



# NORTHWEST PRIMARY SCHOOL

## STUDENT HANDBOOK 2023-2024

**Principal: Mr. Joshua Hirschman**  
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[www.northwest.sparcc.org](http://www.northwest.sparcc.org)

## ATTENDANCE POLICY

### **ABSENCE**

Regular attendance by all students is very important. In many cases, irregular attendance is the major reason for poor school performance: therefore, all students are urged to make appointments or do personal errands, etc. outside of school hours. Please call 330-854-5709 before 8:30 am to call your child off. Your child is required to bring an absence excuse note when returning to school. Only notifying the classroom teacher will not qualify for a student call off. ALL student call offs must go directly to the office.

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

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

Students are required to bring a note (within 72 hrs. after returning) to school after each absence explaining the reason for the absence or tardiness or the absence(s) will be marked unexcused.

The Board does not believe that students should be excused from school for vacations or other nonemergency trips. The responsibility for such absences resides with the parent(s), and they must not expect any work missed by their child to be re-taught by the teacher. If the school is notified ten (10) school days in advance of such a trip, reasonable efforts are made to prepare a general list of assignments for the student to do while he/she is absent. Otherwise, the student will be expected to make up missed work when he/she returns. Students will receive attendance letters at (30) hours and beyond.

### **Ohio House Bill 410:**

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

Excessive Absence is defined as:

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

Habitual truancy is defined as:

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

### **ACCIDENT INSURANCE**

**The health and safety of the students in the Northwest Local Schools is of prime importance to all persons connected with the school district. Even with the best of supervision and adequate precautions, accidents unfortunately ~~shall~~ can happen. Because the school district does not provide student accident insurance, parents should make certain that children are properly insured. If students are not covered by family medical insurance, student accident insurance is available. Forms are sent home the first day of the school year with your son/daughter. Please make sure your child is protected with some kind of insurance.**

### **ADA PUBLIC NOTICE**

The Northwest Local Schools encourages all residents to participate in our programs. If anyone requires

accommodations, please contact the Director of Student Services, at 330-854-2292.

## **AHERA MANAGEMENT PLAN**

In compliance with the Asbestos Hazard Emergency Response Act passed by Congress in 1986, the Northwest Local School District has an AHERA Management Plan on file in the Principal's office of each building and at the Central Office located at 2309 Locust Street, S, Canal Fulton, Ohio 44614. Anyone interested in viewing the plan can stop at one of these locations and ask to see a copy. Asbestos inspections are completed in the school buildings every six months, and a major reevaluation is done every three years.

## **ANTI-BULLYING POLICY**

In keeping with our vision to create a safe learning environment in which all students are respected, we at Northwest Local Schools have chosen an anti-bullying-program. The focus is on prevention, early intervention, and building positive relationships with students and among students.

Bullying can take many forms, such as hitting, verbal harassment, spreading false rumors, not letting someone be part of a group, and sending nasty messages on a cell phone or over the Internet. Bullying is a violation of school rules, will not be tolerated, and may result in disciplinary action.

## **CAFETERIA**

Nutritious breakfast and lunches are prepared and served each day. The cost of the breakfast and lunches is established by the Board of Education for each school year. Children who bring their lunch may buy milk if they wish. Students may purchase lunches by the month on a prepay basis or pay by the day. Since charging of meals is discouraged, monthly payment is advisable. Those children who forget their money will be allowed to charge for one day only. The charge must be paid the following day. Milk may not be charged. The menu is sent home at the beginning of each month with the students. Snacks are also available for purchase. Students owing charges will not be permitted to buy snacks. Applications for free and reduced-price lunches are sent home at the beginning of each school year. Please return these to school as soon as possible.

## **CAFETERIA RULES**

To provide a relaxed but orderly environment for students to eat their lunch, the following guidelines apply:

- Students are to remain in their seats.
- Students must keep hands, feet and other objects to themselves.
- Students must use a quiet, inside voice.
- Students must clean their area after eating.
- Students must walk quietly when leaving the eating area.
- Students should raise their hand for assistance.

