

NORTHWOOD SCHOOL DISTRICT

“Home of the Evergreens”



2021-2022

STUDENT and PARENT HANDBOOK

Northwood School District 2021-2022

Thursday, August 12	New Teacher In-service
Mon, Aug 16 - Wed, Aug 18	Teacher In-service
Tue, Aug 17 - Wed, Aug 18	Support Staff In-service
Tuesday, August 17	Orientation/Back to School Picnic (4:30-6:30 pm)
Thursday, August 19	First Day of School
Monday, September 6	No School - Labor Day
Friday, September 17	Quarter 1- Mid Term/Progress Reports
Thursday, September 23	School Picture Day
	SeptemberFest at Jack Link's Aquatic and Activity Center (5:00-8:00 pm)
Friday, October 8	No School – Staff Professional Development
Monday, October 11	No School
Friday, October 22	End of 1st Quarter (44 days)
Tuesday, November 2	Fall Athletic Awards
Thursday, November 4	Parent-Teacher Conferences (4:00-7:30 pm)
Friday, November 5	No School – Parent-Teacher Conferences (8:00-11:00 am)
Thursday, November 11	Veterans Day Program
Mon, Nov 22 - Fri, Nov 26	No School - Thanksgiving Vacation
Friday, December 3	Quarter 2- Mid Term/Progress Reports
Thu, Dec 23 - Fri, Dec 31	No School - Christmas Vacation
Monday, January 3	School Resumes
Thursday, January 13	End of 2nd Quarter (46 days)
Friday, January 14	No School – Staff Professional Development
Friday, February 4	No School
Monday, February 7	No School – Staff Professional Development
Friday, February 18	Quarter 3- Mid Term/Progress Reports
Tuesday, March 8	ACT Test for Juniors
	Winter Athletics Awards
Mon, March 14 - Fri, March 18	No School – Spring Break
Thursday, March 24	Family & Community Night/Student-Led Conferences (4:00-7:30 pm)
Friday, March 25	End of 3rd Quarter (43 days)
Friday, April 15	No School – Good Friday
Monday, April 18	No School – Staff Professional Development
Saturday, April 23	Prom
Friday, April 29	Quarter 4-Mid Term/Progress Reports
	Festival of Nations
Wednesday, May 18	Senior Awards Banquet
Friday, May 20	Alternative Education Graduation (7:00 pm)
Tuesday, May 24	Last Day of School for Seniors
	8 th Grade Trip
Wednesday, May 25	8 th Grade Graduation (7:00 pm)
Thursday, May 26	Last Day of School-Early Dismissal 12:15 pm
	End of 4th Quarter (42 days)
Friday, May 27	Staff Professional Development
	High School Graduation (7:00 pm)
Monday, May 30	Memorial Day

Table of Contents

Welcome

_____	Vision Statement	6
	Beliefs	6
	Nondiscrimination	7

School Day and Closing

_____	School Hours	8
	School Closing	8

General Information

_____	District Communication	9
	Communication with Classroom Teachers	9
	Relations with Family and Community Organizations (Wednesday night and Weekend activities)	9
	Food Service Program	9
	Lost and Found	9
	Lockers, Desks, Storage Areas	10
	Report Cards	10
	Student Directory Data	10
	Textbooks	10
	Material Fees	10
	Field Trips	10
	Student Check-out/Transfer	11
	Religious Accommodations	11
	<u>Grade K-5 Specific</u>	
	Money	11
	Title I	11
	Playground Behavior	11
	Winter Recess	11
	Lunchroom Behavior	11
	<u>Grade 6 -12 Specific</u>	
	Closed Campus	12
	Food and Beverages	12
	Physical Education	12
	Hall Passes	12
	Junior and Senior College Visit Procedure	12
	Telephone	12
	Vehicles	12
	Voter Registration	12
	Activities	12

School Safety & Health Information

_____	School Counseling Services	13
	Illness in School	13
	Immunization records	13
	Medications	13
	Accidents	13
	Insurance	13

School Safety & Health Information Continued

Surveillance Cameras	13
Security Entrance	14
Technology and Internet Use Policy	14

Special Programs

Children with Disabilities	14
Child Find	14
Special Education Programming	14

Transportation

Bus Routes	15
Student Pick-up or Drop-off	15
Special Bus Requests	15
Surveillance Cameras	15
Bus Regulations	15

Student Attendance

Definition of Absences	16
Absence Approval	16
Return from Absence	16
School Work Completion	16
Truant	17
Habitual Truancy	17
Tardiness	17
Senior Attendance Policy	17
Remote Learning	17

Student Expectations

PBIS (Positive Behavior Intervention System)	18
Positive Behavior Celebrations	18

Student Conduct

Supervision of Pupils	19
Discipline Referrals	19
Due Process	19
Harassment & Bullying	19
Cell Phones, Electronic Devices, and Games	19
Dress Code	20
Public Display of Affection	20
Fighting and Assault	20
Disorderly Conduct	20
Student of Legal Age	21
Lunch Regulations	21
Theft	21
Cards	21
Tobacco, CBD, Alcohol, and Drugs	22

Weapons & Bombs	22
Searches, Interrogations, and Investigations	22

Student Conduct Continued

Detention	22
In-School Suspension	22
Out-of-School Suspension	22
Expulsion	22
Conduct at Athletic Events	23

School & Community Activities

Grades K-5 Specific	
Music	23
School Sponsored After-School Programs	23
Community Sponsored After-School Programs	23
Grades 6-12 Specific	
Classes and Club Sponsored Activities	23
Assemblies	23
Meetings	23
Organization Finances	24
Forensics	24
Drama	24
Music	24
Student Council	24
Middles-School Activities & Co-Curriculars	24
Athletics	24
School Sponsored After-School Programs	24
Community Sponsored After-School Programs	25

Academic Information Grades 6-12

Human Growth and Development	25
Course of Study - Grades 6-8	25
Middle School Accountability Plan	26
Course of Study - Grades 9-12	27
Graduation Requirements	27
9-12 Grade Level Advancement Policy	27
9-12 Grade Required and Elective Courses	28
Fees	28
Redefining Ready	29
Academic Letter	30

Grades & Grading

Formative and Summative Assessment Grading	30
Retakes & Corrections	30
Extra Credit	31
Basic Guidelines for Teachers	31
Grading Scale	31
Grading Periods or Terms	31
Due Dates & Deadlines	32
Incomplete Grades	32

Grades & Grading Continued

Weighted Courses & AP Courses	32
Early College Credit Program	33
School -to- Work	33
Dropping a Class	33

Student & Parent Mandatory Signature Page

_____SEE FORM ON BACK PAGE	34
----------------------------	----

WELCOME to NORTHWOOD SCHOOL DISTRICT

Dear Students, Parents, and Legal Guardians:

On behalf of the Northwood staff, we would like to welcome you to the 2021-2022 school year. We are looking forward to a productive year working with you and your child(ren). Without a doubt, they are our most important resource. They deserve a challenging and nurturing learning environment. We will do whatever we can to provide them with the best educational opportunities possible. Working together, we will be able to achieve wonderful things with our students.

Scot Kelly, District Administrator
Tammie Denninger, PK - 5 Principal
Kim Pipitone, MS/HS Principal

Vision Statement

The vision of the Northwood School District is:

To prepare life-long learners to be productive citizens in a changing global society.

The educational program will prepare each child, regardless of individual differences in ability, to take his/her/their rightful place as a productive citizen in a democratic society.

With an integrated curriculum, aligned to state standards, and with a highly effective staff, Northwood School District will teach students:

- the skills of logical reasoning and critical evaluation
- the ability to adapt to change
- an understanding of how the past and the present shape the future
- the privileges and obligations inherent in citizenship in a democratic society
- respect for others, their cultures, and differing social structures
- the ethics of conversation and respect for the environment
- the skills and attitudes useful in the productive use of leisure time

Beliefs

The Board of Education and the staff of the Northwood School District recognizes the importance of a positive approach to education. For students to get the most from their school experiences, we believe they need to attend school daily, follow the school rules, and have a desire to fulfill their potential and responsibilities.

The beliefs of the Northwood School District include:

- All individuals can learn although in different ways and at different rates.
- Learning is a lifelong process and key to managing change.
- All people have worth, deserve respect, and have the right to a safe learning environment that fosters positive self-esteem.
- The school district believes that the family is the primary influence in the development of the individual and that only through the partnership of school, family, and community will mutual goals be accomplished.

Nondiscrimination Statute

SECTION 118.13, Wis. Statutes: Pupil discrimination prohibited. (1) No person may be denied admission to any public school or be denied participation in, be denied the benefits of or be discriminated against in any curricular, extracurricular, pupil services, recreational or other program activity because of the person's sex, race, color, age, gender identity, disability, political beliefs, religion, national origin, ancestry, creed, pregnancy, marital status, familial or parental status, or sexual orientation, or handicap.

