

Norwood
Public
Schools

2018

Student
Handbook



NORWOOD PUBLIC SCHOOLS

STUDENT HANDBOOK

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Mission Statement

The mission of the Norwood Public Schools is to foster success in all students by educating them in a safe and respectful environment.

Our Vision

In partnership with home and community:

- Provide a quality education for all students
- Provide a safe, cooperative learning environment
- Nurture respectful, confident individuals
- Promote responsible citizens
- Engage students in authentic learning
- Promote independent thinking for students to become lifelong learners
- Prepare students
- to enter the workforce

School Hours

School hours are from 7:40 a.m. to 3:45 p.m., Monday through Thursday. Students should NOT arrive at school before 7:30 a.m. or remain on campus later than 3:30 p.m. unless they are participating in a supervised activity.

Middle School and High School Class Schedule (M-W/**T-Th**):

Warning Bell:	7:40am/7:40am
1 st Hour:	7:45-8:45/7:45-8:42am
2 nd Hour:	8:52-9:52/8:49-9:46am
3 rd Hour:	9:55-10:55/9:49-10:46am
4 th Hour:	10:58-11:55/11:58/10:49-11:43/11:46am
Lunch:	11:55/11:58-12:36/11:44/11:46-12:24pm
5 th Hour:	12:39-1:39/12:27-1:24pm
6 th Hour:	1:42-2:42/1:27-2:24pm
7 th Hour:	2:45-3:45/2:27-3:22pm
8 th Hour:	None/3:25-3:45pm

Positive Behavioral Interventions and Supports (PBIS)

Norwood Public Schools is a “PBIS District”. We are working with the Colorado Department of Education Office of Learning Supports to fully adopt the Colorado Positive Behavioral Interventions and Supports Initiative and adopt their mission which is

“.....to establish and maintain effective school environments that maximizes academic achievement and behavioral competence of all learners in Colorado”.

PBIS involves improving student academic and behavior outcomes and ensuring that all students have access

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to the most effective and accurately implemented instructional and behavioral practices and interventions possible. Our district has been developing an operational framework for achieving these outcomes by emphasizing the following four elements:

- Using data for decision making
- Working toward measurable outcomes
- Research-based behavioral and academic practices
- Putting systems into place that efficiently and effectively improve student academic and behavior outcomes

We guide the above four elements with six important principles:

- We develop a continuum of scientifically based behavior and academic interventions and supports
- We use data to make decisions and solve problems
- We arrange the environment to prevent the development and occurrence of problem behavior
- We teach and support prosocial skills and behavior
- We implement evidence-based behavioral practices with fidelity
- We screen and universally monitor student performance and progress

The overarching expectation for every individual member of our school community is: RESPECT, RESPONSIBILITY, and READINESS (aka “The Three R’s”). Using the Three R’s to guide our efforts, team members including administrators, staff, parents, and students developed the Behavior Expectation Matrix which you will find on the next page. This matrix lays out examples of what respect, responsibility, and readiness look like in the various settings of our schools. These are our basic rules and expectations. The whole idea behind our system is to prevent problems before they happen, teach positive behaviors, and intervene early when negative behaviors occur.

Breakfast

A nutritious breakfast is available to students k-8 every morning free of charge. Elementary and middle school students are served breakfast in their classrooms first thing after the morning bell and high school students have access to a breakfast cart between 8:40-8:47am.

Lunch

The cost for a student lunch is \$2.25 for elementary students and \$2.75 for middle and high school students. Adult lunch costs \$4.00. Milk can be purchased for \$.60. Students in grades 6-12 qualifying for reduced lunch prices pay \$.40 per lunch. Students in preK-5 qualifying for reduced also get a free lunch. Students who are eligible for reduced meals also qualify for a free breakfast. Elementary and middle school breakfast is free for all students, high school breakfast is \$2.00, and adult breakfast is \$2.25. Elementary and middle school students are expected to remain on campus for lunch.

Health Services

In order to attend public school, each child must have required vaccinations on file. Our school nurse keeps track of student immunization records and will contact parents if a student is overdue on his/her vaccinations. Failure to provide proof of the proper vaccinations will lead to the student being excluded from school until the updated records are received. It is very important that the school have updated parent and emergency contact information. We **MUST** be able to reach parents in case of illness or injury. **Please**

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update contact information if it changes during the school year.