## **CHANGE OF ADDRESS, PHONE, CUSTODY, ETC.**

Address, Phone, or Custody Changes - Please notify the school office immediately upon a change of address, phone, custody, emergency phone number, and etc. This can be very important in the case of an emergency, illness, or other school matter.

## **CODE OF STUDENT CONDUCT**

### **A. NORTHWEST LOCAL SCHOOLS' POSITION ON DISCIPLINE**

The staff of the Northwest Local Schools has taken a firm yet fair position on discipline in our schools. We believe the rights of all students must be observed and guaranteed; and thus, any behavior that would negate such rights cannot and indeed will not be tolerated.

We are of the firm conviction that unless order is maintained, no matter how modern or innovative the teaching techniques may be, learning cannot take place. For this reason, we must insist upon a high degree of discipline. We subscribe to balancing student rights with a corresponding assumption of responsibilities. To be sure, we are aware that there are students who have experienced a different set of

rules, values, and attitudes. These students deserve and need special attention, but not special treatment.

## **DISABILITY STATEMENT**

The Northwest Local School District is committed to equal opportunity for students, employees, and all members of the public whom we serve. We comply with all provisions of the Americans With Disabilities Act regarding the accessibility of services, programs, and activities. If you have a disabling condition that requires accommodation in order for you to attend this event, participate in this program, or take advantage of this service, please contact:

Northwest Primary School: 330-854-5405 Mr. Joshua Hirschman

## **DISCIPLINARY ACTION**

Students choosing not to comply with school rules and regulations established for the efficient and safe operation of the school shall be dealt with by the principal or a designee. The corrective action taken shall be responsive to and in direct relation with the nature of the misconduct. A variety of measures are available as follows:

Reprimand

Behavior plan

Loss of recess or other privilege

Restitution for damage

Parental contact or conference

Emergency Removal

The principal has the discretion to turn the matter over to the police or the juvenile court.

## **DISMISSAL DURING THE SCHOOL DAY**

An early dismissal excuse will be granted if proper communication is received by the classroom teacher. The written note should contain a telephone number, where the parent and/or guardian can be reached during school hours. Excused absences are those listed in the attendance policy.

It is imperative that the student report to the office upon leaving from and/or returning to school. Parents or guardians are required to sign the student in/out upon leaving/returning.

## **DRESS CODE**

Selection of school dress is a parental responsibility, and it is imperative that parents be discreet in selecting school clothes. In general, extremely distracting types of clothing that disrupt the educational process are not allowed. In the fall, students shorts may be worn until October 31<sup>st</sup>. In the Spring, shorts may be worn after April 1<sup>st</sup>. The following types of clothing are not permitted, as well:

- Clothing depicting the sale of illegal substances or suggestive messages
- Bermuda shorts, dress shorts, and skirts of a length shorter than mid-thigh
- Gym shorts, nylon running shorts, cutoffs, bike shorts, and pajama pants
- Midriffs, halters, tank tops, and mesh shirts
- Head coverings
- Shoes must be worn at all times. Sandals are not recommended. Flip-flops and shoes with wheels are not permitted.
- The use of make-up and the wearing of excessive jewelry are not permitted.
- Colored hair gel and colored hair spray are not permitted.
- Temporary tattoos are not permitted.

A student identified as violating the dress code will be required to change clothing. If repetitive violations occur, a student may be charged with detention or other disciplinary actions..

