eating area clean**. There will be no "saving places for friends". Lines will form as students arrive, and students must behave in an orderly fashion. Have your PIN and/or money ready for the cashier.

1. After eating lunch, students are to go to the assigned area upon request.
2. Students must remain in the assigned area until the bell rings. The classroom areas and hallways of the building are off-limits for students during lunch periods.
3. Throwing of any items is strictly prohibited.
4. No outside guest will be permitted in the commons during lunch without permission from the administration.

Lunch Prices: Student (9 – 12): \$3.00
Adult: \$3.50
Milk: \$0.50

You now have the opportunity to pay for your child's lunch by credit card, debit card, or pay by check through a secure Website, called PayForIt.net. You can use the link to check if your child has money in his or her lunch account. You can also sign up for e-mail notification when your child's account reaches a certain point. **There is a cost to you for using this service, and that fee goes to the company providing the service not the school district.**

CALENDAR – Please refer to the district/school website (www.northwest.sparcc.org).

CHEERLEADER SELECTION

All students at Northwest High School who meet the athletic requirements under the rules of the Ohio High School Athletic Association are eligible to try out for the cheerleading squad.

The cheerleading advisor has standardized rating forms and procedures for selection. These forms and procedures shall be described to all aspirants upon request.

CLASS PARTIES

Class parties, whether birthday, surprise, or other types, are not permitted during the school day. The school attempts to meet these needs through dances and special activities. The office must first approve any type of special request.

CLASS RANK

Class of 2022

All courses are graded on a 4.0 scale including Advanced Placement courses.

Valedictorian (s)/ Salutatorian(s)

Cum Laude Honors Valedictorian/Salutatorian Recognition

Honor Level	Unweighted GPA	Other Requirement
Summa Cum Laude	3.950-4.00	4+ AP Courses OR 30+ CCP credit hours OR 4+ credit career-tech program* 1 AP=7.5 CCP credits
Magna Cum Laude	3.750-4.00	2+ AP Course OR 15+ CCP Credits OR 4+ credit career-tech program 1 AP=7.5 CCP credits
Cum Laude	3.500-4.00	None

*GPAs are not rounded.

*Students must be in an organized and sequential four or more credit career-technical program involving occupational preparation. This does not include Family & Consumer Sciences, which focuses on general life skills.

Valedictorian & Salutatorian Recognition

To be honored at graduation as a valedictorian or salutatorian, a student must be enrolled at Northwest High School at the beginning of his/her junior year of high school and must earn a minimum of ten (10) credits at Northwest High School. The valedictorian and the salutatorian will be selected for graduation purposes at the conclusion of the 1st semester of their fourth year. However, official and final status of valedictorian or salutatorian will not be assigned until all credit courses are included in the calculation. Thus, it is possible that a student's status could change at the end of his/her senior year.

Tiebreakers

- I. Level of Cum Laude Honor
- II. Highest ACT (or SAT equivalent) score
- III. Most AP courses

- The student who wins the tiebreaker will be the valedictorian. The next student will be the salutatorian.
- If two or more students tie for first, then there will be co-valedictorians and no salutatorian.
- If there is one valedictorian and two or more students tie for second, then there will be co-salutatorians.
- Rank will no longer be listed on transcripts, however rank will be maintained internally and made available for scholarships, etc.

CLINIC

No student is to use the school clinic without approval of the Principal, Assistant Principal, or main office secretary. Students may use the clinic for one class period only. Students must both enter and leave only through the main office area. Students using the clinic are required to sign in upon arrival.

COLLEGE CREDIT PLUS (CCP)

The College Credit Plus (CCP) program replaces Ohio's Post-Secondary Enrollment Options program (PSEO) and all dual enrollment programs previously available. In order to enroll in CCP courses, a student must:

1. apply to the college in accordance with the college's established procedures for admission; and
2. meet the established standards for admission and for course placement of the college/university.

In order to participate in this academic opportunity, parents and students must attend a mandatory information meeting regarding enrolling in CCP. By April 1st, the student and their parent(s) must inform the high school of their intent to participate in the program during the coming school year. This deadline is state mandated.

It is important that you discuss possible post-secondary courses with your guidance counselor to ensure that you will still earn the credits that you need for high school graduation. CCP students and their parents are responsible for meeting all college and high school requirements and deadlines, including turning in CCP schedules to the Guidance Office at least two weeks before the beginning of the high school semesters, athletic eligibility requirements, and grade information from the college for qualifying for honors banquet.

On-site at Northwest High School, we are proud to partner with Stark State College to offer eligible students transcribed credit opportunities.

CORRIDOR/RESTROOM GUIDELINES

Observe these rules for corridor traffic:

1. Walk – do not run.
2. The time between classes is not a break, but an opportunity to go from one class to another class.
3. The Main Office and Guidance corridors may not be used as a “hall” at class change times.
4. Do not shove, push, or loiter in the halls.

It should not be necessary to establish a long list of rules and regulations. Common courtesy is all that is asked. Restrooms are not designed for loitering.

CREDIT

In rare circumstances due to illness, hospitalization, etc. it might become necessary to have a student receive some one-on-one teaching for credit. When such circumstances arise, the number of clock hours shall be at least 30 hours of instruction for each ½ credit.

Granting of credit from non-chartered private schools:

Credits earned by a pupil at a private high school that has not been chartered by the State Board of Education shall not be automatically accepted by Northwest High School.

Upon enrollment at Northwest High School, each such pupil shall be placed in his/her normal grade and shall have his/her credits evaluated on an individual basis.

Credits earned at a non-chartered private high school can be considered by Northwest High School only if the Principal determines that the following conditions are met:

- Certificated teachers taught the courses taken at the non-chartered private school;
- Such courses at least met the minimum clock hours specified in State standards; and
- Evidence is available documenting that course content is based on the course of study.

Recognition of such credit shall be granted upon completion of the first year of transfer provided that the pupil demonstrates through successful performance on regular class tests that he/she has mastered the previous courses.

A maximum of two (2) credits are permitted from Correspondence School.

CREDIT FLEXIBILITY/EDUCATIONAL OPTIONS

Credit Flexibility Options

Northwest High School will offer several options for students who are interested in earning credit toward graduation. The approved options are defined below.

1. Test-out options: Students will have the opportunity to complete a combination of summative assessment(s) and research or cumulative project determined by Northwest High School administration.

There is an additional fee associated with this opportunity. To be considered, a student must submit a completed application, which is available from your Guidance Counselor, and full payment by October 1st. All completed applications must be submitted by May 1st of the school year proceeding attempting to test-out. The administration of the assessments and project will be arranged through the Guidance Department.

2. Summer school classes conducted at another accredited high school.

Students may earn credit toward graduation by enrolling and successfully completing a course at another accredited high school. It is important that the student completes the application and be pre-approved to assure that the course is required and credit will transfer to Northwest High

School. Students are responsible for associated costs. If the class is offered at Northwest High School, the student must take the class here.

Educational Options

1. College Credit Plus (CCP)

Students who have met defined prerequisites have the opportunity to participate in college-level classes while still enrolled at Northwest High School. These classes are free to the student as the Northwest Local Schools reimburses the University for the classes successfully completed. If a class is failed, it becomes the responsibility of the student to pay for the class. The appropriate paperwork should be completed in cooperation with the student's school counselor.

2. Correspondence Courses

Correspondence courses become necessary when students find themselves behind in credits for various reasons. Correspondence courses are offered through various accredited providers and will be explored in situations deemed appropriate by the school counselor and approved by the administration. A maximum of two credits are permitted from correspondence courses.

3. E-Learning

Northwest High School offers courses online for traditional credit as well as courses to recover credit.

Courses attempted for credit are completed using the Brain Honey learning management system, which holds Florida Virtual (FLV) courses. Certified teachers monitor all FLV courses. All FLV courses fulfill the requirements necessary for graduation and meet NCAA Eligibility requirements. Students taking a FLV course receive a traditional grade each grading period.

Students **must** have counselor approval to register for Florida Virtual courses. Registration is allowed at the end of the school year, beginning of the school year, at the end of the first semester or with special permission from the counselor and administration.

Credit recovery courses are completed using the Plato learning management system. All courses within Plato are taken in the online environment. There is not an instructor for any Plato course. Plato courses fulfill the requirements necessary for graduation but do NOT meet NCAA Eligibility requirements.

Students taking an online course(s) are required to attend orientation. Access to online courses will not be granted until orientation requirements are met.

It is strongly advised that students consult with a school counselor with any questions regarding any of the options available to students. The counselor is the best person to assist and evaluate the most appropriate option for each student. Before a student can participate in any of the aforementioned options, those options must be approved by administration.

DANCE REGULATIONS

Northwest High School reserves the right to use a breathalyzer on all school dance attendees to ensure the safety and wellbeing of our students and guests. Northwest Local Schools reserves the right to deny dance attendance to any student or guest who refuses breathalyzer administration.