Medication Policy

Medication can only legally be given by trained school personnel. The following must be in place before medication may be administered to students:

- Medication must be in the original pharmacy or pharmaceutical properly-labeled container. If it is a prescription medication, the student's name, name of drug, dosage, time for administering, name of physician and current date shall be printed on the container.
- The medication must be brought to school by a legal guardian and **NOT** by the student.
- The school shall have received written permission from the doctor or dentist to administer the medication. Form JLCD-E shall be used to secure this permission, if possible.
- The school shall have received written permission from the parent/guardian to administer the medication. When such a request is made by the parent/guardian, a full release from the responsibilities pertaining to the administration and consequences of such medication also must be presented. Form JLCD-E shall be used to secure this permission.
- Procedures and regulations as outlined in Form JLCD-E shall be followed when administering medication to students.

Self-Carry

- The student and parent need the provider's permission in writing (inhaler, epipen).
- The main office must be informed of the students who self-carry.

Parent/Teacher Conferences

Formal Parent/Teacher Conferences are held twice per year at the end of the first and third quarters. We feel strongly that individual conferences regarding student progress is meaningful and important. These meetings help us to better understand the needs of each student, and helps parents better understand their child's progress at school.

Attendance

Norwood Public Schools recognizes that daily attendance is critical to academic achievement and therefore expects every student to attend school and class on time, every day. Students with 10 full or partial days of unauthorized cumulative absences from school are in violation of state compulsory education law and are considered truant.

Because students who have good attendance records are more likely to achieve higher grades and enjoy school life to a greater degree, it is extremely important for students to be in attendance each day. Therefore, the school recommends that doctor and dental appointments, family vacations, etc. be scheduled after school or on days when school is not in session if at all possible. Parents/guardians who choose to have their son/daughter absent from school for an extended period of time for a family vacation should realize that their child's grades may suffer due to missing the interactions, discussions, labs, cooperative group work, etc. that go on in each classroom. Some missed activities are not possible to make up.

School staff, students, families and the community share responsibility for student attendance. To assure student safety and accountability, families need to know daily if their students are absent from school. When making decisions about their students' schooling, families have the responsibility for notifying the school about their students' attendance.

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Procedures for Absences

If a student misses school because of the reasons listed in the next section, a parent or guardian must notify the school by written message upon the student's return to school.

If a student needs to leave the building for a scheduled appointment, the parent/guardian must send a note with the student, indicating the time for the student's release. The student should then sign out of the building in the office log. When a student returns to school, he/she must report back to the office for an admit slip to class.

Please note that 18 year-old students who are independent students as defined by section 152 of the Internal Revenue Code are required to abide by Norwood Public Schools attendance rules and regulations.

In School and Out of School Suspensions are excused absences and students will be permitted to complete make-up work for missed classes. Students may earn full credit for work assigned and completed during in-school suspension and may earn up to 70% for work assigned and completed during out-of-school suspension.

Excused Absences

VERIFIED BY PARENT/GUARDIAN – count towards maximum 9-absence policy per semester

Unexcused Absences

UNVERIFIED BY PARENT/GUARDIAN – count towards maximum 9-absence policy per semester

School Excused Absences

DO NOT count toward maximum 9-absence policy or truancy per semester, but should be within a reasonable duration

- School sponsored curriculum or extracurricular activities (Extracurricular Activities = Any interscholastic athletic or school sanctioned event or other activities as approved by administration)
- Authorized appointments with school personnel
- Death in student's immediate family or of a close relative or friend
- Illness or Medical Appointment – *original documentation required by medical personnel*
- Illness in student's immediate family – original documentation required from medical personnel
- Legal/court appearances – original documentation required from court system
- Religious holidays
- Physical emergency conditions such as fire, flood, or storm

Maximum Absence Policy – See Code of Conduct

Appeals Process – See Code of Conduct

Notifications/Interventions for Maximum 9-Absence Policy – See Code of Conduct

Truancy: 10 Unexcused Absences – See Code of Conduct

Tardies

Norwood Public Schools is committed to student promptness as being educationally sound and as an

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important aspect of success. Promptness in appearing for class is one indication of the student's commitment and attitude towards his/her academic experiences. Therefore, Norwood Public Schools expects every student to be in class on time and will make every effort to see that each student meets his/her responsibility. There should be no students out of class during the first and last 10 minutes of an instructional period.