Any complaint regarding the interpretation or application of the district's student nondiscrimination policy shall be processed by the following grievance procedures:

1. Any student, parent, legal guardian, or resident of the district complaining of discrimination based on sex, race, color, age, gender identity, disability, political beliefs, religion, national origin, ancestry, creed, pregnancy, marital status, familial or parental status, or sexual orientation, or handicap in school programs or activities shall report the complaint in writing to the district administrator:
Scot Kelly, N14463 Highway 53, Minong, WI 54859. Discrimination complaints relating to the identification, evaluation, educational placement, or the provision of free appropriate public education of a child with a disability shall proceed following established appeal procedures outlined in the Special Education Parent's Rights Handbook used by the district. Discrimination complaints relating to programs specifically governed by federal law or regulation shall be referred directly to the State Superintendent of Public Instruction.
2. After receiving such a written complaint, the district administrator shall investigate the suspected infraction. The district administrator will review with the School Administration, or other appropriate persons, the facts comprising the alleged discrimination. Within 15 days after receiving the complaint, the district administrator shall decide the merits of the case, determine the action to be taken, if any, and report in writing the findings and the resolution of the case to the grievant.
3. If the grievance is dissatisfied with the decision of the administrator, she/he/they may appeal the decision in writing to the Board of Education. The Board of Education shall hear the appeal at its next regular board meeting, or a special meeting may be called to hear the appeal. The Board of Education shall make its decision in writing within 15 days after the hearing. Copies of the written decision shall be mailed or delivered to the grievant and the district administrator.
4. If the grievor is dissatisfied with the Board of Education's decision she/he/ they may within 30 days appeal the decision in writing to the State Superintendent of Public Instruction.

Nothing in these procedures shall preclude individuals from filing a complaint directly with the Office of Civil Rights as authorized by federal law. Such complaints shall be made to:
Office of Civil Rights, US Department of Education, 300 South Wacker Drive, 8th Floor, Chicago, IL, 60606.

School Day & Closing

School Hours

Office Hours: 7:30 am to 4:00 pm
Staff Hours: 7:30 am to 3:35 pm
Elementary School Hours: 8:10 am to 3:25 pm
MS/HS Hours: 8:10 am to 3:30 pm
Alternative Education Hours: 8:10 am to 1:50 pm

School Address

Northwood School District
N14463 Highway 53
Minong, WI 54859
Phone: (715) 466-2297
Fax: (715) 466-5149
Web Site: www.northwoodk12.wi.us

School Closing

School may be closed with little prior notice due to inclement weather, power failures, and other-
unanticipated events. No breakfast will be served when there is a two-hour delay. When we
have school closings or delays, we will put them on the school website on FACEBOOK.
Families will be notified of delays, closings, or cancellations using the automated phone system
of delays and cancellations.
Announcements will be made on the following radio stations:

Duluth

KDAL - FM 95.7 FM
KDAL - AM 610 AM

Rice Lake

WJMC - FM 96.3 FM
WJMC - AM 1240 AM

Announcements will also be made on the following T.V. Stations:

Channel 10 - WDIO
Channel 6 - KBJR
Channel 3 - KDLH
Channel 4 - FOX

The announcement will usually be on the radio by 6:00 am and the T.V. by 6:30 am.

GENERAL INFORMATION

District Communication

We intend to keep the parents or legal guardians informed of things happening at school. This will be accomplished by articles printed in the newsletter, school website & app, automated phone messages, FACEBOOK, and/or bulletins sent home by the classroom teachers and other school staff.

Communication with Classroom Teachers

We believe that honest and constructive communication between home and school is important. It should not be limited to the scheduled Parent-Teacher conferences held each year. Teachers welcome communication from parents and legal guardians. Please call between 7:30 - 8:00 am or 3:20 - 3:35 pm to speak with a teacher, or anytime to leave a message or voicemail. You may also send a note, email, or letter.

Relations with Family & Community Organizations (Wednesday Night and Weekend Activities)

The Board of Education recognizes that families, local churches, and community events are important in the development of the District's young people. Every effort shall be made to schedule school activities so that they will interfere as little as possible with regularly scheduled church services and activities and family and community activities.

When necessary, school activities, including co-curricular activities and interscholastic practice sessions and games will be conducted under the following conditions:

1. The cooperative football program will be allowed to practice until 6:30 pm. all other school-sponsored activities for grades 9-12 on Wednesday must end by 6:00 pm. Students shall be excused without penalty for family activities on Wednesdays.
2. All school-sponsored activities conducted for Grades K-8 on Wednesdays will end by 5:30 pm. There will be no K-8 interscholastic practices on Saturday unless permitted by the Athletic Director. Events on Saturdays for Grades K-8 shall be conducted as scheduled.
3. There will be no school events on Sunday. Rare Sunday practices shall be subject to the prior approval of the Athletic Director and the School Administration. Any practices that are approved will not require mandatory attendance and students will not suffer consequences if they do not attend. The only Sunday events not requiring prior approval will be theatrical/performance activities and/or cleanup duties on Sunday afternoons following a Saturday night activity.
4. Students missing practices while attending religious events on days other than Wednesday will not suffer consequences.

Food Service Program

The district will be implementing the Community Eligibility Provision (CEP) while participating in the National School Lunch and School Breakfast Programs. This means that ALL Northwood students are eligible to receive a healthy breakfast and lunch at school at **no charge**. Milk can still be purchased as additional milk or with cold lunch for \$0.35. Vending machines are not available for use until after-school hours. Parents/legal guardians are asked to complete the Household Income application whether or not their child eats school breakfast or lunch. Should he/she/they be eligible for benefits, it helps the school as it qualifies the district for funding and aid programs.

Lost and Found

A student who is missing any personal items should check the lost and found and in the office. Any items found should be turned in to the office. Unclaimed items from the lost and found will be displayed during Parent-Teacher Conferences and Family & Community Night. Unclaimed items will be given to charity.

Lockers, Desks, & Storage Areas

Students will be assigned lockers, desks, and/or storage areas on the first day of school. These areas must be kept clean at all times. Locks for securing lockers may be checked out in the main office. There will be a fee charged if the lock is not returned at the end of the school year. The lockers, desks, and/or storage areas are provided for the students' use and convenience but are the school district's property. Lockers, desks, and/or storage areas will be subjected to inspections following school policy. See the topic Searches, Interrogations, and Investigation in the Student Conduct section of this handbook for more information.

Report Cards

Elementary Students: report cards will be sent home with students for the 1st, 2nd, and 3rd quarters. Report cards will be sent home by mail, along with student bills at the end of the 4th quarter.

Secondary Students: Report cards can be viewed on the Parent Portal in IC following the end of each grading period (or quarter). Please contact someone in the school office if you do not have access to a computer.

Report cards will be sent home by mail, along with student bills, at the end of the 4th quarter. Deficiency report notices will be sent at the end of the 4th week of each quarter. Students in grades 6-8 will have Deficiency report notices sent home every 3 weeks during the quarter.

Student Directory Data

It is the district policy as required by the federal Family Educational Rights and Privacy Act to release student directory data if requested. The district's directory data includes the following information: name, parent/legal guardian's name, address, telephone number, birth date, participation in school activities, attendance, height, and weight of athletic team members, photographs, special awards, and the name of the school previously attended. Schools and other agencies find this information useful in things like athletic programs, yearbooks, and newspaper releases. You may request that the school not release all or any part of the directory data without your consent, by notifying the school within fourteen days. You have the right to review and request a change in records that are inaccurate or misleading.

Parents/legal guardians may permit the school to release information from their child's records, or, file a complaint with the Department of Education if they feel the district is not complying with the law.

Appropriate records for students transferring to another school will be forwarded upon official request from the new year.

Textbooks

Textbooks are issued to the students without charge. The students (parents/legal guardians) will be billed for lost or damaged books. Payments are due on the last day of school.

Materials & Fees

Materials fees may be applied to courses that require significant materials to perform labs, build projects, or other outstanding costs. Material fees will be charged to selected art, home economics, and technology courses. The student will be notified of costs before student registration of courses.

Field Trips

All classes schedule field trips during the school year. Information about the field trip is sent home with the students along with a permission slip for the parent/legal guardian to sign and return. Students are not allowed to participate without having parent/legal guardian permission. Parents/legal guardians are encouraged to attend field trips as chaperones. Parent/legal guardian chaperones are not allowed to smoke or use illegal substances while on the trip.