1. Organizations will be permitted to sponsor a dance with the approval of the Principal.
2. No class organization will be permitted to have a dance unless at least two advisors approve and can be in attendance along with at least two additional chaperones. It is also the responsibility of the class or organization to pay the policemen and faculty members to be on duty.
3. Before any date is set for a dance, it must be put on the calendar in the office by the Principal.
4. No dance will be held on a night before a school day.
5. School dances must be over by 10:00 p.m.
6. No student will be permitted to sign out and return; he/she must leave the premises.
7. Students will not be permitted to congregate in the halls or restrooms. They are to stay in the room where the dance is being held.
8. The only outsiders who will be permitted at dances under the supervision of Northwest Local School District must be students of area schools and must be registered with and approved by the Principal using the appropriate guest dance form by the specified date. For admission to the dance, the student's guest must also provide picture identification.
9. The following dress code guidelines shall be in effect for all school dances. Violations of these rules will result in removal from the dance.
 - a. Appropriate dress for students will be either formal or semiformal depending on the dance.
 - b. Dress shirts must be worn and buttoned up at all times.
 - c. No bare midriffs
 - d. No extreme low plunging necklines
 - e. Students are encouraged to bring in a picture of the dress in question and show it to a school counselor before attending the dance.
 - f. Breaking of dress code will result in no admittance to dance.
 - g. Sexually suggestive dancing (i.e. grinding, etc.) will result in immediate removal from the dance.
10. During school dances, all school rules apply. Students are expected to follow the directions of all adults in attendance. Anyone violating these rules in the code of conduct will be removed from the dance, may be subject to further disciplinary action, and will not be given a refund.
11. Students are expected to arrange their own transportation before the conclusion of dances.

DETENTION

It is hoped that detention will not be necessary in order to maintain reasonable school conduct. If it becomes necessary to administer such a consequence, the student will be notified at least one day in advance, so the student may make proper arrangements, including transportation. Detentions may be given only at the discretion of the Principal, Assistant Principal, or teacher. The school has the right to detain any student after school until 3:30 p.m. on any given evening.

DRESS CODE

Parents/guardians and students are expected to adhere to the following acceptable/not acceptable dress guidelines (NOTE: This is not an attempt to include all items, but the following will give you a solid foundation as to what is and is not acceptable).

When students arrive at school, staff will address immediately any student not dressed in an acceptable manner. To address the issue, we have several options:

1. We will provide alternative clothing to wear if the student cooperates with us.
2. We will ask the student to remove the item (jewelry, etc.) or turn the item inside/outside (t-shirt).
3. We will call the parent/guardian to notify and ask that the parent/guardian deliver a change of clothing. Until the clothing arrives the student will sit in a designated area.
4. It is our expectation that if a student is addressed one time for an unacceptable item, any future offenses will be addressed with progressively more severe consequences.

The administration reserves the right to issue consequences for continued violations.

Rule of Thumb – if a student is unsure about whether or not the item(s) being worn are acceptable, then they should not wear that item.

Dress, grooming, and hygiene are items that need addressed by the parent/guardian and student every day before arriving at school. Any item listed or addressed that does not meet our school dress policy, disrupts the education process, or constitutes a threat to the safety and health of the student or other students is in violation of the Ohio Revised Code. Any type of gang related item is strictly prohibited.

The administration reserves the right to judge what is acceptable or not acceptable. It is our hope that the parent/guardian and student do not place us in a position to bother parents at home or work, and students do not miss valuable instructional time due to the wearing of an unacceptable item.

TOPS

ACCEPTABLE: T-Shirts, pull over sweatshirts, sweaters, blouses, polo/dress shirts with collar, sport team jerseys. All tops/shirts must be long enough to not expose skin at the waist due the shortness of the top while the student is seated.

NOT ACCEPTABLE: No bare midriffs, no sleeveless shirts of any kind or tank tops as outerwear (may be worn under another top that is acceptable as described above), no t-shirts displaying drug/alcohol connotations, derogatory or suggestive comments, no coats are to be worn inside the building during the school day, sheer or see through type of clothing, scooped shirts or any type of shirt/top/blouse that exposes cleavage.

BOTTOMS

ACCEPTABLE: Jeans, casual or dress slacks, skirts or dresses, Capri's. All bottoms must be at least mid-thigh in length.

NOT ACCEPTABLE: Any clothing that is above mid-thigh in length, no form fitting shorts, no cut off shorts of any kind, clothing that is ripped or torn or has holes ABOVE mid-thigh. Holes/rips below mid-thigh cannot exceed 3 inches nor be excessive in number.

Sleepwear cannot be worn to school. Spandex or form fitting items cannot be worn without appropriate items that meet the length requirement stated above.

SHOES

ACCEPTABLE: Sneakers/tennis/basketball shoes, dress shoes, sandals/flip flops, winter boots. For safety purposes, it is recommended to wear shoes that enclose the foot to protect the feet and toes.

NOT ACCEPTABLE: Slippers, cleated shoes (such as soccer, football, baseball or track, etc.), NO BARE FEET.

HATS/HEAD COVERINGS

ACCEPTABLE: Barrettes, scrunchies, hair/head bands (see below)

NOT ACCEPTABLE: No bandannas, hats (can be worn to school, but taken off when student enters building and stored in locker), visors, sweatbands, head covering of any kind or versions, sunglasses are not allowed to be worn in school (taken off when student enters building and stored in locker). No hoods are allowed on head while in school.

OTHER/MISCELLANEOUS

NOT ACCEPTABLE: ANY PERSONAL APPEARANCE THAT MAY BE UNNATURAL AND/OR DISRUPTIVE TO THE SCHOOL CLIMATE/EDUCATION PROCESS. Some examples include, but not limited to the following: Articles that are soiled with grease, oil, paint, dirt, or other such should not be worn to school. Articles displaying writing, pictures, or slogans of questionable nature (or gang related) should not be worn to school. Articles that could cause damage to the student, other students, or school property should not be worn to school. Also, no chains are permitted (e.g.: billfold, neck, loose, connected to clothing), no jewelry that conveys a drug/alcohol related message, no spiked jewelry, no costumes, no painted faces, and no hair styles/hair coloring that may disrupt the educational process.

Violations of the dress code policy will result in disciplinary action that will include, but not be limited to, the following:

1st Offense – The student will make the required clothing change.

2nd Offense – The student will make the required clothing change and will receive one detention.

3rd Offense – The student will make the required clothing change and will receive two detentions.

4th Offense – The student will make the required clothing change and will receive one day Alternative Education Program (AEP).

5th Offense – The student will make the required clothing change and will be given one Response Placement.

6th or more Offenses – The student will be suspended from school.

DRIVING AND PARKING: STUDENT RULES AND EXPECTATIONS

All cars must be registered or your car may be towed.

Students are to park ONLY in the lots designated for student parking. No student is permitted in the student parking lot during school hours without an authorized pass. Student drivers will be expected to

comply with the following regulations. Failure to do so may result in disciplinary measures, which may include detentions, response placement, and/or revocation of driving privileges.

1. All motor vehicles must be registered before driving to school.
2. A parking tag will be issued upon satisfactory completion of the application. Students must have insurance, parental/guardian permission, etc. Parking tags may not be shared outside of a household.
3. Parking permits must be placed on the student's rearview mirror and be clearly visible to security.
4. If a student provides his or her own transportation, he or she does so at his or her own risk. The school is not responsible for damage to any vehicle.
5. No students will be permitted in any automobile during the regular school hours without permission from the administration.
6. All vehicles must be parked between lines so as not to inconvenience other drivers or to reduce the number of available parking spots.
7. All vehicles must obey all traffic rules (20 M.P.H., not cutting in front of busses, no excessive noise, etc.).
8. The administration recognizes that student driving to and from school is a privilege and not a right. Therefore, the administration has the right to deny the privilege of driving to any student as a disciplinary measure for violations of school rules and regulations. This consequence may be applied along with other disciplinary measures.
9. Students in violation of other motor vehicle law regulations may be suspended, have their driving privileges revoked, referred to Canal Fulton Police Department, and/or be towed.
10. By parking on school property, students consent to the search of their vehicle by school officials. Refusal to consent to the search of the vehicle is considered insubordination and may result in disciplinary action.
11. See Consequences for a Positive Drug Test Result pg.53.

Students who fail to display their parking tag or fail to meet the driving/parking rules and expectations may be subject to progressive consequences. This may include suspension of driving privileges on school property.

DRUGS

During the past several years, drugs in our country have been very much on the increase. It is our policy that anyone caught with drugs or under the influence of drugs be turned over to the law enforcement authorities and suspended from school. This policy shall be for the protection of all students at Northwest High School. (See Student **Behavior Code**.)

NORTHWEST LOCAL DISTRICT POLICY

ARTICLE XI - DRUG AND ALCOHOL ABUSE

It is a primary objective of the Northwest Local Schools to assure that the education of all shall proceed in an efficient, orderly and non-disruptive manner. The sale, use, possession or being under the influence of intoxicants, illegal drugs, counterfeit or look-alike drugs or other controlled substances on school premises is an obstacle to that objective and an interference with the rights of students to

receive quality academic instruction. While student drug education and referral to counseling resources will continue to be made available, such measures should be viewed as instructional or rehabilitative and will not ordinarily be considered as an alternative to the disciplinary measures specified later in this policy.