## **EARLY ARRIVAL**

The earliest students may be dropped off is 8:20 a.m. at Door F ONLY. Parents must drop off children at the "Parent Drop-Off Area" (parking area facing Erie). Please do not drop off students at Door A. Morning Drop off at DOOR F Procedures:

For your children's safety, please follow these few guidelines:

1. Never back up into a parking space

2. Please wait to see staff on duty.
3. Please drop your child off on the sidewalk side only
4. Do not get out of the car unless it is necessary.
5. Do not park in the fire lanes

## **EMERGENCY DRILLS**

Students are instructed on emergency drill procedures. A fire drill will be held monthly. Tornado drills will be held during the months of April and May. Lockdown drills will be held several times each year. Fire and tornado drill procedures are posted in each room. Classroom teachers are responsible to periodically review each drill with their students.

## **FERPA**

### **NOTICE OF DIRECTORY INFORMATION (FERPA)**

The “Family Education Rights and Privacy Act” (FERPA) requires districts to notify parents and 18 year old students that they have the right to inspect their records within forty-five (45) days of the school receiving the request. Northwest has always had a policy of permitting parents or adult students to review their records by simply making an appointment with the building principal. Should the principal not personally know you, picture identification would be required. This right is extended only to students and parents. Parents or students may ask the school to amend a record they believe to be incorrect. Parents and adult students should also be sure to fill out the consent forms that are issued at the start of each school year. The consent form permits the school to share transcript and attendance data with parties you wish to share it with such as employers and post secondary schools.

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the Northwest Local School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records. However, the Northwest Local School District may disclose appropriately designated “directory information” without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Northwest Local School District to include this type of information from your child’s education records in certain school publications. Examples include:

- A playbill, showing your student’s role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent. If you do not want the Northwest Local School District to disclose directory information from your child’s education records without your prior written consent, you must notify the District in writing by September 30th. The Northwest Local School District has designated the following information as directory information:

- Student’s name
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- Date of graduation

## **FINAL FORMS**

Final Forms should be completed online, before the first day of school. This information is necessary to access your child's emergency phone numbers, medical information, photo permission and so forth. Please go to the Northwest website to complete these forms. If you do not have access to a computer, you can visit the Central office to complete the forms. If Final Forms are not completed by the designated due date, your child will not have access to the school's technology devices.

## **GENERAL CONDUCT (PBIS)**

Policy on Positive Behavior Interventions and Support (PBIS), Restraint, and Seclusion – Adopted 2013, updated 2016 “Each school district shall implement positive behavior intervention and supports on a system-wide basis.”

PBIS is “An implementation framework for maximizing the selection and use of evidence-based prevention and intervention practices along a multi-tiered continuum that supports the academic, social emotional and behavioral competence of all students.”

(PBIS.org, National Technical Assistance Center on PBIS, June, 2018)

The Primary incorporates the PBIS framework schoolwide. The desired behavior is defined, modeled, and taught explicitly with consistent schoolwide strategies for encouraging appropriate behavior.

The following, more specific, rules apply to each student, as well:

- Students should be courteous, respectful, and obedient to all school personnel.
- Upon arrival at school, students must report directly to their classroom.
- Students attending breakfast in the café must inform their teachers.
- Students must not damage school property. They will be held responsible for damages resulting from carelessness or disregard of rules.
- Students may not possess water or cap pistols, firecrackers, knives, matches, or any object that may be used to inflict injury on anyone else.
- Students are not permitted to bring pets to school.
- Students are not permitted to ride bicycles to school.
- Gum is not allowed in or out of the building while at school. A party situation is the only exception to this rule, and this privilege will depend upon sensible use and proper disposal of the gum.
- Students are not permitted to bring trading cards to school.
- Students are not permitted to bring electronic devices, including cell phones, and toys to school without prior approval by school personnel.

## **HEALTH CARE**

**A. ACCIDENTS AND ILLNESS** - If a child has an accident or becomes ill at school, the parents will be notified to pick up the child. At the beginning of each school year, parents are asked to complete an online form designating the person, doctor, or hospital to be called in case of an emergency when parents cannot be reached. Students may return after a full 24hrs of being free of diarrhea, fever or vomiting.