Student Checkout & Transfers

Students checking out at the end of the school year or moving to a new district should do the following:

1. Notify the school counselor and secure a withdrawal form.
2. return books to each teacher and secure his/her/their signature on the withdrawal form.
3. Return books to the library and secure the librarian's signature.
4. Clean out lockers
5. Return the completed withdrawal form to the office.

Final withdrawal will be acknowledged by the school counselor after finances are paid. Records will not be sent to the new school until all bills are paid.

Religious Accommodations

The District shall provide for the reasonable accommodation of a student's sincerely held religious beliefs with regards to examinations and other academic requirements. Requests for accommodations shall be made in writing and approved by the School administration. Accommodations may include, but not necessarily be limited to, exclusion from participation in an activity, alternative assignments, released time from school to participate in religious activities, and opportunities to make up work missed due to religious observances. Any accommodations granted under this policy shall be provided to students without prejudicial effect.

Grades K-5 Specific

Money

_____ Any money sent to school for payment should be in a sealed envelope with the name of the student and the amount printed on the front.

Title I

_____ Students who have been identified as educationally disadvantaged (one or two years below grade-level) in math or reading are eligible to receive Title I assistance. Parent/legal guardians of the students who qualify for this program will be notified and a permission form will need to be signed before the child receives services.

Playground Behavior

_____ To facilitate a safe, orderly recess, students are expected to:

1. Immediately follow all directions of the playground supervisor(s) the first time they are given.
2. Keep hands, feet, and all other objects to yourself.
3. Participate in a safe, respectful manner.
4. Stay in the assigned area and only engage in accepted activities (no contact sports, etc.).

Winter Recess

_____ Students will be expected to go outside for recess. We will be using 0 degrees as a guideline to determine whether recess will be held inside or outside. In talking with people in the medical profession, we believe as long as a child is properly dressed, a few minutes of fresh air does more good than harm. If your family doctor recommends your child not to go outside, that recommendation will be followed providing we have written notification from the doctor. To assure the children have the opportunity to go outside for some fresh air and exercise, we ask that your child be dressed appropriately for Northern Wisconsin weather conditions:

Lunchroom Behavior

Students are expected to:

1. Move through the serving line in a quiet and orderly manner
2. Remain seated at their assigned table until dismissed
3. Speak in quiet voices
4. Follow directions of supervisors
5. Use good table manners

Grades 6-12 Specific:

Closed Campus

No student is permitted to leave campus without first receiving permission from school authorities. Students will be required to present a written excuse and have a telephone call from a parent/legal guardian stating the reason for a requested departure (i.e. medical appointment or other reason deemed appropriate by the School Administration). Failure to comply will result in disciplinary action.

Food and Beverages

No open food or beverages are allowed in the classroom (without specific teacher permission for special activities) library, gymnasium, auditorium, or computer labs. Healthy choices are encouraged.

Physical Education

Students requesting not to participate in physical education must present a written statement from a physician to the office to be excused from physical education classes. One day maybe excused with a note from home.

Hall Passes

Students are not permitted in the halls or restrooms during class periods without a pass. All necessary materials for classes and Evergreen Hour such as books, pencils, and paper shall either be carried for the particular class or acquired during the 3-minute passing time between classes. Passes will be shown to staff members upon request.

Junior and Senior College Visit Procedure

Juniors and Seniors who wish to visit a university or technological college need to make prior arrangements with the school counselor. No more than a total of two visits shall be allowed per student.

Telephone

Students will not be called out of classes for calls, except for emergencies. The office phone will be used by students only in cases of emergency, or with permission.

Vehicles

A vehicle parked on school property will be subject to inspection if there is reasonable suspicion that the student in question has violated a law or broken a school rule. Students who operate their vehicles in an unsafe manner, including the display of power, will be denied the privilege of parking on school property. This privilege may be revoked on a case-by-case basis due to behavior, attendance, etc.

Voter Registration

Every student who is at least 18 years old and has been a resident for at least 10 days prior to an election is eligible to vote.

Activities

Students must be present for the entire day in order to attend practice or any evening activity. Prior approval of pre-excused absences must be confirmed by the school administration.

SCHOOL SAFETY and HEALTH INFORMATION

School Counseling Services

Northwood High School is interested in each student as an individual. In order to assist students with problems related to their education, choice of vocation, or personal difficulties, a guidance and counseling service is offered. Do not hesitate to seek assistance from the school counselor.

Illness in School

Students who are ill should report to the office after receiving permission. It is the parent/legal guardian's responsibility to pick up ill students or designate a person responsible. No student is to be taken home if parents/legal guardians or designees are not home. The student will remain in school until the family instructs the school personnel that the student may leave. This also includes students aged 18 and above.

Immunization Records

State law requires that all children entering WI public schools for the first time be immunized or obtain a waiver. All immunization records are kept on file in the district office. Please notify the school when a change has occurred.

Medications

The school office personnel will be responsible for administering prescription medications to students as part of our health services. To ensure that medications are properly administered, please do the following:

1. All medication must be in the original containers with the instructions on the bottle.
2. The district medication authorization form, available from the school office, must be completed by a parent/legal guardian.
3. A parent/legal guardian must deliver the medication to school. Do not send them with a child.

Accidents

In the event of an injury to your child, first aid will be administered at the school. Please fill out the health record form completely to aid in carrying for your child's needs.

Insurance

All students are covered under the Student Assurance Insurance for accidents occurring at school-sponsored activities. This coverage is secondary and there are limitations to the coverage, so it is understood that parents/legal guardians are liable for costs not paid by the policy. In the event your child is injured at school, the following must be done to receive benefits:

1. Report any injury to the supervising person or the main office.
2. Send all bills to your insurance company.
3. Send insurance rejection form and copies of unpaid bills to Student Assurance Insurance along with the insurance claim form provided by the school.

Surveillance Cameras

In order to provide a safe and healthy environment for all persons on the school property, surveillance cameras may be used only in public areas such as hallways, classrooms, parking lots, entrances, commons, and athletic areas. Only those individuals authorized by the school administration may view the surveillance recordings. Should surveillance recordings become part of a student disciplinary action, they become part of the student's record and shall be dealt with in accordance with the district's policy and procedure for student records.

Security Entrance

The main doors of the building have been equipped with a camera and buzzer at the entrance. The office staff will admit visitors to the building if necessary. All visitors must stop and sign in at the school office and pick up a visitor pass. This enables us to maintain a safe and controlled learning environment.

Technology & Internet Use Policy

The Board of Education is committed to the effective use of technology to both enhance the quality of the students' learning and the efficiency of District operations. However, the use of the District's network and technology resources by students is a privilege and not a right.

The educational environment for students can be enhanced with the use of technology resources, but with this privilege comes the responsibility to use the technology appropriately. Technology devices are provided for educational purposes only and are intended to support the learning objectives of the Northwood School District.

All users (and their parents/legal guardians) of computer technology and the internet are required to sign a written agreement "Student Acceptable Computer Use Agreement" and must abide by the terms and conditions of this policy and its accompanying guidelines. This document is given to all student users of the internet in the Northwood School District. Each student must sign the agreement and obtain a parent/legal guardian signature before allowed access to the district technology and Internet resources. Withdrawal of parents/legal guardian consent shall cause revocation of the technology and Internet privileges.

SPECIAL PROGRAMS

Children with Disabilities

Every child with a disability in the Northwood School District has a right to free and appropriate education regardless of the severity of the disability. This right was determined by Federal Law 94-142 and Chapter 115 of the Wisconsin Statutes and current updates and reauthorization or IDEA Amendments of 1997. A "child with a disability" means a child who, by reason of any of the following, needs special education and related services: cognitive disabilities, hearing impairments, speech or language impairments, visual impairments, emotional disturbance, orthopedic impairments, autism, traumatic brain injury, other health impairments, learning disabilities, or for children under the age of 6, significant developmental delays. It is the intent of the Northwood School District to meet the needs of each child. Under federal and state law, special education programs and services must be provided to all children with disabilities. Required services include screening, assessment, and evaluation, instructional programs, counseling, or other aids to help the individual benefit from an educational program or service.

Child Find

Child Find is designed to locate and identify individuals between 0 and 21 years of age who may have a disability. An individual between 0 and 3 years of age will be referred to the appropriate agency for screening of individual needs. If the individual is between the ages of 3 and 21, a referral will be made, an assessment completed, and an educational plan may be developed by the local school district.

Special Education Programming

The Northwood School District provides programming at the preschool, elementary and secondary levels to meet the needs of identified students. A student may receive special education programming in a self-contained classroom, a resource room, or in the regular classroom, depending on the identified disability and how it affects the student's ability to learn within the regular education classroom. Speech therapy, occupational therapy, physical therapy, transportation, and nursing services are related services that are provided by the school district.