Students of the Northwest Local School system shall not possess, use, sell, give or otherwise transmit, or be under the influence of any drug or hallucinogenic drugs, alcohol, or intoxicants of any kind. This would also include any counterfeit controlled substance as defined later in this policy. These circumstances are specifically prohibited under the following conditions:

1. Any property owned, leased by, or under legal control of the Northwest Local Board of Education, including vehicles used for the transportation of students.
2. On any public or private property during normal school hours including recess, lunch and class changes. At any school-sponsored or sanctioned activity or event either away from or within the school district. This would include Northwest Local School activities conducted at locations other than school property.

Drug paraphernalia or instruments such as pipes, roach clips, syringes, hypodermic needles, cocaine, heroin spoons or kits, and any other items normally or actually used for the packaging, conveyance, dispensation or use of drugs will not be permitted on school property and will be subject to confiscation and disciplinary action.

Counterfeit controlled substance is defined in the following ways:

1. Any drug or drug container or label that bears a trademark, trade name, or other identifying mark used without the owner of the rights to such trademark's authorization.
2. Any unmarked or unlabeled substance that is represented to be a controlled substance that is manufactured, processed, packed or distributed by a person other than the person with legal rights to manufacture, process, pack or distribute it.
3. Any substance other than a controlled substance that a reasonable person would believe to be a controlled substance because of its similarity in shape, size, and/or packaging, distribution, or the price for which it is sold or offered for sale. This policy will be subject to enforcement and disciplinary action by the administration during the course of any school year, including summer practice sessions and summer school sessions.

The following disciplinary action may be implemented upon violation of the above established rules and criteria. In all cases of Northwest Local students being involved in the above violations, they will be subject to the procedure as outlined in the appropriate Northwest Local School's student handbook. The plan consists of the following:

1. The offense may be filed with/reported to the appropriate law enforcement agency.
2. The student may be suspended from school for ten (10) school days. The student will be referred to the superintendent for further disciplinary action.
3. The parents will be notified of the incident. Students 18 and older will be treated as prescribed by law.
4. In addition to the ten (10) day suspension, the following shall apply: The student may be expelled up to eighty (80) school days. The expulsion hearing will also provide information about available treatment, evaluation and assessment programs.

5. Students who participate in extracurricular/co-curricular activities and or acquire a parking permit will be subjected to random drug testing.

PRESCRIBED DRUGS AND MEDICINES

It is required that any medication to be taken at school must first be accompanied by a state required form, which is available in the office, and be secured by main office personnel. Prescribed drugs and medicines are not to be carried on person or stored in lockers without physician and administrative approval.

EARLY GRADUATION POLICY

Northwest High School is fully accredited by the State of Ohio therefore; we must allow a student who has attained the required Carnegie Units of credit for the specific year of graduation (listed in the Credit Requirements for Graduation section of this handbook). However, as educators, we feel that this is not always in the best interest of the individual student. Such a plan has several important disadvantages of which you should be aware before coming to your final decision:

1. Not every student is socially or emotionally ready to leave high school at an early age.
2. It is very difficult for a student under 18 to find full time employment. He or she will continue to need a work permit and will be able to work only the hours restricted by law to a minor.
3. If the student is planning on attending a postsecondary school, there is a disadvantage of less time for thorough academic preparation. Courses that would be available free in high school may need to be made up later with cost to the student and parents.

This is not to say, however, that there are not some very valid reasons for requesting early graduation. We request that the student and his parents discuss this matter with the student's counselor and/or Principal before reaching a final decision then sign an agreement. No student may go through the graduation ceremony unless all credit and testing requirements are completed.

ELECTRONIC COMMUNICATION EQUIPMENT

Students may be allowed to possess cellular telephones and other electronic communication devices while on school property or while attending school-sponsored activities on or off school property, as long as these devices are turned off during instructional periods. Devices are to be put away and out of sight during these instructional periods. It is strongly recommended that all such devices be stored in the student's locker until the end of the school day. Any device that is heard or being used in any manner will be confiscated.

- First time violators of this policy will be asked to turn their device over to the teacher, and the device will be returned at the completion of the class period.
- Second time violators of this policy will be asked to turn their device over to the teacher, and their device will then be turned over to the main office and will be able to be retrieved at the completion of that school day.
- Third time violators of this policy will be asked to turn their device over to the teacher, and their device will need to be retrieved by a parent or guardian.
- Fourth time violators of this policy will fall into the discipline continuum.

If at any time the student refuses to comply with a directive from the teacher to turn over their device, the student immediately moves to the discipline continuum.

District assumes no liability if these devices are broken, lost or stolen. Notices of this policy are posted in a central location in every school building and in the student handbook.

Should parents need to talk to students during the school day, they may contact the school office at 330.854.2205.

No cameras, digital, cell or any types of photo recording equipment are to be used during the school day without permission from administration or staff member. Students using photo devices to record events that are disruptive or violate BOE policies and guidelines and school rules are subject to confiscation. In addition, the student may face consequences, whether the action took place on school property or the result of the action created a disruption on school property. Cyber-bullying in the form of text, picture, e-mail, or internet (Facebook, Instagram, Snapchat, etc...) will not be tolerated. The school will discipline these acts when it can be determined that the harm or disruption occurred with a student during the school day or if it can be determined that such action caused a substantial and material disruption to school. It is the policy of Northwest High School that cell phone usage or the usage of any camera or other recording device is prohibited in all rest rooms and locker rooms on Northwest High School premises.

The unauthorized use of a cell phone or any other electronic device for texting messages or photographing academic material will result in disciplinary action.

EMERGENCY CLOSING OF SCHOOLS

In the event of school closing due to snow or other emergencies, accurate information will be made available to parents, students and staff members through the district website and radio stations WHBC, AM 1480, AM 1520, and WHBC FM 94. Please listen to any of these stations and do not call the school in this case unless absolutely necessary.

FIRE DRILLS AND STORM WARNINGS

Fire and storm drills are held at various times of the school year. Such drills are required for the safety of all students and school personnel. No outdoor wraps are worn during drills. It is necessary for students to follow the predetermined directions as quickly, orderly, and quietly as possible. All students and teachers are required to familiarize themselves with drill procedures. Individuals who jeopardize the welfare of others during the fire drill sessions will be removed from school.

FOREIGN EXCHANGE STUDENTS – CREDITS AND GRADES

By Attending Northwest High School, all Foreign Exchange students who attend Northwest High School will be granted credit and grades based on:

- Their plan as to the application of Northwest credits to a diploma in their homeland.
- Their expertise and facility in English.

The decisions as to the above matters, granting of credits, letter grades or pass/fail marks lie solely with the administration of Northwest High School. **Prior arrangements to acceptance of a Foreign Exchange Student must be secured from the High School Principal.**

GRADING SCALE STANDARD

The standard grading scale for classes at Northwest High School is as follows:

A	90 – 100%	D	60 – 69
B	80 – 90	F	59 or below
C	70 – 79		

GRADUATION REQUIREMENTS

- 1. No student may participate in the graduation ceremony without successfully completing all credit and testing requirements.**
2. Requirements for R.G. Drage may vary. Please contact your guidance counselor for further information.
3. For a student to participate in graduation ceremonies, he/she must attend graduation practice. This rule is necessary to ensure that a well-organized and meaningful ceremony for our senior class will take place.
4. Boys must wear dress trousers and dress shoes. Students with hats, tennis shoes, or blue jeans will be excluded from graduation ceremonies. Any student who intends on attracting attention to oneself by wearing bizarre clothing or by use of gestures or abusive language will be excluded from the ceremony.

GUIDANCE AND COUNSELING SERVICES

Students are assigned a specific guidance counselor according to the student's last name, as listed below.

Guidance Counselor:	Student's last name begins with:
Mrs. Schluep:	A – J
Mrs. Nelson:	K– Z

The following Guidance and Counseling Services are available to all students:

1. Counseling with students in regard to personal or school problems.
2. Counseling with students and parents in regard to personal or school problems.
3. Guidance as to entering a college or seeking any other kind of advanced education.
4. Counseling about Financial Aid to a college or other educational institution.
5. Guiding students into occupations or vocations of their choice.
6. Counseling students into courses of study, which best meet their needs.
7. Group standardized testing as well as individual testing programs.

HARASSMENT, INTIMIDATION AND BULLYING

The Northwest Local Board of education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. Harassment, intimidation, or bullying toward a student, whether by other students, staff or third parties is strictly prohibited and will not be tolerated as it disrupts a student's ability to learn and a school's ability to educate its students in a safe environment.

Harassment, intimidation or bullying means any intentional written, verbal, graphic or physical act that a student or group of students exhibits toward others more than once and the behavior both:

- causes mental or physical harm to the other student
- is sufficiently severe, persistent or pervasive and creates an intimidating, threatening, or abusive educational environment for the other student.