**B. IMMUNIZATION** - Within 15 days of initial enrollment in the Northwest Local Schools, students must show written proof of having those vaccinations required by Ohio State Law. Vaccination requirements depend on the child's age and grade level. The required immunizations can only be waived under the following circumstances: a signed medical statement from a physician; religious or philosophical objection exists (signed statement from parents required). Note: A student who is exempted by waiver from immunizations will be excluded from school attendance upon an outbreak (one school-based case) of any of the aforementioned diseases. (Ohio Revised Code, Sections 3313.671 and 3701.13)

**C. MEDICATION** - When possible, all medication should be given by the parent at home. If this is not possible, medication may be administered by school employees in accordance with the following:

**All medication, prescription and over-the-counter, must be accompanied by a form which has been completed by the parent and physician requesting that the medication be given.** All medication must be received in the original container which is labeled with the student's name, name of medication, and the proper dosage. The secretary or designee may administer the medication. Medication is to be brought to the office as soon as the student arrives at school.

**D. RECESS** - Students will go outside for recess when the weather permits and the temperature is no lower than 20 degrees. This is the true temperature or wind chill factor temperature. All students are expected to go outside for recess. Students not permitted to go outside must have a note from their physician explaining why they cannot go out.

**E. PERSONAL HYGIENE** - including bathroom concerns, must be addressed by the parents.

- Accidents and Illnesses - If a child has an accident or becomes ill at school, the parents will be notified to pick up the child. At the beginning of each school year, parents are asked to complete a form designating the person, doctor, or hospital to be called in case of an emergency when parents cannot be reached. Please keep these forms updated as changes occur.
- Personal hygiene issues, including bathroom concerns, must be addressed by the parents.
- Students may return after a full 24hrs of being free of diarrhea, fever or vomiting.
- Immunizations - Within fourteen days of initial enrollment in the Northwest Local Schools, students must show written proof of having those vaccinations required by Ohio State Law. Vaccination requirements depend on the child's age and grade level. The required immunizations can only be waived under the following circumstances: a signed medical statement from a physician; religious or philosophical objection (signed statement from parents required). Note: A student who is exempted by waiver from immunizations will be excluded from school attendance upon an outbreak (one school based case) of any of the diseases covered by vaccination. (Ohio Revised Code, Sections 3313.671 and 3701.13)
- Medication - When possible, all medication should be given by the parent at home. If this is not possible, medication may be administered by school employees in accordance with the following:
  - All prescription medication must be accompanied with a school form which has been completed and signed by the doctor prescribing the medication and by the parent requesting that the medication be given. Over-the-counter medication, if necessary beyond five consecutive days, may require a physician's signature.
  - All medication must be received in the original container and label with the student's name, name of medication, and the proper dosage.
  - Over-the-counter medication, including cough drops, must be accompanied with a school form signed by the parent.
  - Medication should not be transported to and from school on the bus.
  - Only certified staff may administer medication.
- Address, Phone, or Custody Changes - Please notify the school office immediately upon a change of address, phone, custody, emergency phone number, and etc. This can be very important in the case of an emergency, illness, or other school matter.
- Recess - Students will go outside for recess when the weather permits and the temperature or wind chill factor temperature is no lower than 20 degrees. All students are expected to go outside for recess. Students not permitted to go outside must have a note with an explanation from their physician.

## **LOST AND FOUND**

Parents are encouraged to print names in or on coats, sweaters, hats, lunch boxes, boots, etc., to help ensure safe keeping. Since such items occasionally find their way to the Lost and Found, students should check

when they have lost something. Any unclaimed items which are left after school closes shall be contributed to a charitable organization. Students should not bring valuables to school, including electronics. The school cannot be responsible for the loss or damage of these items.

## **LUNCH WITH YOUR CHILD**

We are glad you are able to spend lunch time with your child. Please limit to special days (birthdays, Student of the Week, Star Student, etc.)