TRANSPORTATION

Bus Routes

The bus routes are reviewed each year to schedule pick-up and drop-off times for all children using our bus service. We design routes to transport children in the safest and quickest way possible.

Student Pick-up & Drop-off

Parents are asked to use the designated lane when dropping off or picking up children before or after school. Parents are asked not to use the bus pick-up and drop-off area. If you need to pick up your child from school during the school day, please notify the front office. Parents are no longer allowed to go directly to the classroom. This is done for the child's protection and safety. Your child's safety is our highest priority.

Morning Drop-off Procedure

- Doors will be open at 8:00 am
- Buses will drop students off at the Richards Auditorium
- Student Drivers and passengers will park and use the front entrance
- Parent Drop-off will be on the east side of the building (previously the bus circle). Cars may unload along the sidewalk or park in a designated parking spot and walk students to the door. Staff will be present to assist elementary students to their classrooms.

Afternoon Pick-up Procedure

- Elementary students will be dismissed at 3:25 pm. and MS/HS students will be dismissed at 3:30 pm.
- Buses will pick students up at the Richards Auditorium entrance.
- Student drivers and passengers will exit using the front entrance.
- Parent Pick-up will be on the east side of the building (previously the bus circle). Staff will escort students during dismissal. Cars should pull forward and line up along the sidewalk while waiting for dismissal or pull in a designated parking spot and wait outside on the sidewalk for students to be dismissed.

Special Bus Requests

Established bus routes will not be altered and bus deviations will not be honored. Students are to ride their scheduled route. If an emergency arises, parents/legal guardians should contact the Main Office. The district reserves the right to refuse any and all requests, based on circumstances.

Surveillance Cameras

The district approves the use of video cameras on school buses for the primary purpose of reducing disciplinary problems and vandalism on the bus. This allows the driver to focus on driving the bus and provides for safer transportation of students. Only the drivers and school administrators shall be authorized to view the tapes for the purpose of documenting an issue.

Bus Regulations

Transportation by school bus is a privilege, not a right for an eligible student. A student's eligibility to ride a school bus may be revoked for a violation of school bus safety or conduct policies, or for a violation of any

law governing student conduct on a school bus, pursuant to written school discipline policy. The students on the bus are under the direct supervision of the driver and must respond to the driver promptly and courteously. The safety of students is the main concern of the bus driver and school personnel. The majority of our student riders follow the rules and help make the experience enjoyable for everyone. Parental support of School Bus Rules helps us ensure a safe, comfortable ride every day, and throughout the school year. Teachers will review bus rules from the PBIS Matrix located on the Parent Portal.

STUDENT ATTENDANCE

Good school attendance is critical to being successful in school. All students are required to be in regular attendance at school and attend every scheduled class, assembly, and special event that is part of the regularly scheduled hours during the school day. An attendance rate of 90% is required to be in good standing and to meet the requirements for promotion in middle school and graduation.

Parents/legal guardians are requested to call the school (715-466-2297) before 9:00 am on the day of an absence. If the student is absent and a call has not been received, the school will attempt to contact a parent/legal guardian at home or at work to notify them of the absence.

Definition of Absence

1. Excused

- a. Physical or mental health condition as determined in writing by a medical professional
- b. Death in the immediate family
- c. Legal obligations
- d. Approved school activities
- e. Religious obligations
- f. Approval by Parent/Legal Guardian with written or oral notification (SEE Absence Approval Section)

Any absence that exceeds 10 days per school year will be considered unexcused.

- g. Special circumstances approved by the school administration or designee
- h. Board approved modification relating to program and/or curriculum changes that lead to high school graduation or a high school equivalency diploma
- i. Suspension or expulsion

2. Unexcused

- a. Lack of oral or written permission for an absence authorized by a parent/guardian
- b. In excess of 10 days (five days per semester) of parental/legal guardian excused absences
- c. Being considered tardy without proper authorization

Absence approval

Wisconsin Law mandates that all parents/legal guardians are able to excuse their children from school for a maximum of 10 days (five days per semester) each school year, provided all school work is approved ahead of time and completed either before or after the absence.

If a student is going to be absent for more than one day, an Absent Approval Form must be completed and filed with the office three days prior to the absence.

Returning from Absence

Upon returning from an absence, students should bring written documentation regarding the reason for the absence (doctor's note, a written excuse from a parent, etc) to the office and obtain a written pass to class. This pass will then be taken to the class and given to a staff member.

School Work Completion

Students are responsible for completing all work missed during an absence. It is the responsibility of the student to contact teachers for all assignments and tests upon the return to school, prior to the absence. Teachers shall have the discretion to specify where and when examinations and coursework school be completed. **SEE THE GRADING HANDBOOK FOR MORE INFORMATION**

Truant

As defined by the Department of Public Instruction: A student is considered truant if he/she/they are absent without an acceptable excuse for all or part of one or more days during which school is held. Any day is determined as truant will be documented as an unexcused absence.

Habitual Truant

Parents/Legal Guardians will be notified by the school once their child has five unexcused absences. Truancy papers are to be filed with the Washburn County District Attorney's office after ten unexcused absences occur. Students and parents/legal guardians may be issued citations and may need to appear before the county judge for unexcused absences.

Tardiness

Each student has the responsibility to report to school and scheduled classes on time. The beginning of each class period is indicated by a bell. Students should be seated when the bell rings. Students who report late to their classroom will be given an unexcused tardy. If a student has been detained by a staff member or was in the office, he/she or they should ask the person who detained them for a late pass before going to their next class. **A student who is more than 10 minutes tardy to the 1st hour will be marked absent until they check in at the main office FIX**

Unexcused tardies will be handled in the following manner:

- for every 3 tardies that a student accumulates, after-school academic detention will be assigned. Specifics of the detention activities will be determined by the School Administration.

Senior Attendance Policy

Currently, students who qualify as truant as defined by the state statute are referred to Washburn County Authorities. Students who are or near the age of 18 years are not covered by the ordinance. In an attempt to encourage senior students to maintain appropriate attendance, seniors will be asked to make up time at after-school academic detention after they are below the 90% attendance rate. Students who fail to maintain a 90% attendance rate or those who fail to make up absences will not be allowed the privilege of participating in the graduation commencement ceremony.

REMOTE LEARNING for Grades 6 -12

Remote Learning Option for the 2021 - 2022 School Year

- **Remote Learning is a temporary solution to an approved student circumstance to accommodate active instruction.**
- Parents may complete an application for their child(ren).
The request will be reviewed by the Principal and the School Counselor.

Students will be considered based on the following criteria

- Access to required materials
- Academic Performance for the 2020-2021 school year

- Attendance Record for the 2020 -2021 school year
- Short-term - less than one mid-term period
- DIRECTED quarantine with a medical note defining the time period
- Extenuating medical circumstances as documented in a medical note, which defines the time period
- Extenuating family circumstances - Case-by-Case basis TBD by building principal
- Application Forms for Remote Learning can be obtained through the building principal as need throughout the school year
- All Application Forms must be pre-approved by the administration-building principal

Expectations for Remote Learning

- Attend the entire hour, unless released by the teacher
- The camera on the entire time, unless instructed otherwise
- Mic off unless directed by staff - use the chatbox
- All work is due by the due date and turned into Google Classroom
- Communicate with teachers via email only
- If expectations are not met the student will be marked absent for the period and/or day
- Students must take all state and local assessments on campus
- **If a student's attendance or grades are negatively impacted by their progress, remote instruction will not continue and the student will return to in-person instruction.**

STUDENT EXPECTATIONS

PBIS (Positive Behavior Intervention System)

Northwood School uses a Positive Behavior Intervention System (PBIS) as the school-wide discipline model. The faculty and staff of Northwood School believe that a positive school atmosphere will result in a more effective and meaningful learning environment for all students. We are committed to providing opportunities for students to learn concepts, practice skills, display good citizenship, and experience academic success. PBIS emphasizes school-wide systems of support that include positive strategies for defining, teaching, and supporting appropriate student behaviors to create a POSITIVE school environment. In the past, a school-wide discipline focused mainly on reacting to student misbehavior by implementing punishment-based strategies including reprimands, loss of privileges, office referrals, suspensions, and expulsions. Research has shown that the implementation of punishment, especially when it is used inconsistently and in the absence of other positive strategies, is ineffective. Introducing, modeling, and reinforcing positive social behavior is an important part of a student's educational experience. Teaching behavioral expectations and rewarding students for following them is a much more positive approach than waiting for misbehavior to occur before responding. The purpose of school-wide PBIS is to establish a climate in which appropriate behavior is the norm. Another important component of PBIS is celebrating successes! We will make a concerted effort to acknowledge students who regularly make good choices.