This also includes electronically transmitted acts that a student exhibits toward others more than once and the behavior both:

- causes mental or physical harm to the other student
- is sufficiently severe, persistent or pervasive and creates an intimidating, threatening, or abusive educational environment for the other student.

This policy applies to all activities in the district including activities on school property or while in route to or from school. This policy also applies to those occurring off school property if the student or employee is at any school sponsored, school-approved or school related activity or function.

“Harassment or bullying” shall not mean any action that would constitute protected free expression under the First Amendment to the Constitution of the United States.

REPORTING

Students and parents or guardians may file formal reports regarding suspected harassment, intimidation or bullying. Such reports shall be written and specific and include; person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, the specific nature of the threat and the names of any bystanders. Such reports must be filed with any school staff member or administrator and will be reviewed and acted upon in accordance with school policy.

Informal reports may be filed verbally or in writing by students, parents, guardians or school personnel regarding conduct they consider to be harassment, intimidation or bullying and given to a staff member. Such informal reports should include as much information regarding the situation as possible including person(s) involved, number of incident(s), where incident(s) the occurred, target of the behavior, and names of any bystanders. It is recommended that staff receiving reports document the complaint in writing, including the above information. A designated staff member will review this report and appropriate action will be carried out. Designated staff will review anonymous reports and reasonable action will be taken to address the situation. Such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of harassment, intimidation, and/or bullying.

Members of the school district community or third parties who are victims of aggressive behavior are encouraged to file a formal or informal report. Initiating a report, whether formally or informally will not adversely affect the reporting individual's employment or participation in educational or extra-curricular programs. Individuals are encouraged also to file the report as soon as possible after the harassment occurs while the facts are known and bystanders are available. It is considered the responsibility of all students and school staff members to report acts of harassment to a member of the school staff or administration.

If after investigation, acts of harassment, intimidation and bullying by a specific student are verified, the building Principal or his/her designee shall notify the parent or guardian of the perpetrator and the victim of that finding. If disciplinary consequences are imposed against the perpetrator, a description of such discipline shall be included in such notification. Care must also be taken to respect the statutory privacy rights of the perpetrator of such harassment, intimidation and bullying.

All reports regarding aggressive behavior that may be in violation of this policy shall be investigated. If it is found that aggressive behavior has occurred, prompt and appropriate remedial and/or disciplinary action will be taken. Administration will also take immediate steps to impose disciplinary action on individuals engaging in retaliation against a person who has made a report alleging harassment, or who is a bystander, filing a malicious or knowingly false report alleging harassment.

The district shall annually share the policy with staff, students, and parents, along with a statement explaining that it applies to all applicable acts of harassment, intimidation and bullying that occur at any school sponsored, school-approved or school related activity or function. The policy shall appear in student handbooks and in all publications that set forth the school district's comprehensive rules, procedures, and standards of conduct for schools and students in the district. To ensure staff is prepared to prevent and effectively intervene with incidents of harassment, intimidation, or bullying, the district shall incorporate information about the policy into employee training manuals and programs.

The Northwest Local School District Board of Education President shall be provided a semiannual written summary of all reported incidents and such information will be posted on the district web site.

This policy shall not be interpreted to infringe upon the First Amendment Rights of students.

HAZING POLICY

It is the policy of the Northwest Local Board of Education and School District that hazing activities of any type are inconsistent with the educational process and shall be prohibited at all times. No administrator, faculty member, or other employee of the school district shall encourage, permit, condone, or tolerate any hazing activities. No student, including leaders of student organizations, shall plan, encourage, or engage in any hazing.

Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy.

Administrators, faculty members, and all other employees of the school district shall be particularly alert to possible situations, circumstances or events, which might include hazing. If hazing or planned

hazing is discovered, involved students shall be informed by the discovering school employee of the prohibition contained in this policy and shall be required to end all hazing activities immediately. All hazing incidents shall be reported immediately to the Superintendent.

Administrator, faculty members, students, and all other employees who fail to abide by this policy may be subject to disciplinary action and may be liable to civil and criminal penalties in accordance with Ohio law.

HOME INSTRUCTION POLICY

Home Instruction provides a student with a continuous flow of educational services when attendance in school is interrupted due to a medical condition that prevents the student from physically attending school. Home Instruction does not adequately replace the quality of learning that is provided in the classroom.

A medical physician initiates the Home Instruction process through his/her statement that the student physically cannot attend school due to a medical condition. A Northwest Local Schools Home Instruction Form must be completed by the recommending physician. The recommending physician must specify the beginning date of the student's medical leave of absence. In addition, any modification of the leave of absence must be initiated by a physician.

Northwest Local Schools will assign a home instructor to the student when one is available. The instructor will be paid by Northwest Local Schools to meet with the student one hour for each day of absence due specifically to the particular medical condition for which the student has been placed on a leave of absence. In some cases, the student and instructor may choose to meet in a public place, such as the local library. Instruction will be scheduled as mutually convenient to the student, the family, and the instructor.

The home instructor will serve as a liaison between the school and the home. He/she is not a specialized teacher in all curriculum areas. The home instructor will provide the student with assignments from the classroom teachers, answer general questions, administer tests and exams, and return the completed assignments to the appropriate classroom teachers for their review.

The home-instructed student is responsible for completing assignments within a reasonable period of time, as determined by the school's administrator. Home Instruction does not guarantee passing grades in all subjects; students who do not complete assignments adequately are equally eligible to receive failing grades.

Because participation in school must come before extra-curricular activities, students who are employed or who participate in certain extra-curricular activities are not eligible for Home Instruction services. A student placed on Home Instruction full-time is not eligible to participate in Northwest School athletics. Home Instruction is not designed for long-term absences. The Northwest Local School's administration will individually determine eligibility for Home Instruction.

HONOR STUDENTS AT NORTHWEST

Our school has three methods of honoring students for scholastic achievement. They are as follows: The Honor Roll, the Honors Banquet, and the National Honor Society.

All courses taken at Northwest High School for which credit is given are included in the Honor Roll. A student must have at least a 3.0 cumulative average to be on the Honor Roll. This Honor Roll is posted in the school and published in the local newspapers.

The second method of honoring students for achievement is the Honors Banquet. This dinner is for those students who have a grade point average of 3.5 or above for each of the first three grading periods.

The third method is the National Honor Society, which is a national organization and governed by the National Association of Secondary School Principals (NASSP).

To be eligible for membership to the National Honor Society, the candidate must be a member of those classes (junior, senior) designated as eligible in the chapter by-laws. Candidates must have a cumulative scholastic average of 3.5 on a 4.0 scale. Candidates shall then be evaluated on the basis of service, leadership and character.

The selection of members to the chapter shall be by a majority vote of the faculty council. The faculty council shall consist of five faculty members appointed annually by the Principal. Due to the nature of the selection process, these names shall not be divulged. The term of the faculty council shall be one year. Members may be appointed to consecutive terms.

The chapter advisor shall be an ex officio member of the faculty council. The faculty council shall meet at least once a year to select members and to consider dismissal, nonselection, and warning cases.

The selection procedure shall be determined by the faculty council and shall be consistent with the rules and regulations of the National Society. The National council and the NASSP shall not review the judgment of the faculty council regarding selection of individual members to local chapters.

ILLNESS

In case of illness, notify the teacher and report to the office immediately. **Do not report to the clinic without office approval.**

LAB FEES AND SUPPLEMENTAL MATERIALS

• A.P.	\$95.00 (by October 15 th)	
• Accounting I Workbook and Practice Set	\$55.00	
• Accounting II Workbook and Practice Set	\$28.00	
• Art I	\$10.00	
• Art II	\$20.00	
• Art III, IV	\$10.00	
• Band Rental Fee (per semester)	\$25.00	
•	Band – Uniform Cleaning	\$25.00
• Ceramics	\$40.00	
• Choir Robe Cleaning & Costume Fees	\$25.00	
• Credit Flex	\$90.00/course attempted	
• Facilities Fee	\$40.00	
• Healthy and Safe Foods	\$15.00	
• Healthy Living	\$15.00	
• Music Appreciation	\$20.00	
• Painting	\$20.00	
• Science (Bio, Phys, Earth, Meteor, Astro)	\$10.00	
• Science (Chem, Anatomy)	\$15.00	
• Spanish I	\$10.00	
• Spanish II	\$10.00	
• Spanish III	\$10.00	
• Spanish IV	\$10.00	
• Sports Medicine	\$10.00	
• Student Parking	\$30.00	
• Technology Fee	\$23.00	

You have the opportunity to pay for your child's school fees by credit card, debit card, or pay by check through a secure Website, called PayForIt.net. There is a cost to you for using this service, and that fee goes to the company providing the service not the school district. Our district website has a link to PayForIt.net on the "Parents" drop down on our district homepage, www.northwest.sparcc.org.

LEAVING SCHOOL

Students are not to leave school without permission. **We have a "Closed Campus" policy.** Permission may be granted from the Principal, Assistant Principal, or one of the secretaries. After the 7:30 a.m. tardy bell, the only entrance/exit permitted to be used is the entrance/exit by the main office. After the 2:20 p.m. dismissal bell, all exits may be used.