Please be aware of the following guidelines in place to assure *non-visiting parents of their children's safety* when visitors are in the building:

- ✓ Please do not offer food to other students
- ✓ Please stay with your child at the designated lunch table. (Extra chairs will be provided if necessary)
- ✓ No pictures of other students are permitted.

## **MAJOR MISCONDUCT**

A violation of any of the following rules will be considered serious misbehavior and may result in strong disciplinary action including emergency removal:

1. **ASSAULT/FIGHTING** - A student shall not cause physical injury or behave in such a way which could threaten to cause physical injury to school staff, other students, or visitors while under the jurisdiction of the school.
2. **BULLYING** - Interfering with the rights of others, including blackmail, threatening, stealing and/or other infringements upon others will not be tolerated at any level.
3. **EXTORTION** - No student will be permitted to demand or threaten any other student for money or possessions.
4. **PROFANITY** - Profanity or obscene language or implications thereof which are written or verbal, including the use of obscene gestures or signs.
5. **POSSESS OR THREATEN TO USE DANGEROUS WEAPONS/ INSTRUMENTS** - A student shall not possess, handle, transmit, or conceal any object which could reasonably be considered a weapon. This list of such objects includes, but is not limited to, knives, guns, firecrackers, stink bombs, and clubs.
6. **GROSS INSUBORDINATION** - A student who refuses to adhere to reasonable directions by a staff member.
7. **REPEATED VIOLATION OF SCHOOL RULES** - A student who chooses repeatedly not to comply with reasonable school rules and regulations properly established for the efficient operation of the school.
8. **THEFT** - A student shall not take nor consume goods belonging to the school or another individual.
9. **SUBSTANCE ABUSE** - A student shall not possess, use, transport, purchase, have under his/her control, offer for sale, administer to another, or be under the influence of any intoxicant, hallucinogen, narcotic drug, or other dangerous drug. No student shall have or possess any equipment or paraphernalia for the purpose of any items mentioned above.
10. **SMOKING** - Use or possession of tobacco by pupils in any area under the control of the school district or at any activity supervised by any school operated by the district is prohibited. (Section 3313.751 Revised Code)
11. **DAMAGE OF SCHOOL PROPERTY** - Damage, destruction, or defacement of school property or private property on school grounds.
12. **TARDINESS** - Repeated tardiness to class or school.
13. **FALSE ALARMS** - including fire, bomb threats.
14. **SEXUAL HARASSMENT** - Harassment based on sexual orientation and gender identity. Reports should be made to the building principal.



## **MCKINNEY – VENTO ACT**

It is the policy of Northwest Local Schools to enroll, educate, and not segregate or stigmatize children on the basis of their status as homeless. Any person suspecting that a child is homeless should notify the Board Office at 330-854-2292 to ensure that homeless children enroll in school and have the opportunity to succeed academically. For more information about the Americans With Disabilities Act, our compliance with the Act, and our compliance with the Act's provisions, contact our ADA Coordinator, Ms. Debora Clark, at (330) 854-2292.

## **NONDISCRIMINATION**

The Northwest Local School District affirms that no person shall, on the basis of race, color, national origin, sex, and disability be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity conducted under its auspices. This shall extend to employees therein and to admission thereto. Inquiries concerning the application of this policy may be referred to the Superintendent or designated coordinator. This policy shall prevail in all Board policies concerning school employees and students.

Questions and/or concerns should be referred to:

Shawn Braman, Ed. D., Superintendent  
2309 Locust St. S  
Canal Fulton, OH 44614

## **“NO CHILD LEFT BEHIND”**

The NCLB law, passed by Congress and over 600 pages long, requires us to notify parents of students in Title I buildings that they may request information about the qualifications of their teacher. In our case, that would be Northwest Primary, W. S. Stinson Elementary and Northwest Middle School. The Northwest Board of Education has expanded that requirement to include all district schools. Upon request, you may obtain information about your child's teacher. At this time, the Northwest District expects to have all teachers fully certified. However, there are occasions in certain teaching fields that we may have to use a temporarily certified teacher.