Northwood Evergreens School-Wide Expectation

- **Be Respectful**
- **Be Responsible**
- **Be Safe**
- **Be a Learner**

Positive Behavior Celebrations

Research shows students do better when they have support at home. Northwood plans to recognize the positive efforts and good conduct through communication with the parents/legal guardians. We encourage parents/legal guardians to acknowledge accomplishments, too, and reward students for a job well done.

We strive to discourage disruptive behavior through re-teaching of expectations, we reward positive behavior through various acknowledgments and activities. Each classroom teacher may have his/her/their own special rewards for students who follow the rules. The administration will develop and implement group and individual rewards for students and classes that consistently display appropriate behavior and adherence to the rules.

STUDENT CONDUCT

The goal of the Student Conduct policy at Northwood School District is to provide a structured environment, which is safe, orderly, and enables students to learn at an optimum level. The Student Conduct policy is designed to provide all students the opportunity to develop positive self-control, successful interpersonal skills, self-direction, self-understanding, and the self-worth that comes with knowing that they are achieving their academic goals while maturing as an individual. The policy will be communicated and consistently enforced. Student conduct that is counterproductive to an individual's learning of self-development; that is detrimental or unsafe to persons or property; that violates laws, policies, or commonly accepted standards will not be tolerated.

All students are expected to comply with school regulations and to respect the authority of all school staff. All staff members are expected to enforce school and district policies in a firm, fair, consistent, and timely manner. Our primary goal is to assist students to become self-managers of their behavior that will lead to success in school and the community.

Students must follow school rules if the school is to operate well. When rules are broken or the conduct is unacceptable, appropriate disciplinary action will be taken including reprimand, detention, loss of school privileges, suspensions, or expulsions.

Supervision of Pupils

Teachers are supervisors of pupils in all activities concerning the school. They will exercise control that is reasonable and proper both in and out of the classroom. Students in the building after school hours must be supervised by a teacher and shall be restricted to the site of the activity. Students who leave the building without permission during after-school activities will not be allowed to re-enter.

Discipline Referrals

A discipline referral will be issued to students who do not follow the rules of the classroom, playground, hallways, or other areas of the school. This referral contains the following information: date, name, grade, time, place of violation, and reporter's signature. It is the responsibility of all adult personnel to supervise students and enforce school rules. When a discipline referral is issued, communication attempts regarding the incident will be made with parents/legal guardians. Copies of the incident will remain part of the student's record. **Please refer to the PBIS Matrix located on our website under Parent Portal.**

Due Process

Before any suspension is assigned, a student will be advised of the problem and given a chance to respond. If the student is a minor, their parent/legal guardian will be given prompt notice of the suspension stating the reasons and the duration of the suspension. Parents/legal guardians of the student may request a review of the suspension.

Harassment & Bullying

The Northwood School District believes that all students are entitled to attend school free of any hostile acts directed toward them as an individual or group. Harassment and bullying interfere with students' ability to learn and teachers' ability to educate students in a safe environment. Please refer to the district Harassment and Bullying policies located on our website.

Cell Phones, Electronic Devices, & Games

State Law restricts the presence and use of cell phones and other electronic devices to be seen or heard in the classroom for any reason. It is the students' responsibility to ensure that a cell phone or electronic device is set to silent during their class periods and secured out of sight.

MS/HS Students ONLY: The use of cell phones and personal electronic devices will be permitted before school, in the hallways at passing time, in the Commons Area during the students' lunchtime, and after school hours.

Elementary Students ONLY: Cell phones and personal electronic devices must remain in backpacks during school hours.

In the event of an emergency, students may ask permission to be sent to the office where they can use their phone or a school provided phone. Parents are discouraged from calling or texting students on their cell phones during school hours. This policy will enable staff and students to focus on learning as well as provide students with the opportunity to demonstrate cell phone and personal electronic device etiquette.

Violations of this policy

- 1st offense - Confiscated by staff and returned at the end of the period
- 2nd offense - Confiscated by staff, given to the office, returned at the end of the day after a conference with the administration
- 3rd offense - Confiscated by staff, given to the office, and returned directly to the parent/guardian after meeting with the administration concerning the student's behavior and policy violation. The student will lose the privilege of possessing a cell phone and/or personal electronic device during school hours for the remainder of the year.

Dress Code

It is the belief of the Northwood School District that clean, appropriate dress habits are conducive to the development of good citizenship and reasonable and proper behavior for a public education environment. We ask that students develop dress habits which signify the respect warranted by a school as determined by the following guidelines. Staff will use the following guidelines to determine the appropriateness of student dress:

1. School clothing shall be neat, clean and appropriate for classroom learning.
2. Nothing may cover the head, including hats, visors, hoods, or bandanas.
3. Shirts/tops must extend to the belt with no midriff showing. Shirts must adequately cover cleavage.
4. No revealing skirts, shorts, or pants may be worn. **Shorts must have at least a 3.5 inch inseam.**
5. Shirts and shoes must be worn at all times.
6. Clothing that promotes alcohol, tobacco, sexist/racist themes, profanity, or violence will not be permitted.
7. Offensive logos or sexual connotations will not be permitted.
8. Sunglasses are not to be worn indoors without prior consent from the administration.

Students who dress inappropriately (in the opinion of the administration) will be required to change or will be sent home. There may be special events/celebrations organized by the administration team that allow for student dress occasions where exceptions to the dress guidelines can be made that match the scheduled theme.

Public Display of Affection

The physical display of affection between students is not acceptable behavior in school. This includes such things as kissing, hugging, and groping.

Fighting & Assault

Any physical contact such as punching, kicking etc., may be deemed as fighting and therefore, may result in suspension per administration discretion.

Disorderly Conduct

Every student has the right to attend school for the purpose of receiving an education. The disruption of the educational program of the schools by disorder or any other purposeful activity will not be tolerated. Disorderly conduct is any deliberate activity by an individual or group, whether peaceful or violent, which is reasonably likely to disrupt the normal operation of the school.

Student of Legal Age

Eighteen-year-olds will be subjected to the same school rules as other students. Married students are not required to have parents sign absence excuses.

Lunch Regulations

The Ms/HS is a closed campus school; therefore, students must remain at school for lunch. They may purchase a school-prepared lunch or bring lunch from home. All meals are to be eaten in the Commons unless otherwise directed by staff. The gymnasium is not open for students to use until the lunch supervisor is present and gives the students permission to enter. All students are expected to follow the rules set forth by the gymnasium supervisors. Students are to refrain from excessive physical contact and rough play. Any student not following these rules and any set forth by the gymnasium supervisor may be removed and prevented from using the gymnasium in the future. responsible use of personal cell phones and electronic devices are allowed during the lunch period.

Theft

The theft of school property or the property of another person may result in a referral to the Washburn County Sheriff's Department and/or suspension from school.

Cards

Playing trading cards of any kind are not allowed at any time during the school day. This includes Pokemon, Skipbo, or other similar types of cards. Parents/legal guardians should remind students to leave trading cards at home. Cards found at school will be confiscated and returned to the parent/legal guardian; however, there may be special occasions when students will be allowed to bring cards to school. These dates will be published by staff on the website or through other communication.

Tobacco, CBD, Alcohol & Drugs

Students who choose to exercise the privilege of participating in co-curricular activities must agree to participate in the random suspicionless drug testing program. Consent forms must be turned in before students can participate in any sport.

Use, possession, purchasing or distribution of alcohol, non-prescribed drugs, chemicals, tobacco, illegal substances, CBD, and all other artificial or synthetic substances on school premises or any school sponsored function is prohibited. Furthermore, no student may appear at school or at school sponsored functions while under the influence of intoxicants or illegal drugs. With reasonable suspicion, school officials can search for alcohol or illegal substances in accordance with school board policy, to include vehicles and possessions on school property, lockers, etc. When a student is found to be in possession of or under the influence of such substances there will be a referral to the Police Department and notification of parent/legal guardians. Other actions may include but are not limited to: citation, suspension, referral for evaluation/treatment, expulsion from participation in activities, or expulsion.

For more information, please refer to the Tobacco, CBD, Alcohol, and Drugs - Student Policy, which is located on the District's web page.

Weapons & Bombs

The Northwood School District believes that all students are entitled to attend a school free from bodily harm or endangerment. No one shall possess a dangerous weapon or bomb on school property, school buses, or at any school related event. A dangerous weapon or bomb is defined as any object that is designed and/or used to cause bodily injury or property damage. Any student violating this policy shall be subject to penalties outlined in the state laws.