Any student, regardless of age, must have permission before leaving school. Anyone who leaves the building without permission will be considered truant and is subject to disciplinary action.

After permission to leave has been granted, students must sign out in the main office.

LIBRARY/MEDIA CENTER

The library is intended for your use and it is expected that you will take advantage of all our facilities. Only through proper respect for the librarian and facilities can everyone benefit.

The following rules must be abided by:

1. Students will go to their assigned study hall before being released to the library if it is open.
2. Students signed out of study hall to library are responsible to remain in that area for the entire period unless issued a pass by the library supervisor(s).
3. The library supervisor(s) and/or the study hall teacher will monitor the number of students permitted to go to a library.
4. Any student who is disruptive or fails to follow the rules of the library is subject to disciplinary action.
5. Any time a class is meeting in the library the teacher must accompany and remain with the class to monitor their behavior.
6. The library needs to be reserved prior to holding a class there.
7. Students will not be admitted to the library without a signed formal pass.
8. Additional rules may be assigned by library supervisor(s) and are expected to be followed.

LOCKERS

Students are responsible for the proper upkeep of their ASSIGNED locker. **Lockers are the property of Northwest Local Schools. School authorities have the right to inspect or search lockers at any time. Lockers are not to be shared nor changed without permission of the office.** Valuables should not be brought to school and stored in lockers. Coats must be put in lockers, not taken to class. To maintain their condition, nothing is to be affixed to the outside of any locker.

LOST AND FOUND

Lost and found materials will be stored in the office. These materials will be stored for two weeks and then donated to the Goodwill Organization.

NORTHWEST HIGH SCHOOL - STUDENT BEHAVIOR CODE

Section One

WHAT IS EXPECTED OF ME AS A STUDENT AT NORTHWEST HIGH SCHOOL

- I. **Students shall respect the rights of others and maintain wholesome positive attitudes toward peers, school staff, and others.**
 - a. Students shall not interfere with other students' rights to achieve an orderly, systematic, and successful education.
 - b. Students shall not engage in horseplay or fighting.
 - c. Students shall refrain from using profanity, vulgar language, gestures, or obscenities related to fellow student or staff.

- d. Students shall not destroy, damage, steal, or interfere with fellow students' property or school property.
 - e. Students shall respect staff, teachers and the teaching/learning processes.
- II. Students shall come to class prepared to participate in and fulfill planned classroom work.**
- a. Students are to be in their assigned places at the assigned time with all necessary materials. (Books, paper, pencil, and other items the teacher has required.)
 - b. Students are to do assigned work, follow directions, and turn in completed work assignments on time.
 - c. Students are to be working and not disturbing the learning process of their fellow classmates.
 - d. The classroom noise level must be appropriate for classroom activity.
 - e. All student classroom movement will be controlled by the teacher's policy.
 - f. A student who has an excused absence is responsible for class assignments.
 - g. Students are responsible for paying fees on time, unless other arrangements have been made through the office.
- III. Students shall maintain and demonstrate through classroom actions safety for self, others, and the property around themselves.**
- a. Students shall not run, push, shove, or trip fellow students at any time.
 - b. Students shall, while seated, refrain from leaning back in their desk or chairs. (This means keeping all the chair or desk legs on the floor.)
 - c. Students shall not bring items to school or class that could be considered dangerous to fellow students or have no proper place in school, i.e. pocket knives, squirt guns, fire crackers, stink bombs, etc.
 - d. Students shall follow all additional rules and regulations established by the classroom teacher or required by state law in compliance with safety or health regulations for individual classes.
- IV. Students shall comply with established procedures concerning movement outside of the classroom.**
- a. Students who sign in late to school are to enter the building by the front entrance only and immediately report to the office.
 - b. Students who are in a location other than the one assigned must have a pass from the teacher.
 - c. Students who have been detained by a teacher should secure a pass from that teacher.
 - d. Students who cause themselves to be late for class are to report to the office.
 - e. Students who are going to work in an area other than their assigned location should have a pass issued and signed by the receiving teacher before getting permission from the teacher who is to excuse the student.
 - f. Students who leave during their assigned class should have a pass that is issued by the teacher.
 - g. During the times students are in the halls, they should remember that they are expected to behave in a correct manner.
 - h. The legislature has recently enacted several statutes, which require updating student handbooks.
 - i. Sec 2923.122 makes it a felony for any person to knowingly convey, attempt to convey, or possess any deadly weapon or dangerous ordinance onto or on any property owned by or controlled by, or to any activity held under the auspices of, a school.

- V. **Students shall comply with the established procedures while being transported to and from school, and during day-evening visitation to the school.**
- a. Students shall conduct themselves in the same manner during after school activities as during the school day.
 - b. Students on school grounds, after school hours, shall be required to follow this behavior code and should regard themselves as being under the jurisdiction of school personnel.

Section Two

DISCIPLINE POLICY AND GUIDELINES

Definitions

- a. Suspension is defined as the denial to a student for a period of at least one (1) but not more than ten (10) school days, of permission to attend school and to take part in any school functions.
- b. Expulsion is defined, except as provided by the Gun-Free Schools Act or any other provision of the state or federal law, as the denial to a student, for a period exceeding ten (10) school days, of permission to attend school and to take part in any school function. If at the time of an expulsion, there are fewer than eighty school days remaining in the school year, then the Superintendent may apply any remaining part or all of the period of the expulsion to the following school year.

A student who brings a firearm, as defined in the Code of student conduct, to school and/or possesses a firearm on property owned or controlled by the Board of Education shall be expelled from school for one calendar year. The Superintendent may reduce, on a case-by case basis, the one year required expulsion period: (1) when required to comply with applicable federal or state law related to the education of handicapped students insofar as such a period of expulsion is precluded by said laws; or (2) when the Superintendent determines that the interest of the expelled student is served, and the interests of other students, school employees, and other members of the school community are not disproportionately disserved, by such a reduction. This provision does not in any way prevent the district from pursuing the permanent exclusion of a student pursuant to Ohio Revised Code 3313.662.

A student who brings a knife, as defined in the Code of Student conduct to school and/or possesses a knife on property owned or controlled by the Board of Education may be expelled from school for a period up to one calendar year. This provision does not in any way prevent the District from pursuing the permanent exclusion of a student pursuant to Ohio Revised Code 3313.662.

- c. Emergency Removal is defined as the denial to a student whose presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process taking place either within a classroom or elsewhere on the school premises, for a period not exceeding seventy-two (72) hours, of permission to attend school and to take part in any school function.

- d. Disciplinary Removal is an action less severe than suspension, expulsion, or emergency removal and defined as the denial to a student of permission to attend the classes in which he/she enrolled, or to participate in a co-curricular activity in which the student has been involved.
- e. AEP (Alternative Educational Placement) The student is denied the privilege of attending regular classes. The student will study in a supervised educational environment. The student is not permitted to attend any school activities or functions. There is no academic penalty for AEP.
- f. Response Placement is an after-school detention (up to 3 hours) used as an alternative to out-of-school suspension. It has been established for those students who have violated rules and regulations in the school.
- g. Vape Educational Program is a Saturday school 3-hour educational program designed to educate students on the dangers of e-cigarettes and similar products who violate our e-cigarette/vape/juul policy.

Infractions

Infractions, which may result in detention, response placement, loss of privileges, restitution, suspension, expulsion and/or possible legal action/prosecution:

1. Truancy- Unexcused absence from school, unexcused absences (skipping) from a class or classes, unexcused absence from a regularly scheduled activity and/or outside of school building/off school property without authorization.
2. Profanity- Indecent or obscene language, gestures, and/or images.
3. Fighting/Violence/Aggression/Inappropriate Physical Contact or inciting or encouraging another to engage in such misbehavior.
4. Vandalism- Damage to, and/or misuse of school or personal property.
5. Theft- Unauthorized use/possession of another's property.
6. Firearms- Use, possession, sale or distribution of firearms on school property or at any school-sanctioned activity. Students who bring, or at any time possess firearms on school property can be expelled for a period of one (1) calendar year.
7. Weapons- Use, possession, sale or distribution of weapons, "look-alike" weapons, dangerous item that could cause harm, or any type of self-protection devices (mace, pepper spray, stun devices, etc.) on school property or at any school-sanctioned activity. Students who bring, or at any time possess knives on school property can be expelled for a period of one (1) calendar year.
8. Explosives- Use, possession, sale or distribution of, or igniting of any explosive, incendiary, pyrotechnic or gaseous device, which produces an explosion, smoke, fire, gas, or odor.
9. Tobacco- Use, possession, sale or distribution of tobacco, tobacco products, electronic (vapor) cigarettes, nicotine products or tobacco paraphernalia on school property or at any school-sanctioned activity.
10. Alcohol- Under the influence, use, possession or distribution of illicit, controlled substances, alcohol, or any chemical/substance which resembles same, and/or over-the-counter medications on school property or at any school-sanctioned activity.
11. Drugs- Use, possession, sale or distribution of mind-altering paraphernalia.
12. False Alarms/ Bomb Threats- Any threats or violence, assault, disruptive behavior resulting in the inciting of panic and interrupting the educational process