In case of inclement weather, the school may exercise discretion in admitting tardy students to class. Teachers will also maintain a complete record of tardiness, similar to absences, which can be used by the administration in conferring with students and parents. A student tardy due to unavoidable circumstances, as determined by the administration, may be given consideration on an individual basis. See Code of Conduct for additional information.

Prearranged Absences

Prearranged absences still count toward the maximum nine-day attendance policy. However, prearranged absences should be communicated to the teacher for college visits, family trips, court appearances, and other absences for which the student has prior knowledge. A parent or guardian should notify the school **at least three (3) school days in advance** of the scheduled absence. A prearranged absence form will then be initiated by the **office** for students to have signed by their teachers and Principal. Students will be expected to find out what work will be missed and to make arrangements with their teachers for making up missed assignments. Make-up work may not be available for students prior to their absence if their teachers have not been given at least three days' notice through the prearranged absence form.

- Students who are absent for an extended period of time due to an illness and are able to make-up the work may receive an Incomplete (I) for the term. All work must be made-up within two (2) weeks after the end of the quarter. Teachers must change the Incomplete to a grade within one (1) week of receipt of the make-up work.
- Field trips are considered an extension of the classroom. In the event of a field trip, students must get prior approval from the teacher who is sponsoring the field trip to be absent and alternative work will be assigned.
- See Athletics and Activities Handbook for more information about absences

Makeup Work

If a student is absent (excused) one day only, make-up work, including tests, will be due the following day. (Ex.: A student is in attendance on Monday and absent on Tuesday. When the student returns on Wednesday, he/she is responsible for all work assigned on Monday. Any work assigned on Tuesday would be due on Thursday. Students absent more than one day will receive an equal number of school days to make up the work. It is the student's responsibility to contact the teacher and request the make-up work. If a student does not make up the work within the allotted time, he/she will receive no credit for the assignment or test. This policy applies in all cases unless in certain circumstances, in the professional judgment of the teacher, the deadline may be extended. In the case of extended projects, if a student is absent on the day of a project that has been in place for more than 5 (five) school days the project is due upon the student's return to school and no extension will be given.

Grading Scale:

<u>Letter</u>	<u>Min. %</u>	<u>Point</u>	<u>Weighted*</u>	<u>Credit</u>
A+	97%	4.0	5.0	Yes

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A	93%	4.0	5.0	Yes
A-	90%	3.7	4.7	Yes
B+	87%	3.4	4.4	Yes
B	83%	3.0	4.0	Yes
B-	80%	2.7	3.7	Yes
C+	79%	2.4	3.4	Yes
C	73%	2.0	3.0	Yes
C-	70%	1.7	2.7	Yes
D+	67%	1.4	1.4	Yes
D	63%	1.0	1.0	Yes
D-	60%	0.7	0.7	Yes
F	59%	0	0	No

*Grades earned in an approved dual-credit course are weighted on a 5.0 scale. Student transcripts will reflect the letter grade assigned by the instructor however the numeric calculation of the grade into the GPA will be indicated in the weighted GPA on the transcript.

Final Grades

Students are expected to pay for all fines and fees when they check out of classes the final week of school.

Assignment of New Students to Classes and Grade Levels

New students entering Norwood School District R2-JT from public school and private schools accredited by the Colorado Department of Education or proper accrediting agencies from other states shall be placed in grades and classes on the basis of their grade placement/credits in the school from which they are transferring. The district administration, through academic achievement tests and other evaluation measures as necessary, shall determine the appropriate grade level/credit status of students transferring into the Norwood School District R2-JT from home school or private schools that have not been accredited by the Colorado Department of Education. The administration will then place the student in the proper grade as determined by such testing. Such students must demonstrate proficiency in the district-adopted content standards at their appropriate placement level.

Student Conduct

It is the intention of the Board of Education that Norwood Public Schools help students achieve maximum development of individual knowledge, skills and competence, and that they learn behavior patterns which will enable them to be responsible, contributing members of society.

The Board, in accordance with state law, shall adopt a written student conduct and discipline code based on the principle that every student is expected to follow accepted rules of conduct and to show respect for and to obey persons of authority. The code also shall emphasize that certain behavior, especially behavior that disrupts the classroom, is unacceptable and may result in disciplinary action. (NSD Policies J-15 {10.0 – 19.0})

All Board adopted policies and Board approved regulations containing the letters “JIC” in the file name shall be considered as constituting the conduct section of the legally required code.

The board shall consult with parents/guardians, students, teachers, administrators and other community members in the development of the conduct and discipline code.