Searches, Interrogations, & Investigations

This Parent-Student Handbook notifies each student annually that “Students have no expectations of privacy regarding desk or locker use. Lockers, desks, and/or storage areas will be subject to inspections in accordance with school policy.” **Please refer to the district Searches, Interrogations and Investigations policy located on our District’s web page.**

Detention

Detention is a consequence for violating school regulations. Detentions are regularly held on Tuesday and Thursday during our After-School Academic Support nights from 3:30 to 4:45 pm. Detentions may be assigned by faculty members or any administrator.

1. The parents/legal guardians and students will be notified of the detention and the date to be served.
2. If a detention is missed, or the students are not cooperative, the number of detentions will multiply and will then be re-assigned.
3. If a student still refuses to cooperate and does not attend, then the administrator will call the parents and set up a meeting to discuss the expectations and develop a plan for moving forward.
4. Consequences for sports will follow the co-curricular handbook
5. Parents/legal guardians are responsible for the transportation of the student

In-School Suspension

A student may be suspended for non-compliance with school rules, or conduct by the students while at school or under the supervision of school authority, which endangers the property, health or safety of others.

Out-of-School Suspension

Out-of-School Suspension is a temporary exclusion of a student from school, including riding the bus for a period of time not to exceed five (5) consecutive days except when pending an expulsion hearing.

Expulsion

An expulsion is the removal of a student from school for more than five (5) consecutive days. The school board may expel a student whenever it finds the student guilty of one of the following:

1. Repeatedly refusing or neglecting to obey the school rules
2. Knowingly conveying or causing to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives
3. Engaging in conduct while at school or while under the supervision of a school authority which endangered the property, health or safety of others
4. While not at school or while not under the supervision of a school authority, engaging in conduct which endangered the property, health or safety of others at school or under the supervision of a school authority
5. Endangering property, health or safety of any employee or school board member of the school district in which the pupil is enrolled

6. If at least 16 years old, repeatedly engaging in conduct while at school or at an activity supervised by a school authority and that such conduct does not constitute grounds for expulsion under Wisconsin Stat. 120.13(c)1.

Conduct at Athletic Events

Each student at an athletic event is a representative of his/her/their family and the Northwood School District. The accepted rules of good sportsmanship and conduct should be observed by everyone. Mechanical noise makers, signs, and banners are prohibited by the Lakeland Conference and WIAA regulations.

SCHOOL and COMMUNITY ACTIVITIES

Grades K-5 Specific

Music

The music department offers an excellent opportunity to participate in concerts. Instrumental band is offered as an opportunity to 5th grade students who choose to participate. There are two concerts each year that highlights student achievement in general music and band.

School Sponsored After-School Program

- Academic tutoring
- Northwood After School Matters

Community Sponsored After-School Programs

- Boy Scouts
- Girl Scouts
- Dance Lessons
- Music Lessons
- RBA Basketball (Grades 3 and 4)
- Little League Baseball & Softball (all grades)
- NWBL Basketball (Grade 5)
- Wrestling (Grades 1-5)

Grades 6-12 Specific

Student activities are a function and responsibility of the school and staff. Students are encouraged to participate in one or more major activities.

Classes and Club Sponsored Activities

All class and club activities are school sponsored and must be scheduled with the administration. Activities should be approved by the administration and student council. A minimum of two school chaperones must be at each activity. Opportunities include:

- Quiz Bowl
- Art Club
- Spanish Club
- National Honor Society
- Skills U.S.A.

Assemblies

All assemblies must have approval of the administration. Pep assemblies can be held for home games as long as plans for the pep assembly are submitted to the administration.

Meetings

Class and other student meetings are to be scheduled either during student lunch periods, before or after school.

Organization Finances

Each class, club, or organization is allowed to sponsor fund-raising activities. All activities must be approved by the student council. Proceeds from the activities are used to fund dances, class trips, field trips, or purchases that will benefit the student body. All Organizations must submit a financial statement at the conclusion of each activity.

Forensics

Students develop their skills in the area of dramatic interpretation and oratory. They participate in several competitions throughout the year.

Drama

Students may have the opportunity to participate in productions as an actor or behind the scenes in the areas of set design and construction, lighting and sound, and directing.

Music

The music department, through band and choir, offers an excellent opportunity to participate in concerts and contests. There are two in-school concerts each year plus state competitions.

Student Council

The student council serves as the central agency where student, class and club problems can be discussed. The purpose of the organization is to :

1. Promote the democratic system of government in our school.
2. Permit students to assume and learn the responsibilities of planning and carrying out functions which constitute many of the business and pleasure aspects of school life.
3. Bring about teamwork among the administration, faculty, and students regarding the functions in our school.
4. Promote the general welfare of students enrolled in the National Honor Society.

The total membership of the student council shall be twelve (12) members consisting of three (3) from each class. Meetings of the council are held monthly, or more frequently if its activities demand the additional meeting time. representatives are selected by the students of each grade.

Middle School Activities & Co-Curriculars

Middle School is a time for students to explore their interests, social relationships, and develop personalities. In an effort to foster these characteristics, students are offered activities to broaden their social, emotional, and physical skills. Northwood School provides students with opportunities to participate in the Middle School Student Council, Middle School Forensics, Drama, and music opportunities in both Band and Choir. Additionally, students can participate in volleyball, football, basketball, and wrestling. Middle School students are held to the same standards of behavior and conduct outlined in the Code of Conduct.

Athletics

The school maintains its interscholastic athletic program primarily centered around football, volleyball, cross country, baseball, softball, wrestling, and basketball. **All athletes must meet the Northwood Co-Curricular Code requirements for eligibility. All athletes must have an examination and permit card filed with the Activities Director before they can participate in practice or competitions. For detailed information pertaining to athletics, see the Co-Curricular Handbook which athletes receive at the organizational meeting for the sport they are playing.**

School Sponsored After-School Program

- Academic tutoring

- After-School Academic Support
- Northwood Fab Lab (open to the community every Thursday from 4pm to 8pm)

Grades 6-12 Specific Continued

Community Sponsored After-School Programs

- Boy Scouts
- Girl Scouts
- Dance Lessons
- Music Lessons
- Little League Baseball & Softball (all grades)

ACADEMIC INFORMATION GRADES 6-12

Human Growth & Development

The Northwood School District staff shall provide instructional opportunities for its students in the areas of family living and sex education. However, no student shall be required to take instruction in Human Growth and Development if his/her/their parents/legal guardians file a written request to be excused from this instruction with the administration.

Course of Study

Mini = 6 weeks

S = semester class

<u>6th Grade</u>	<u>7th Grade</u>	<u>8th Grade</u>
English	English	English
Language Arts	Language Arts	Language Arts
Math	Math	Math
Social Studies	Social Studies	Social Studies
Science	Science	Science
Phy. Ed. (S)	Phy. Ed. (S)	Phy. Ed. (S)
Spanish (mini)	Spanish (mini)	Health (S)
Art (mini)	FACE (mini)	FACE (mini)
Health (mini)	Tech Ed. (mini)	Tech Ed. (mini)
		Art (mini)
		Careers (mini)
		Maker Space (mini)

Band and Choir are elective classes that meet alternate days throughout the year. Non-band and choir students will participate in Evergreen Hour to reinforce good study habits, organization, and to receive the interventions deemed necessary for educational success.

Middle School Accountability Plan

Northwood Middle School Promotion Requirements

To Grade	Course Requirements	Credit Requirements
7th	<ul style="list-style-type: none"> English 6 Social Studies 6 Mathematics Science 6 Digital Literacy 6 Physical Education 6 Health - 6 weeks Art - 6 weeks Spanish - 6 weeks 	<ul style="list-style-type: none"> 4 Qrt. (.25) Credits English 6 4 Qrt. (.25) Credits Social 6 4 Qrt. (.25) Credits Math 4 Qrt. (.25) Credits Science 6 4 Qrt. (.25) Credits Digital Literacy 6 2 Qrt. (.25) Credits Phy. Ed. 6 1 Qrt. (.25) Credits Health 80% of all possible credits for the school year including health requirement 90% Attendance Rate
8th	<ul style="list-style-type: none"> English 7 Social Studies 7 Mathematics Science 7 Digital Literacy 7 Physical Education 7 Spanish 7 - 6 weeks Tech Ed 7 - 6 weeks FACE 7 - 6 weeks 	<ul style="list-style-type: none"> 4 Qrt. (.25) Credits English 7 4 Qrt. (.25) Credits Social 7 4 Qrt. (.25) Credits Math 7 4 Qrt. (.25) Credits Science 7 4 Qrt. (.25) Credits Digital Literacy 7 2 Qrt. (.25) Credits Phy. Ed. 7 80% of all possible credits for the school year 90% Attendance Rate
9th	<ul style="list-style-type: none"> English 8 Social Studies 8 Mathematics Science 8 Physical Education 8 Health 8 MakerSpace 8 - 6 weeks Spanish 8 - 6 weeks Tech Ed 8 - 6 weeks FACE 8 - 6 weeks Careers - 6 weeks Art - 6 weeks 	<ul style="list-style-type: none"> 4 Qrt. (.25) Credits English 8 4 Qrt. (.25) Credits Social 8 4 Qrt. (.25) Credits Math 8 4 Qrt. (.25) Credits Science 8 2 Qrt. (.25) Credits Phy. Ed. 8 2 Qrt. (.25) Credits Health 8 80% of all possible credits for the school year 90% Attendance Rate
Credit Recovery	<ul style="list-style-type: none"> After-School Academic Program Credit Recovery Evergreen Hour (90 MINUTES of Support per Day) Progress Reports 3x per Quarter 	<ul style="list-style-type: none"> Until a Grade of 60% is reached
Retention	<ul style="list-style-type: none"> 80% of all possible credits for the year were not obtained and/or 90% Attendance Rate was not obtained 	<ul style="list-style-type: none"> Grades of 60% were not earned