13. Disruptive/Disobedient Behavior. Any behavior that disrupts the educational process, and/or obstruction (lack of cooperation with school officials, failure to tell the truth).
14. Harassment/Bullying/Cyber-bullying/Intimidation
15. Firearm Look-a-Like- Use, possession, sale or distribution of “look-a-like” firearms on school property or at any school-sanctioned activity. Students who bring, or at any time possess look-a-like firearms on school property can be expelled for a period of one (1) calendar year.
16. Unwelcome Sexual Conduct
17. Aiding or Abetting Violation Rules – Assisting others in the violation of any school rule
18. Cheating- Plagiarism/Cheating or the appearance of cheating.
19. Criminal Acts- Violations of public law or ordinances when on the school property or while in attendance at school-sponsored activities.
20. Disrespectful Behavior- Any behavior that disrespects another individual.
21. Electronic Devices-Improper possession or misuse of personal or school electronic devices, such as but not limited to cell phones, laptops, memory sticks, IPADS, E-Readers, etc.
22. Forgery- Falsely representing or attempting to falsely represent any information given to school officials or use the name of another person to commit libel or slander.
23. Gambling
24. Dress Code Violation
25. Hazing- Intolerance/Dating Violence/Endangering of others/Hazing or initiation of students/Extortion.
26. Inciting Violence or Disruption - Any threats or violence, assault, disruptive behavior resulting in the inciting of panic and interrupting the educational process
27. Insubordination- Verbal disrespect, defiance, insubordination, obscene gestures, or threatening a teacher and/or other school employee. Failure to serve assigned detention, response placement, and/or suspension.
28. Loitering/ Trespassing
29. Misuse of the internet - Failure to comply with Northwest Local's computer/technology policy.
30. Offensive, Violent, Sexual Materials on school property.
31. Persistent/Expanded Behavior - Repeated and/or multiple violations of School Code of Conduct.
32. Physical Attack and/or Threat Thereof- Physical reaction to a teacher and/or other school employees (striking, kicking, pushing or threatening with fists or weapon). Physical misconduct or encouraging another to engage in physical misconduct.
33. Public Display of Affection
34. Refusing to Accept Discipline- Students failing to comply with disciplinary penalties.
35. Sale of Articles
36. Shakedown or Strongarm
37. Use of an object as a weapon.
38. Violation of Bus Rules- Violation of automobile driving or school bus transportation regulations.
39. Excessive tardiness to school or class.
40. General/Gross misconduct, failure to comply with reasonable rules and regulations, disruptive behavior and/or insubordination.
41. Publication, distribution and/or possession of any material not approved by the school administration.

ADMINISTRATIVE DISCRETION

The school administration has the ultimate authority in all student conduct code violations and reserves the right for discretionary deviation from the aforementioned policy.

REMOVAL FROM CURRICULAR OR EXTRACURRICULAR ACTIVITIES

Grounds for Removal – If a student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process taking place either within a classroom or elsewhere on the school premises, a teacher may remove a student from curricular or extracurricular activities under the teacher's supervision, but not from the premises.

In removal from curricular activities, the teacher shall immediately notify the administrator of such removal. Written reasons will be submitted as soon as practicable.

In removal from extracurricular activities, the teacher shall, as soon as practicable, submit to the administrator written reasons for such removal.

A hearing will be scheduled within seventy-two hours. The individual who ordered, caused, or requested the removal must be present at the hearing.

The Principal shall make written notice of the hearing and the reason for the removal shall be given to the student as soon as practical.

Reinstatement – If the Principal reinstates a student in a curricular or extracurricular activity under the teacher's supervision prior to the hearing, the teacher shall, upon request, be given in writing, the reasons for such reinstatement.

Section Three

CONSEQUENCES OF SUSPENSION AND/OR EXPULSION

1. The suspended or expelled student will not be permitted to attend or participate in any extracurricular activity.
2. The suspended or expelled student will not be permitted to be on school property during the suspension or expulsion period (except for the in-school suspension room).
3. The suspended or expelled student may or may not receive credit on work, which takes place in the classroom while he/she is on suspension.

(A student assigned to AEP can earn the credit provided that all work gets completed.)

MORALITY OF STUDENT RELATIONSHIPS DURING SCHOOL HOURS

It is the belief of the faculty and administration that physical contact between students is considered to be inappropriate and in poor taste during school hours. It is therefore, necessary for us to ask students not to walk arm in arm, etc. during the school day. It is our belief that there is a time and place for this type of show of affection, but school is hardly that time or place.

PARENT CONFERENCES

We offer three scheduled Parent/Teacher conference opportunities as posted on the high school webpage. A parent or teacher may arrange additional parent-teacher conferences whenever circumstances warrant. Parents are encouraged to call for an appointment with any teacher whenever appropriate.

PHYSICAL EDUCATION

All students are required to earn high school credit for physical education.

1. The teacher will review parents' request that a student be temporarily excused from physical education class. A physician must authorize excuses for a period longer than three gym periods, and this authorization should be brought to the office.
2. Students having valuables should lock them in their locker before coming to gym class. The school is not responsible for lost or stolen property.
3. Parents are requested to inform the school by letter of any physical conditions, which might require a modified physical education for their child.
4. There are options for completing the physical education requirements, these should be discussed with a guidance counselor.

SCHOOL INSURANCE

School accident insurance is available through a Board of Education approved agency. Notification of the online application is located on the school district website.

Two types of policies are available. One policy covers school related accidents, which occur at school, going or coming to school, or any other school related activity. The second policy covers accidents regardless of whether they are school related. Prices vary according to coverage. All students participating in an interscholastic sport **must** either purchase school accident insurance or sign a waiver. Otherwise, they will not be permitted to participate. This must be done prior to participating in any team activities. An important point to remember is that this insurance covers only those costs not covered by your regular insurance coverage. It will not pay if you have other coverage that will pay the costs incurred from an accident.

The most important point to remember and follow concerns filing. If a student has a student accident insurance policy, that student or his parents must obtain a claim form from the high school office and file immediately after the accident in order to guarantee coverage. Too often, claims are not made until after the 60-day limit. As a result, the school insurance will not honor the claim. If an accident occurs, file a claim as soon as possible. Don't wait to see if your other policy will cover it.

None of this coverage is valid unless/until the parent (who deals directly with the insurance company) completes the online application and pays the application premium.

Please contact the main office if you have any questions about school accident insurance.

SENIOR CLASS POLICY AND PURPOSE

The policy and purpose statement should be updated for the senior class to designate what is to be done with the funds that are left in their account at the time of graduation. If they specify they want to take out their funds and place them in an account with a bank to be used for class reunions, there is no problem releasing their money. Notification to withdraw these funds must be done with the high school Principal no later than April 30th of the senior year.

SENIOR TRANSCRIPTS

These will be sent to the college by the school. Students shall provide the written address to the counselor or guidance secretary. If you wish verification of receipt at that destination, you shall provide the counselor or guidance secretary with a self-addressed postage-paid card.

SENIORS ON VISITATION

You may be excused for up to two days for post-school visitation job interviews. Secure a form from the main office and have completed at least two days prior to your appointment. Poor school attendance may result in denial of a senior visit during school hours.

SPORTSMANSHIP

Athletics are a very important part of our extracurricular activities. The opportunity to compete and participate with other schools is indeed a challenge. Whether a direct participant or a fan, remember to respect the officials, opponents, and opposing fans. Remember, you represent your school, your community and yourself. Inappropriate behavior may result in removal and forfeiture of the privilege of attending future events, activities, or performances.

STARK COUNTY AREA JOINT VOCATIONAL SCHOOL DISTRICT (R.G. DRAGE)

The Counselors at the Career Education Center and the Home School realize the importance and difficulty in making the decision to attend a program at the Career Education Center. Therefore, we have attempted to clear up some of the concerns that students and parents frequently have. This decision will not only affect your final two years of high school, but also your entire career. Please read carefully regarding them and talk with your counselor.

I. **ADMISSION REQUIREMENTS**

Each student is required to have seven credits when he starts the vocational program in grade eleven. Six credits shall be in the following subject areas: two in English, one in social studies, two in science, two in math, and 1 in health-physical education, 0.50 of computer applications, and 0.50 credit of Money Management. Two academic requirements will be offered at the Vocational School during the regular school day. They are English in the 11th and 12th grades and a third year of social studies. Students will be accepted at the Career Education Center with some credit deficiencies, but the student must understand that if he/she has any credit deficiencies prior to his enrollment at the Career Education Center, the deficiencies must be made up.

II. **TRANSFER POLICY**

If you accept a place in one of our programs, you are making a commitment to that program. It is only in exceptional cases that transfers **are made but only after the first full week of school.**

Both the Home School and the Career Education Center insist on this waiting period for reasons outlined below:

- A) To give the student an opportunity to explore the program and adjust to it.
- B) It also enables the instructor to show the student what is involved.
- C) To maintain unity and organization between schools, one common transfer date has been agreed upon by all schools.