## **PARTIES**

Classroom parties usually take place the last hour of the school day and are, for the most part, planned by the room parents. Classroom teachers are responsible to select their own room parents. For security purposes, visitors must register with the classroom teacher at least one week before the scheduled party. A MAXIMUM OF THREE VISITORS (besides room parents) will receive passes. Due to the carpet, food and beverages (excluding water) are not permitted in the classrooms. Treats can be bagged and sent home, or a portion of the party can take place in the cafeteria, as scheduling allows. It is requested that birthday treats not be brought to a child's classroom. To avoid classroom interruption, please bring birthday treats to the office and they will be sent to the child's classroom for distribution during lunch.

It is also requested that parents not send outside party invitations to school when the entire group is not invited. Outside parties need to be arranged from the home. To protect privacy, the school will not issue class rosters with phone numbers or addresses.

## **PICKING CHILDREN UP AT SCHOOL**

When parents have to take pupils out of school during the school day, the following policy should be followed:

- If it is known in advance that the child needs to leave school for a medical or dental appointment, the parent should send a note with the child to the teacher. At the time the pupil is to leave, the parent should come to the school office and the pupil will be waiting, or he/she will be called.

- If the child must be taken out of school for some reason that is not known in advance, a phone call to the school will make it possible to have the child ready and waiting to be picked up.
- If an advance call is not possible, please stop at the office and the child will be called from his/her classroom. Proper identification may be requested.
- The parent should park in the Parent Parking Lot when picking up their child.
- Signing out students shortly before dismissal time is strongly discouraged.

## **PLAYGROUND RULES**

- Games involving students grabbing other students are not permitted.
- Toys and trading cards are not permitted.
- Food and gum are not permitted.
- Students must behave in a safe manner when using playground equipment.
- Students are expected to treat each other with kindness in speech and in action.
- Failure to abide by recess rules may limit recess time and/or result in a visit to the principal's office. Most of our school discipline problems result from incidents which occur on the playground. Please take time to talk with your child about playground rules.

## **PROTECTION OF PUPIL RIGHTS AMENDMENT**

### **NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)**

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S.

Department of Education (ED)-

- Political affiliations or beliefs of the student or student's parent;
- Mental or psychological problems of the student or student's family;
- Sex behavior or attitudes;
- Illegal, anti-social, self-incriminating, or demeaning behavior;
- Critical appraisals of others with whom respondents have close family relationships;
- Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
- Religious practices, affiliations, or beliefs of the student or parents; or
- Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of-

- Any other protected information survey, regardless of funding;
- Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- Inspect, upon request and before administration or use-
- Protected information surveys of students;
- Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
- Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

The Northwest Local School District has developed procedures regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The

Northwest Local School District will notify parents of these policies at least annually at the start of each school year and after any substantive changes. The Northwest Local School District will also notify parents of students who are scheduled to participate in the specific activities of surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation in the specific activity or survey.

The Northwest Local School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

*Parents who believe their rights have been violated may file a complaint with:*

*Family Policy Compliance Office*

*U.S. Department of Education*

*400 Maryland Avenue, S.W.*

*Washington, D.C. 20202-5901*

## **REQUESTS FOR SPECIFIC TEACHERS**

The placement of your child, for next year, is of the utmost concern to our staff. In order to create classes that are well balanced, requests for specific teachers may be considered, but not guaranteed. The school district will make every effort to ensure that your child is placed in a class well-suited to his/her learning needs. If you would like to express any concerns related to your child's needs, please contact the school. We will talk with you about your concerns, but we discourage requests for specific teachers.

## **RETENTION**

Decisions are made only after careful and thorough evaluation. Although the Superintendent reserves the right to make the final decision regarding educational placement, your input is welcome. However, students may only be retained due to below level academic marks.