Attendance Recovery	<ul style="list-style-type: none"> After-school Academic Program 	<ul style="list-style-type: none"> 1 week (Tuesday & Thursday) equals 1 Day - Entire scheduled time must be served.
8th Grade Promotion	<ul style="list-style-type: none"> All requirements have been successfully completed 	<ul style="list-style-type: none"> Promotion Ceremony 1-Day Class Trip Approved by Administration & School Board

Course of Study Grades 9-12

It is important that high school students select a program each year in high school that meets their needs. Before deciding on a definite program, whether it be preparation for technical college or a four-year college, it is advisable for the students to talk with their parents/legal guardians, teachers, and advisors.

Graduation Requirements

To graduate from Northwood High School, students must fulfill the following requirements:

16.5 required credits + 11.5 elective credits = 28.0 credits

The required credits are:

- | | |
|------------------------------------|-------------|
| • 4 years of English | 4 credits |
| • 3 years of Social Studies | 3 credits |
| • 3 years of Science | 3 credits |
| • 3 years of Math | 3 credits |
| • 3 semesters of Phy. Ed. | 1.5 credits |
| • 1 semester of Health (8th grade) | 0.5 credits |
| • 1 semester of Personal Finance | 0.5 credits |
| • 1 semester of Careers | 0.5 credits |
| • Senior Redefining Ready | 0.5 credits |

<u>Total required credits</u>	<u>16 credits</u>
-------------------------------	-------------------

A prearranged extension/correspondence course may be taken in lieu of a required high school class. Cost for any extension/correspondence class is the responsibility of the student or his/her/their legal guardian. Students that participate in a full athletic season may earn .25 Physical Education credit.

9-12 Grade Level Advancement Policy

To encourage students to make normal progress toward graduation, credit requirements have been established for grade level placement. Credits earned will determine the grade level placement. Guidelines for minimal progress toward graduation as follows:

7.0	credits Freshman	14.0	credits Sophomore	21.0 credits Junior
<u>Semester</u>	<u>Credits Earned</u>			
1	3.5			
2	7.0			
3	10.5			
4	14.0			
5	17.5			
6	21.0			

Students who fail to meet the requirements for grade advancement will remain in the same grade level the following school year.

- All classes must be taken in sequence (i.e., Algebra II must be taken after Algebra I)
- Classes previously taken and passed by a student cannot be repeated for credit.
- Students have 4 school days to add or drop classes based on educational need.
- Transfers after 4 days must have the approval of the School Administration.

Students who fail to meet all graduation requirements as stated in this handbook will not receive a high school diploma even though they may have attended high school for four years. They will not be allowed to participate in graduation ceremonies.

9-12 Grade required & Elective Courses

9th Grade	10th Grade	11th Grade	12th Grade
Phy. Ed.	Phy. Ed.	Applied English -OR-	Applied English -OR-
U.S. History	World Studies	Advanced Lit & Comp	Advanced Lit & Comp -OR-
Lit & Comp 9	Lit & Comp 10	Civics	WRIT 101/102* (ITV-UWEC)
Physical Science	Biology	Careers (Sem)	Personal Finance/
Pre-Algebra - OR-	Algebra I -OR-		Consumer Economics (Sem)
Algebra I -OR-	Geometry -OR-		Redefining Readiness
Geometry -OR-	Algebra II		
Algebra II			

3rd+ Science: Chemistry, Earth and Space Science, Human Anatomy & Physiology, and Physics

3rd+ Math: Geometry, Algebra II, Trig, AP Calculus*, Construction Math, Business Math

Elective Courses

FACE	History	Tech Ed.
International Foods	1920's & Great Depression	CAD-3D Modeling
Child Development	Civil Rights Movement	CAM - CNC Machining
Foods for Life	Social Issues	Woodworking
Family Living	Sports in American History	Home Maintenance
Hobbies	Vietnam War	Welding & Machining
Interior Design		Evergreen Enterprise (Year)
Interpersonal Skills		
American Cuisine		

Physical Education	Art	Foreign Language
High School PE	Drawing	Spanish 1
Lifetime Fitness	Graphic Communication	Spanish 2
Weight Training	Painting	Spanish 3
Wellness Activities	Photography	Spanish 4

ITV	Music
Intro to Psychology (NWTC*)	High School Band
WRIT 101/102 (UWEC*)	High School Choir
HIS 114/115 (UWEC*)	
Medical Terminology (SEM, NWTC*)	
Advanced Composition	
Creative Writing	
Foundations of Early Childhood	
Holocaust	

- **Indicates weighted class**
- **Students earn .5 credit for each semester class they successfully complete. All courses are counted when computing Grade Point Average (GPA) for the Honor Roll.**
- **Elective classes may require a users' fee. These classes will include, but not limited to: art, photography, FACE, technology education, and band.**

Northwood Redefining Ready Indicators

College Ready Indicators

Students are **College Ready** if they meet either the academic indicators **OR** standardized testing benchmarks listed:

Academic Indicators

- **Meets Northwood Graduation Credit requirements**

GPA out of 4.0 and **TWO or more** of the following academic indicators:

- Advanced English Class
- Advanced Placement Exam (3+)
- Advanced Placement Course (A, B, or C)
- Dual Credit College English and/or Math (A, B, or C)
- College Developmental/Applied English (A, B, or C)
- College Developmental/Construction Math (A, B, or C)
- College Developmental/Business Math (A, B, or C)
- Algebra II (A, B, or C)

Standardized Testing Benchmarks: (minimum score)

- SAT Exam: Math Reading & Writing
- ACT Exam: Math Reading Science English Composite
- College Readiness Placement Assessment (determined by a post-secondary institute)

Additional Factors that Contribute to College Success:

- FAFSA Completion
- Completion of Xello Activities
- College Academic Advising
- Completion of a math class after Algebra II

Career Ready Indicators

Students are **Career Ready** if they have identified a Career Interest and have met the following career indicators listed below. In addition, students entering the military upon graduation must meet the passing scores on the Armed Forces Vocational Aptitude Battery (ASVAB) for each branch of the military.

- 90% Attendance
- Workplace Learning Experience (Job Shadow)
- 25 hours of Community Experience & Reflection
- Career Presentation

Additional Factors that Contribute to Career Success

- Industry Credential (WITC IT Essentials- CNA etc.)
- Dual Credit Xello Career Pathway Course
- Two or more organized Co-Curricular Activities
- Work Study Experience
- Career Day/Education Fair

Life Ready

Life Ready means students leave high school with the grit and perseverance to tackle and achieve their goals. Life Ready students possess the growth mindset that empowers them to approach their future with confidence, dream big, and achieve big.

- Youth Mental Health Training through UWS extension

Academic Letter

An academic letter will be awarded to any 9-12 grade student who achieves recognition on the “A” Honor Roll (3.5+) cumulative grade point average for the first 3 quarters of the school year. Any “A” Honor Roll recognition thereafter will entitle a student to place a scroll pin below the pin.

Students in grades 9-12 who achieve recognition on the “B” Honor Roll (3.0-3.5) cumulative grade point average for the first 3 quarters of the school year will be awarded a pin. Any “B” Honor Roll recognition thereafter will entitle the student to place a bar below the pin.

FORMATIVE and SUMMATIVE GRADING

What is the difference between formative and summative assessment?