III. **FEES**

Each program has a lab fee, which begins at \$15 or more, depending on the cost of consumable supplies needed for that year. Safety glasses and uniforms must also be purchased from the Career Education Center. For further information about cost, see your counselor.

IV. **TRANSPORTATION**

Buses are provided, and students are encouraged to ride them. Exceptions to this regulation must be arranged through consent of the parent and director of the Career Education Center. Co-op students must provide transportation to and from the school and the job.

V. **HOME-SCHOOL ACTIVITIES**

Due to time and distance, students at the Career Education Center must expect to limit Home-School activities during school hours. Attendance at special events will be arranged when possible.

VI. **DRESS GUIDELINES**

A student's dress must meet two criteria:

- A. Employability – Would it be accepted on the job?
- B. Safety – Does it interfere with the operation of any equipment, or is it a health hazard?

VII. **VOCATIONAL CERTIFICATES**

Since employability is one of the goals at the Vocational Center, attendance is greatly stressed. Students are encouraged to earn a vocational certificate by:

- A. Successfully completing the required hours of instruction.
- B. Earning satisfactory grades.
- C. Displaying employable attitudes.
- D. Maintaining acceptable citizenship.

VIII. **HIGH SCHOOL DIPLOMA**

Vocational students will receive a diploma from their home school. It must be understood that all home school requirements for grade nine and ten shall be completed, as well as all requirements at the Vocational School, to qualify for the high school diploma.

IX. CREDITS EARNED AT CAREER EDUCATION CENTER

A. Junior Year

Four credits for your Vocational Program including laboratory and related classes	= 4
One credit for your grade 11 academic English	<u>= 1</u>
Total credits – junior year	= 5

B. Senior year

Four credits for your Vocational program laboratory and related classes	= 4
One credit for grade 12, academic English	= 1
One credit for social studies	<u>= 1</u>
Total credits - senior year	= 6

C. Total number of credits for the junior and senior year at R.G. Drage Career Center = 11

STUDENT IMAGES

Student images may appear in school publications from time to time of a student as a reflection of activities or positive performances. Parents/students wishing for these to appear should complete the opt-in permission form (final forms).

STUDENT RECORDS

Student files contain information necessary to record the experience of the student while enrolled in Northwest Local Schools. The information is classified by statute as general or confidential for recording purposes (see next page). Entries into files will be identified by date and source of information as routine procedure.

Access to records is granted:

1. To the staff of the Northwest Local Schools with a stated legitimate educational interest.
2. To parents or the designated legal guardian.
3. To students eighteen years of age or older.
4. By court order or subpoena.
5. To other persons or agencies as requested in writing by parents, guardian, or eighteen-year-old or older student.

The law permits up to forty-five days to provide access, but files will be made available at the earliest convenience by the responsible school official.

Files will be shared in compliance with school regulations only when the appropriate school official, as designated by the building Principal, is present to interpret the contents of the files.

Confidential Records

1. Psychological reports
2. Consent for release of confidential information
3. Guardianship - custodial care
4. Special Education placement forms
5. Confidential medical reports

General Records

1. Identification data
2. Attendance records
3. Report cards and grades
4. Interim reports
5. Parent conference reports
6. Consent for release of information
7. Medical and dental information
8. Immunization records
9. Emergency medical authorization
10. Standardized test data
11. Speech program card and parent consent form
12. Employment records
13. School activities and honors

14. Photographs
15. Disciplinary reports

When an actual request is received to forward a student's records to a designated source, all of the following entries under general records may be sent: 6, 7, 8, 10, 12, and 13.

STUDENT SCHEDULE CHANGES

ALL REQUESTS for schedule changes will be governed by the following guidelines for the 2021– 2022 school year.

1. Students received a copy of their schedule for verification in May 2020.
2. Students had until May 29, 2020 for a "change of mind" schedule change. They were asked to review both **first and second** semesters.
3. After **May 29, 2020** only the following changes will be allowed during the first five (5) days of the first semester and the first three (3) days of second semester.
 - a. Upgrading your schedule--adding a class in place of study hall.
 - b. Dropping a class because the student has no study hall.
 - c. Level change--teacher recommendation only, i.e., Honors Geometry to Geometry or a foreign language level adjustment.
 - d. A sound educational reason as evaluated by the guidance counselor and/or building Principal.

DROPPING A CLASS

A student may only drop a class without penalty up to the completion of the fifth week of the first nine weeks (this applies to semester and full-long courses). If the student wishes to drop after the fifth week, the students will receive an F for the course.

The following scheduling procedures also apply:

1. A full-time student is required to take at least five courses per semester whether or not those credits are needed for graduation. The exceptions are work/study.
2. Students will receive an "F" on their transcript for courses dropped after the posted deadlines. The exception to this is approved course level changes.
3. Students will not be permitted to change to a different teacher for the same course without the consent of the Principal. This rarely allowed change will only be made in extreme circumstances.
4. Year long courses will not be split to accommodate schedule changes or course requests.
5. The Northwest Local Schools will accept credit from other public and private high schools. These transcripts, along with those from parochial, military academies, schools abroad and other special schools will be evaluated with the right of the administration to deny credit for courses which fall outside the bounds of general public-school education.

SURVEILLANCE CAMERAS

All persons are duly informed that their behavior and movement may be monitored on school property and/or adjacent property by security cameras for purposes of safety of person, personal property, and Board of Education property.

TARDY TO CLASS

Tardiness to class is defined by the student not being in the designated area as defined by the teacher/staff when the bell rings. Students are expected to be at each class on time. If students are detained by a teacher or the office, a pass must be issued to admit the students to enter class without being considered tardy.

Teachers will follow the established plan listed below. Tardiness is cumulated by semester.

- 1st and 2nd tardy to class: verbal warning by teacher/staff.
- 3rd through 5th tardy to class: teacher consequence issued and will contact the parent/guardian.
- All tardiness to class after 5: referral to building Administration.

TARDY TO SCHOOL

Students who report to school after the 7:25 a.m. will be considered tardy to school. A warning bell will ring at 7:20 a.m., and students are expected to be moving toward their first period class. Students must enter through the main office and sign into school.

Administration will follow the established plan listed below. Tardiness is cumulated by semester.

- 1st through 3rd tardy: warning from school personnel
- 4th and 5th tardy: one after-school detention (30 minutes).
- 6th and 7th tardy: two after-school detentions (30 minutes each).
- 8th and 9th tardy: one day in AEP
- 10th and 11th tardy: one Response Placement (3 hours).
- Any student who continues to display habitual tardiness will be assigned multiple days of AEP upon his/her 12th tardy and beyond for each tardy thereafter.

TELEPHONE

The office telephone is for emergency use only (calling to go home ill, injured, etc.). In the case of students involved in extracurricular activities, time for pick-up, etc. should be arranged in advance so that you do not need to use the school phone. Your cooperation is appreciated. Remember, the office phones may NOT be used without prior permission of administration or school secretary.

TEXTBOOKS

Students are reminded that textbooks are expensive to the taxpayer. It is highly recommended that students cover all books.

Students will receive textbooks from their teacher at the beginning of the course. If, during the course of the year, a student withdraws from school, he/she is responsible for turning the books back in to that same teacher. Forms are in the office to be filled out accordingly. **Students are responsible for all books issued to them.** Fines are assessed for damaged and lost books/workbooks.

TITLE IX

It is the policy of the Northwest Local Board of Education not to discriminate on the basis of sex in its educational programs and activities or employment policy and procedures as required by Title IX of the Educational Amendments of 1972.

Any questions or inquiries about Title IX should be directed to: Miss Debora Clark, Director of Instruction, 2309 Locust Street South Canal Fulton, Ohio 44614. Phone: 330.854.2291.

VANDALISM – Ohio Revised Code 3109.09

This statute indicates any owner of property is entitled to bring an action to recover compensatory damages in a civil action in the amount not to exceed \$2,000 from the **PARENTS** who have custody and control of the minor under the age of 18 who willfully damages property belonging to such owner.

VISITORS

All visitors must get “buzzed in” through the Main “A” Entrance and come directly to the Main Office to sign in and pick up a visitor badge.

WITHHOLDING OF GRADES AND CREDITS

In accordance with the Ohio Revised Code 3313.642 and the Northwest Board of Education approved policy, Northwest High School may withhold grades and/or credits from students for the loss, damage, or destruction of school apparatus, equipment, musical instruments, library material, textbooks furnished without charge, lab or course fees as approved by the Principal, or for any damage to any school buildings or Board of Education property.

Also, in accordance with O.R.C. 3313.642, diplomas will not be withheld, but transcripts of grades and credits will be withheld until school fees are paid.

WORK PERMITS

Work Permits are necessary for all minors between the ages of 14 and 18 whether they are in school, work-study program, or are attending school and working part-time, or full-time. Minors between the ages of 14 and 18 also must obtain age and schooling certificates for summer jobs. Drop-outs and married students who have not reached their 18th birthday must have a work permit to be employed.

Any student who is employed by the school either full-time or part-time, as an employee, or work-study student must have a work permit on file and some form of school or home insurance.