The rules shall not infringe upon constitutionally protected rights, shall be clearly and specifically described,

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shall be printed in a handbook or some other publications made available to students and parents/guardians and shall have an effective date subsequent to the dissemination of the published handbook. (NSD Policies {J-15}). Adopted 11-21-97.

The superintendent shall arrange to have the conduct and discipline code distributed once to each student in elementary, middle, and high school and once to each new student in the district. In addition, any significant change in the code shall be distributed to each student and posted in each school.

In all instances, students shall be expected to conduct themselves in keeping with their level of maturity, acting with due regard for the supervisory authority vested by the Board in all district employees, the educational purpose underlying all school activities, the widely shared use of school property, and the rights and welfare of other students. All employees of the district shall be expected to share the responsibility for supervising the behavior of students and for seeing that they abide by the established rules of conduct. The Student Conduct Code in its entirety can be found on the district website: www.norwoodk12.org.

Plagiarism – See Code of Conduct

Turnitin, a plagiarism prevention tool, will be utilized by all secondary teachers and students.

All of the following are considered plagiarism:

- turning in someone else's work as your own
- copying words or ideas from someone else without giving credit
- failing to put a quotation in quotation marks
- giving incorrect information about the source of a quotation
- changing words but copying the sentence structure of a source without giving credit
- copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not

Cheating – See Code of Conduct

Education is based on learning specific skills, forming lifelong work habits, and developing mature coping skills according to each student's unique abilities. Cheating includes:

- copying, faxing, emailing, or in any way duplicating assignments that are turned in, wholly or in part, as original work
- exchanging assignments with other students, either handwritten or computer generated, whether it is believed they will be copied or not
- using any form of memory aid during tests or quizzes without the expressed permission of the instructor
- using a computer or other means to translate an assignment from one language into another language and submitting it as an original translation
- giving or receiving answers during tests or quizzes. It is the student's responsibility to secure his or her papers so other students will not have the opportunity or the temptation to copy
- taking credit for group work when the student has not contributed an equal or appropriate share toward the final result
- accessing a test or quiz for the purpose of determining the questions in advance of its administration.
- using summaries/commentaries (*Cliffs Notes*, *Spark Notes*, etc.) in lieu of reading the assigned materials.

Use of District Telephone By Students

Students may request to use a district telephone for reasons such as forgotten lunches or missed buses. The school secretary or the nurse will make calls regarding illness or injury.

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Cellular Technology

Technology and cell phones are an invaluable resource. However, these items can be very disruptive to the learning process at school. Teachers have the discretion to allow cell phones for instructional purposes. However, if a cell phone or similar device is heard or used during class or in the hallway during the school day when it was not used for learning purposes it will be confiscated. High School Students are permitted to use cell phones during passing periods and lunch. Middle School Students are not allowed the use of cell phones at any time during the day unless given permission by a staff member. Cell phones should be turned off and stowed at all times. Elementary School Students are not permitted the use of cell phones. Confiscated phones will be given to an administrator and may be picked up at the end of the day for the first offense. On the second infraction, the phone will be given to an administrator and the parents of the student must come in to retrieve the phone. Continuous violations may result in disciplinary actions. School personnel reserve the right to inspect any cell phone if there is a reasonable suspicion that a school rule or law has been broken. Parents will be notified.

Dress Code – See Code of Conduct

A safe and disciplined learning environment is essential to a quality educational program. District-wide standards on student attire are intended to help students concentrate on schoolwork, reduce discipline problems and improve school order and safety. The Board recognizes that students have a right to express themselves through dress and personal appearance; however, students shall not wear apparel that is deemed disruptive or potentially disruptive to the classroom environment or to the maintenance of a safe and orderly school.