## **SCHOOL BUS DISCIPLINE CODE**

Students are permitted only to ride the bus to which they are assigned unless they have written permission authorized by the principal to do so otherwise. Continual bus changes can be confusing for students and staff. Therefore, we ask for your cooperation in reducing erratic schedules.

Riding the school bus is a privilege. The rider must act responsibly and observe the following code of conduct to ensure the continuation of bus riding privileges:

- Students shall not engage in loud and excessive noise.
- A student shall not cause or attempt to cause damage to school buses.
- Fighting is absolutely prohibited at all times on the school bus.
- The use of vulgar or profane language is prohibited.
- The student shall not possess, handle, transmit, or conceal any object which could reasonably be considered a weapon while on the school bus.
- A student shall not engage in any act which frightens, degrades, disgraces, or tends to frighten, degrade, or disgrace any other person by written, verbal, or gestural means while on the school bus.
- Use of tobacco in any form is prohibited at all times while on a school bus.
- A student shall not possess, use, transmit, conceal, or be under the influence of alcoholic beverages, dangerous drugs, or narcotics while on a school bus.
- A student shall not disregard or refuse to obey directions given to him or her by the bus driver.

- Students are expected to cooperate with the following regulations concerning bus pickup:  
-arrive at the bus stop 5 minutes before the bus is scheduled to arrive-wait in the location clear of traffic and away from where the bus stops-behavior at the school bus stop must not threaten life, limb, or property of any individual.-go directly to an available or assigned seat.-remain seated, keeping aisles and exit clear.
- Students should refrain from eating and drinking on the bus except as required for medical reasons.
- Students will not throw or pass any objects on, from, or into the bus.
- Students may carry on the bus only objects that can be held in their laps.
- Students are asked to leave or board the bus at locations to which they have been assigned, unless they have administrative authorization to do otherwise.
- Students are not to put their head or arms out of the bus windows.
- Students are not permitted to listen to Walkmans.

The provisions of Section 3313.66 of the Revised Code shall apply to suspension, expulsion, and immediate removal of a student from school bus privileges. The superintendent, superintendent's designees, principals, or assistant principals are authorized to suspend or remove students' school bus riding privileges. School bus drivers shall report in writing to the appropriate administrator all rule violations or conduct that justify immediate removal, suspension, or expulsion. Suspension or immediate removal of handicapped students shall be conducted in accordance with the law.

It should be noted that any and all other possible student misconduct, while a passenger on a school bus, reading the gravity of the above examples, in terms of persistent disobedience or gross misconduct, may serve as grounds for major misconduct and either temporary or permanent suspension of the privilege of riding a school bus.

## SCHOOL CLOSINGS

During the school year, there might be an occasion to cancel school due to road conditions which endanger the safety of the students. Parents are encouraged to check our website [www.northwest.sparcc.org](http://www.northwest.sparcc.org). If school is closed during the school day, please be sure your child knows where he/she is to go (babysitter, neighbor's house, etc.).

**SCHOOL FEES-** All school fees are due September 30th.

Kindergarten Fees	\$61.50	1st Grade Fees	\$61.50	2nd Grade Fees	\$61.50
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## SPECIAL EDUCATION

In accordance with the Federal and State rules and regulations pertaining to the education of students with disabilities, the Northwest Local School District offers a continuum of educational services. The following Special Education services are available within the district:

- Specific Learning Disabilities are served in Northwest Primary, W. S. Stinson Elementary, Northwest Middle School, and Northwest High School.
- Cognitive Disabled students are served in a collaborative unit at Northwest Primary, W. S. Stinson Elementary, Northwest Middle School, and Northwest High School.
- Speech or Language Impairment

Besides the services offered within the district, Northwest offers the following programs in conjunction with the Stark County Educational Service Center (SCESC):

Multi-Handicapped	Emotionally Disturbed	Hearing Impaired
Traumatic Brain Injury	Visually Impaired	Other Health Impaired
Orthopedic Handicapped		

These programs may or may not be housed in the Northwest Local School District. In addition, an Early

Childhood Preschool Program for language-delayed children is available at Northwest Elementary. If you have questions about the above-mentioned programs, please call the District's Special Services Director, Lauren Willis at 330-854-2292.