Procedure for obtaining a Work Permit:

1. The student must first have the promise of a job.
2. The student reports to the Guidance Office Secretary who will issue the proper forms.
3. The student completes the forms, arranges with his physician for a physical examination, has his employer complete the pledge employer card and has a parent or guardian bring the student's birth certificate to the Guidance Office where their parent or guardian's signature will be required.
4. After all forms are completed and returned to the Guidance Office, they will be processed.
5. The Work Permit will be given to the student to provide to his/her employer.

CREDIT REQUIREMENTS FOR GRADUATION

4 credits	English
1 credit	Modern World History
1 credit	U.S. History
1 credit	American Government/Economics
1 credit	Physical Science
1 credit	Biology
1 credit	Science (elective) in addition to Physical Science and Biology
4 credits	Mathematics, including one credit of Algebra II or its equivalent
0.50 credit	Health
0.50 credit	Physical Education (which requires two semesters)
0.50 credit	Computer Applications
0.50 credit	Money Management
<u>4.0 credits</u>	<u>Electives*</u>
20.00 credits	TOTAL CREDITS

Beginning with the Class of 2014, students must also complete the Ohio Core requirements for graduation, which include:

1. Student electives* of any one or combination of the following: foreign language, fine arts (two semesters in any grades 7 – 12), business, career-technical education, family and consumer sciences, technology, agricultural education or additional English language arts, mathematics, science or social studies courses not otherwise required under the Ohio Core;
2. Units earned in social studies shall be integrated with economics and financial literacy and
3. Passing all State required examinations.

TEST REQUIREMENTS FOR GRADUATION

Classes of 2022

1. Ohio's State Tests

Earn at least 18 points on seven end-of-course state tests. End-of-course tests are:

Algebra I or Int. Math I, Geometry or Int. Math II, American Government, American History, English I, English II and Biology.

or

2. Industry credential and workforce readiness path.

or

3. College and career readiness tests. Earn remediation-free scores in mathematics and English language arts on either the ACT or SAT.

OR

Show Competency (*passing score on Algebra and English II exams*)

Option 1. Demonstrate Two Career-Focused Activities in Foundational and Supporting Skills.

Option 2. Enlist in the military.

Option 3. Complete College Coursework

And

Show Readiness by earning two Diploma Seals. At least one Seal must be Ohio-designed.

Classes of 2023 and beyond – three pathways

The Ohio Legislature updated Ohio's graduation requirements in the fall of 2019. The new graduation requirements begin with the Class of 2023. All students will be required to take end-of-course exams in the area of English Language Arts, Mathematics, Science, and Social Studies and meet one of three requirements:

Show Competency (*passing score on Algebra and English II exams*)

Or complete one of the three options:

Option 1. Demonstrate Two Career-Focused Activities in both Foundational and Supporting skills.

Option 2. Enlist in the Military.

Option 3. Complete College Coursework

And

Show Readiness by earning two Diploma Seals. At least one Seal must be Ohio-designed.

DIPLOMA with HONORS CRITERIA

Students need to fulfill all but one of the applicable criteria for the Diploma with Honors.

Subject	Academic Diploma with Honors for Classes 2011 and Beyond	Career-Technical Diploma with Honors for Classes 2012 and Beyond
English	4 units	4 units
Mathematics	4 units, including Algebra I, Geometry, Algebra II or equivalent and another higher level course or a four-year sequence of courses that contain equivalent content	4 units, including Algebra I, Geometry, Algebra II or equivalent and another higher level course or a four-year sequence of courses that contain equivalent content
Science	4 units, including physics/AP Biology and chemistry	4 units, including two units of advanced science***
Social Studies	4 units	4 units
Foreign Language	3 units (must include no less than 2 units for which credit is sought), i.e., 3 units of one language or 2 units each of two languages	N/A
Fine Arts	1 unit	N/A
Electives	N/A	4 units of Career-Technical minimum. Program must lead to an industry recognized credential, apprenticeship, or be part of an articulated career pathway which can lead to post secondary credit.
Grade Point Average	3.5 on a 4.0 scale	3.5 on a 4.0 scale
ACT/SAT Score [excluding scores from the writing sections]*	27 ACT / 1210 SAT	27 ACT / 1210 SAT
Additional Assessment	N/A	Achieve proficiency benchmark established for appropriate Ohio Career-Technical Competency Assessment or equivalent

Diploma with Honors requirements pre-suppose completion of all high school diploma requirements in Ohio Revised Code including:

½ unit physical education**

½ unit in American history

½ unit health

½ unit in government

*Writing sections of either standardized test should not be included in the calculation of this score.

**SB 311 allows school districts to adopt a policy exempting students who participate in interscholastic athletics, marching band or cheerleading for two full seasons from the physical education requirement.

***Advanced science refers to courses in the Ohio Core that are inquiry-based with laboratory experiences and align with the 11/12th grade standards (or above) or with an AP science course, or with the new high school syllabi, or with an entry-level college course (clearly preparing students for a college freshman-level science class, such as anatomy, botany, or astronomy), or contain material above the current OGT level.

Consequences of Positive Drug Test Results

First Positive Result

For the first positive results, the student will be given two options:

1. The student will make an appointment with a certified chemical dependent counselor (from the attached approved list in Addendum B for chemical dependency assessment and then follow the recommendations of the counselor. This assessment must be completed within seven (7) days of notification of positive test. The documentation that the Student Participant completed all recommendations of the counselor. **The counselor expense will be the responsibility of the parents.** The Student Participant will submit to three (3) additional tests at parent expense. Mandatory testing dates will be selected by the Third Party Administrator.

OR

2. The student will be denied participation for a minimum of four months. A student athlete disciplined under this policy will follow additional guidelines established in the Activity Behavior Code. The student will be required to submit to the next three (3) random test sessions. During that time, the student may petition for reinstatement of privileges, provided the student shows proof of assessment by a chemical dependency counselor and completion of treatment in a substance abuse program as recommended by the chemical and dependent counselor. The parent/guardian/custodian and student will meet with the designated Official and the building administrator to determine reinstatement. Upon reinstatement, if the student continues to be involved in extracurricular activities and/or receive parking or special privileges, the student will submit to random testing for a period of one calendar year from the date of reinstatement at parent/guardian expense.

Second Positive Result

After the second positive result, the student will be given two options:

1. **The student will be denied participation and parking or special privileges for a minimum of one month.** The student will make an appointment with a certified chemical dependency counselor (from the attached approved list in addendum A) for chemical dependency assessment and then follow the recommendations of the counselor. This appointment must be completed within seven (7) days of notification of positive test. The parent/guardian/custodian is responsible for all expenses and for providing the Designated Official with documentation that the Student Participant completed all recommendations of the counselor. **The counselor expense will be the responsibility of the parents.** The Student Participant will submit to five (5) additional mandatory tests at parent/guardian expense.

OR

2. The student is **will be** denied participation and parking or special privileges for **a minimum of** six months from the date of notification or the remainder of the school year whichever is longer. A student athlete disciplined under this policy will follow additional guidelines established in the Activity Behavior Code. The student will be required to submit to the random tests for one calendar year, in addition to three (3) mandatory tests. At any time, the student may petition for reinstatement of privileges, provided the student shows proof of assessment by a chemical dependency counselor and completion of treatment in a substance abuse program as recommended by the chemical and dependent counselor. The parent/guardian/custodian and student will meet with the Designated Official and the building administrator to determine reinstatement. Upon reinstatement, if the student continues to be involved in extracurricular activities and/or receives parking or special privileges, the student will submit to random testing for a period of up to two calendar years from the date of reinstatement at parent/guardian expense. The length of time for random testing will be determined by the Designated Official.

Third Positive Result

The Student will be denied participation in activity and/or parking or special privileges for **a minimum of** one calendar year from the date of notification of the positive test. After that time, the student may petition for reinstatement of privileges, provided the student shows proof of assessment by a chemical dependency

counselor and completion of treatment in a substance abuse program as recommended by the chemical and dependent counselor. **The counselor expense will be the responsibility of the parents.** The parent/guardian/custodian and student will meet with the Designated Official and the building administrator to determine reinstatement. Upon reinstatement the student will submit to random testing at parent/guardian expense for the remainder of his/her time involved in extracurricular activities and/or receiving parking or special privileges.

Violations are accumulative throughout the student's secondary school career. (Grades 7-12)

Self-Referrals

A student may make a self-referral while a student in the Northwest Local School District. Self-referrals can only occur before a student is selected for testing. Counseling and additional testing as required for a first positive result must be followed, but no other punitive action is taken. The student will be required to produce such evidence of counseling and testing as determined by the Designated Official. **The counselor expense will be the responsibility of the parents.** Any student that tests positive after self-referral is subject to consequences for a second or third positive result.

Self-Referral shall be made to the following:

1. Athletic Director
2. School Counselor
3. Building Principal

An altered test or refusal to test will be treated the same as a positive result.

COVID-19

Due to COVID-19 and new Title IX requirements certain sections of this handbook may become obsolete and changes in language may be required. We will continue to supplement the handbook as these changes become necessary.