Formative Assessment (i.e. Practice work and skill development)

Formative assessments are generally *low stakes*, which means that they have low or, in some cases, no point value. Assessments that provide critical feedback to the student, teacher and parent on the student learning process to guide further instruction. The goal of formative assessment is to *monitor student learning* to provide ongoing feedback that can be used by instructors to improve their teaching and by students to improve their learning. Formative assessments may include:

- daily work
- bell work
- exit tickets
- teacher observations of lesson objectives
- study guide
- “rough drafts”
- journals
- many other “practice” items
- “take-home” tests

Summative Assessment (i.e. Mastery of skills)

The goal of summative assessment is to *evaluate student learning* at the end of an instructional unit by comparing it against some standard or benchmark. Summative assessments are often *high stakes*, which means that they have a high point value. Assessments given to students to demonstrate the knowledge and skills they have acquired as the result of instruction and practice. These demonstrations usually occur toward the end of a unit, a course, or a grading period.

Examples of summative assessments may include:

- written compositions (research papers, major essays, etc.)
- tests and exams (NOTE: take home exams may not be counted as summative)
- projects/labs
- presentations
- performance assessments

Northwood teachers are required to grade students based upon the following criteria:

- A minimum of 70% of a student’s final course grade will be measured using summative assessments
- A maximum of 30% of a student’s final course grade may be measured using formative assessments

Retakes & Corrections

Retakes and corrections are not to be made on summative assessments as they do not demonstrate the

knowledge and skills students have acquired as the result of instruction and practice.

Extra Credit

Extra credit is not allowed to be entered as a part of a student's academic classroom grade. Extra credit artificially inflates grades, and in doing so, does not accurately measure what a student knows and can do within the provided curriculum.

Basic Grade Guidelines for Teachers

Teachers should:

- Enter all formative and summative grades in the online gradebook within 1 week of turning in an assignment.
- Have at least three formative assessments in the gradebook per summative assessment. This allows students several opportunities to demonstrate understanding prior to the summative assessment.
- Have at least 3 summative assessments per quarter. A small number of summative assessments can result in a "grade bomb" where one assessment can determine the grade for the quarter and needs to be avoided.
- Utilize the academic detention system and after school support program for students missing significant amounts of work.
- Contact parents with academic concerns when necessary.

Grading Scale

Percentage Scoring			
Letter Grade	Percentage Score	Letter Grade	Percentage Score
A	92.50-100	C	72.50-76.49
A-	89.50-92.49	C-	69.50-72.49
B+	86.50-89.49	D+	66.50-69.49
B	82.50-86.49	D	62.50-66.49
B-	79.50-82.49	D-	59.50-62.49
C+	76.50-79.49	F	00.00-59.49

Grading Periods or Terms

Grading periods, or terms, are used to serve as timelines when grades are posted for students.

- Progress – the grade reported at this time will be used to inform parents of a posted D or F grade in the form of a mailed progress report.
- Quarter – the grade reported at this time will be to inform students and parents of student progress and will be used for honor roll and GPA calculation purposes.
- Semester – the grade reported at this time will be a grade of record that is recorded on a student's transcript and will be used in determining credits earned.

Refer to the Co-Curricular Handbook for details on how grades impact co-curricular eligibility.

Due Dates & Deadlines

Establishing, maintaining, and holding students accountable for due dates and deadlines is necessary to assist students in the development of skills such as organization, time management, problem solving and collaboration as well as in the development of individual responsibility and self-discipline. Establishing, maintaining, and holding students accountable for due dates and deadlines are also necessary for teachers to adequately and efficiently manage their workload.

The staff has determined the following:

- The due date is the date upon which the assignment is expected to be submitted to the teacher in complete and final format.
- Missing work will be recorded with an “M” which calculates as a 0%. The “0%” will serve as a placeholder until the assignment is turned in or until the summative assessment for that unit is complete (unless otherwise arranged).
- Teacher discretion may be applied. In unusual circumstances, due dates may be extended and/or grading adjustments may be necessary. Students need to be encouraged to discuss unusual or extenuating circumstances directly with teachers – learning and practicing good communication skills.
- Teachers will deduct points for late work at a rate of 10% per day up to 10 school days, at which point a 0 will be entered for the assignment. This penalty starts on the due date and counts academic days. Absences do not extend this time frame, provided the student attended school between the due date and the absence in order to have the opportunity to turn the assignment in.

Incomplete Grades

“I” (Incomplete). This mark is normally used for students who have had excused absences at the end of the grading period and have not had sufficient time to make up work necessary to receive a grade. Make-up work in case of extended absences due to illness will be given special consideration proportionate to the length of the illness. Normally, incompletes must be made up within two weeks (10 school days) after the end of the semester. Teachers will post those grades within 5 days of the work being submitted.

- Students need to make arrangements immediately upon their return to complete the work that resulted in the incomplete being posted. This will typically be done within a “day for day” timeframe. E.G. If the last day of the term is missed, that work should be completed the following day.
- Following the 10 day period, the student’s progress toward completion will be assessed and a final grade must be assigned.
- In cases of error, miscalculation, or submission of completed work, a teacher may, at their discretion, modify a grade utilizing established building procedures after the final grade has been submitted.
- Teachers will discuss posting an incomplete with administration before doing so.

Weighted Courses & AP Courses

Some courses within the curriculum are given additional value and are considered weighted courses. Weighted classes are described in the High School Course Description book, Student & Parent Handbook, and School Board Policy po 5200*10/23/19 CP. These courses are rated on the same 4.0 scale as other courses, with the following adjustment:

- Classes identified in the above documents will add .025 for a full year course, prorated for courses that run only a single semester or trimester, to the student's cumulative GPA.
- In order to earn the GPA boost for an AP course, the student must take but not necessarily earn a certain score, on the AP exam.
- Students must earn a C (72.50%) or above each quarter to earn the boost to their cumulative GPA. This must be maintained through all posted quarter grades the course runs. One posted C- or lower on a quarter will result in not earning the boost for the entire course.
- Students who drop a course without completing the entire course of study will not receive this addition to their cumulative GPA.
 - E.g. A student who drops a full year weighted course at the semester would not receive a prorated GPA addition due to not completing the course of study.

Early College Credit Program

According to the Wisconsin Department of Public Instruction, the 2017 Wisconsin Act 59 eliminated the Course Options and Youth Option programs effective July 2018. The Youth Options statute (118.55) was renamed the Early College Credit Program. The statute allows Wisconsin public and private schools high school students to take one or more courses at an institution of higher education for high school and/or college credit. Under this section, "institution of higher education" means an institution within the University of Wisconsin System, a tribally controlled college, or a private, nonprofit institution of higher education located in the state.

The Early College Credit Program and High School Special Agreement form must be submitted to the District by March 1st if the student intends to enroll in either the subsequent summer semester or fall semester, and by October 1st if the student intends to enroll in the subsequent spring semester. Students may pick up applications for this program in the school counselor's office.

While Technical colleges are not eligible institutions under the new program, pupils who have completed 10th grade will continue to have the option of taking courses at technical colleges through a separate statute, 38.12(14), which includes the program referred to as, "Start College Now".

For more information on the changes from youth options to early college credit, please review the revised statute for the Early College Credit Program or speak with your School Counselor or Principal.

School-to-Work

Students are encouraged to participate in the School-to-Work Program. They need to be in "Good Standing". Interested students should notify the School Counselor or Principal.

Dropping a Class

Students should make all necessary changes to their schedules prior to the beginning of the school year. A student may not drop a class after one week (5 school days) into the semester. In order to drop a class the students must complete the district "Drop/Add Form" permission in writing from their parent/guardian, the teacher of the class they wish to drop, and the principal. A class may only be dropped if an agreed upon class switch can be made at the current time. Dropping a class after will result in an "F" for a grade and no credit shall be earned. ***Cases involving special circumstances will be considered on an individual basis by the principal and the teacher.***



Mandatory Student Handbook Signature Page

Northwood Middle and High School

A copy of the Student and Parent Handbook, School Board Policy, and other district resources mentioned in this handbook can be obtained by visiting the school office personnel for a hard copy and/or the school district webpage for an electronic version.

I have been informed of this Student and Parent Handbook and School Board Policy as a resource for information relating to topics that apply to student academics, attendance, grading, activities, and expectations regarding student conduct and potential consequences, etc. This handbook could not possibly contain every situation and/or unforeseeable circumstances that may occur during the school year. The Northwood School District reserves the right to use appropriate strategies and actions that will help ensure the safety, health, and wellbeing of both staff and students throughout the school district.

I agree to take responsibility for obtaining, understanding, following and/or supporting the Northwood School District in regards to practices, procedures, and policies that are put in place to help ensure the success of students throughout their educational experiences.

Student Name (Print): _____

Student Signature: _____

Grade: _____

Date: _____

Parent/Guardian Name (Print): _____

Parent/Guardian Signature: _____

Date: _____