## **STANDARDS BASED REPORT CARDS**

Report cards can be viewed every nine weeks, but grades can be viewed online every day.

Your child will receive a standards based (SB) report card that uses M, P, SN rubric reporting system marks to monitor student progress through informal assessments, formal assessments, and observations.

Why are marks used instead of grades? Growth is monitored during the marking period to determine your child's progression through the Ohio Learning Standards.

Aren't marks based on percentages? No. Marks are not based on percentages. They are progress indicators that reflect your child's level of understanding.

If a concern about your child's grades arises, outside of the regular report card or interim reporting periods, please feel free to contact the teacher. Also feel free to access the Parent Internet Viewer (PIV), found on the Northwest Local website ([www.northwest.sparcc.org](http://www.northwest.sparcc.org)), for additional student progress information.

Parent-teacher conferences are scheduled five times. Individual conferences may be scheduled whenever needed. Please call the teacher for an appointment. All fees are due on September 30<sup>th</sup>.

## **TELEPHONE**

Students will not be allowed to use the office telephone unless it is an emergency and absolutely necessary. Students and teachers will not be called to the telephone during class time. Messages will be taken by the school secretary and relayed to the student and/or teacher.

## **TITLE IDEA-B FLOW THRU NOTIFICATION**

The Northwest Local School District applies for Federal Title IDEA-B Flow Thru Funds. These funds are part of the dollars used for identification and education of persons with disabilities. If you would like information or desire to discuss components of this application, please call the Northwest Board of Education at 330-854-2291.

## **TITLE IX**

It is the policy of the Northwest Local Board of Education not to discriminate on the basis of sex in its educational program or employment policy and procedures as required by Title IX of the Educational Amendments of 1972. Any questions or inquiries about Title IX should be directed to:

Shawn Braman, Ed. D., Superintendent  
2309 Locust Street, S, Canal Fulton, Ohio 44614  
Phone: 330-854-2291.

## **VOLUNTEERING**

Involvement in the school requires the contribution of services in a supportive role under the supervision and direction of a professional educator. For this to be a satisfying and rewarding experience for the volunteer and the teacher, an understanding of the school's needs must exist.

Parents interested in becoming members of the school's Parent Teacher Organization (PTO) may contact the building principal. This organization is dedicated to service in the schools. We take great pride in their past support and accomplishments. We encourage all teachers and staff members to become members, attend the meetings and participate in fundraising events.

Within the classroom, the teacher is the decision-maker for the implementation of the educational

program. A classroom volunteer is never expected to perform professional services; the teacher is always responsible for content and method. These include diagnosing children's needs, prescribing instruction, selecting appropriate materials, and evaluating student progress and achievement. The cafeteria duty teacher is the decision-maker for the implementation of cafeteria rules.

### **VOLUNTEER'S CODE OF ETHICS**

All volunteers are provided with a code of ethics which they are asked to follow, as these are elements critical to the operation of the school:

- Respect the confidentiality of the teacher and the children and refrain from discussing them outside the school. If you have any questions or concerns, share them with the teacher.
- Practice tolerance and understanding toward the children and teachers with whom you come into contact. Be sensitive to the teaching role. Strive for acceptance of all children.
- Be dependable. If you agree to undertake a task, follow it through by attending at the times and dates arranged. Be realistic about the amount of time you can spend. If you must be late or absent, arrange for an acceptable substitute.
- Dress in a manner which is appropriate for the school setting.

### **WITHDRAWAL FROM SCHOOL**

A withdrawal form must be completed, as well as a parental consent form, before student records can be released. All fees must be paid and books and materials returned upon withdrawal from school.