Bus Expectations – See Code of Conduct

- **THE DRIVER IS IN CHARGE AND RESPONSIBLE FOR BUS DISCIPLINE.** Students may be assigned a seat or suspended if necessary.
- **BE QUIET AT RAILROAD CROSSINGS.**
- **STUDENTS MUST HAVE A BUS PASS TO BOARD A BUS THEY ARE NOT ASSIGNED TO OR GET OFF AT A STOP THAT IS NOT THEIR DESIGNATED STOP.** Students **must have** a written request from their parent/guardian, a phone call or email to the school secretary requesting different bus arrangements. The student will be given a bus pass from the office to be given to the driver.
- **STAY SEATED AT ALL TIMES. KEEP HANDS, FEET, OBJECTS TO YOURSELF.** Properly seated is “feet on the floor, seat on the seat, back on the back.”
- **KEEP ARMS, LEGS, HEAD INSIDE THE BUS.** Roll window down half way. Do not throw objects out windows. Roll window up before getting off bus,
- **UNACCEPTABLE LANGUAGE, RUDE GESTURES, LOUD NOISE ARE NOT PERMITTED.** Be courteous and respectful. Harassment of other passengers or driver will not be tolerated.
- **ALWAYS BE ON TIME!** Arrive to your bus stop at least 5 minutes before stop time. Students are to conduct themselves in a safe manner while waiting for the bus. **Wait until the bus has completely stopped before approaching the bus.**
- **TOBACCO PRODUCTS, MARIJUANA, SPITTING, EATING, DRINKING, UNSAFE OBJECTS WILL NOT BE ALLOWED ON BUS.** Unsafe objects include, but are not limited to animals, glass, snakes, bugs, skate boards, skis, poles, furniture, drugs, aerosol spray cans.
- **PASSENGERS WHO DAMAGE, LITTER THE BUS WILL BE RESPONSIBLE FOR THE REPAIR AND OR CLEAN UP OF BUS.** Replacement of a bus seat may cost in excess of \$150.00 parts and labor. Students may be retained to clean bus.
- **PASSENGERS WILL CROSS 10 FT. OR MORE IN FRONT OF THE BUS.** Students will wait for the driver to motion them to cross in front of the bus when getting on or off the bus.

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Emergency Procedures

Norwood Public School District is committed to providing a safe and effective learning environment for every child and every staff person, every day. Unexpected emergencies may occur. However, and the likelihood of effectively managing an emergency is increased with an established emergency plan. Throughout the school year we will have several drills so that staff and students are aware of emergency procedures. The following situations include general emergencies that may arise at school and how we plan to handle them.

School Closure

In the event that weather or other conditions are such that the safety of the children may be compromised when bussing students to or from school, or when the students arrive at school (i.e. power outage) the following procedure will be followed:

- The Transportation Director or designee will evaluate the road conditions in the school district by contacting the sheriff and county transportation director.
- If conditions are such that a decision must be made to possibly close school, the Transportation Director will contact the Superintendent for a final determination.
- The decision to cancel school will be made by 6:15 a.m.
- The district Facebook page and website will be updated as well as an all-call to staff and parents will be made.

Delayed Start

Sometimes a delayed start of the school day is called for when weather and road conditions are not safe early in the morning but are forecasted to improve within a couple hours. We will follow the same procedure as we do for school closure. A two hour delay means we will start exactly two hours later than usual. Therefore, bus pick up would be two hours later than normal and school start time would be 9:40am. Morning preschool will be closed for the day and breakfast will not be served. Lunch will be served at the regular time and school will dismiss at the regular time.

Safety Procedures

We practice two kinds of lock down drills so that we will be prepared for various unexpected emergencies.

Lockout

This kind of lock down means that students and staff are free to move about the building but no one is allowed in or out of any of our campus buildings. Outside doors are locked and supervised until the threat passes. The most typical uses of a shelter-in-place would be severe weather, reports of a law enforcement concern in the vicinity of the school, dangerous condition of the school grounds, or outdoor air quality issues.

Lockdown

This kind of lock down means that staff and students remain in the classroom (or wherever they are at the time) and do not move about the building. If necessary, students may be directed to move away from windows and doors. Students will be directed to turn off volume and limit cell phone use. Any students outside of their classroom at the time of the lockdown will be directed to the nearest classroom. In the event of an extended lockdown, the district and law enforcement will communicate to parents.

Evacuation

We practice two types of evacuation drills. The first one is simply a building evacuation, such as a fire drill, where everyone remains on school grounds until they are given the "all clear" to return to class. The second evacuation procedure is more involved because every student and staff member actually vacates campus and

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walks to an alternative location. During this kind of off-campus evacuation, students in grades k through 5, and the children in Prime Time relocate to Norwood Christian Church directly across the street on Summit Street. Middle school staff and students walk to the Livery, and high school staff and students go to Trailhead Church on Grand Avenue. Each district office and classroom is equipped with an emergency kit in a backpack.

Shelter

A shelter is called when personal protection is necessary. This might include such events as tornadoes, earthquakes, and hazmat.