Colerain Elementary School

Parent – Student Handbook
2026 - 2027

4850 Poole Road

Cincinnati, Ohio 45251

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Colerain Elementary Staff

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Building Hours: 8:50 am – 3:30 pm
Students can enter the building at 8:30am
Students day begins at 8:50 am

****

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New Teacher –

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ARRIVAL & DISMISSAL

All dismissal changes must be made in writing to the teacher and the office by 2:45
No changes will be accepted after this time.

BUS RIDERS

Arrival 8:30 a.m.-8:50 a.m.

Students are expected to wait for their buses in the safe areas (bus stop) specified on their bus passes. Students should be at their bus stop prior to the bus arriving.

At 8:30 a.m*.,* all children may proceed to their classrooms. The school day begins at 8:50 a.m.

Colerain Elementary students who live at least 1 mile from school are eligible to receive bus service. Children should walk to their buses as soon as their floor is called over the intercom. Students who do not normally ride a bus are not permitted to accompany other children on buses unless it is an emergency child-care situation. When making such a request, the school office and teacher must be notified in writing by both families involved and the note signed by the principal. *The note should be given to the office upon arrival at school*. Bus riders should follow all bus rules for safety.

CAR RIDERS

Arrival 8:30 a.m.-8:50 a.m.

The back parking lot is reserved for parents & guardians to drop off children (please enter from Springdale Road). It is important that drivers obey the posted entrance and exit signs, and are respectful to our Colerain Elementary staff members who are there to ensure the children's safety as they exit cars and proceed to the building entrance. *Children will not be permitted to be dropped off until 8:30 a.m.* At 8:30 a.m*. the building will open* for the daily arrival of students. Staff will take over supervision of students at breakfast and in the assigned holding areas in each grade level hall. At 8:50 a.m., the building security is implemented and all doors are locked. **Students arriving after 8:50 a.m. will be marked tardy. Parents *must* escort their students to the attendance office.** Repeated tardiness may be counted as an absence*. Students are expected to be in the building by 8:50 AM. P*lease make every effort *to have your student* arrive at school on time.

Dismissal

The back park lot is reserved for parents & guardians to pick up children. If you choose to park your car, you may enter from the Colerain Middle School parking lot from Poole Road, proceed behind the middle school and park near our school gym. *Exit* your car and greet your child to ensure your child's safe arrival at your vehicle. Please obey the entrance and exit signs, and be respectful to our Colerain staff members who are assigned to ensure the safety of your children. All children must be picked up no later than 3:50 p.m. Parents must come into the building to sign their student out with a proper ID. Children that remain past 3:50 p.m. on a consistent basis may be referred to the attention of the police or 241-KIDS.

WALKERS

Arrival 8:30 a.m.-8:50 a.m.

Children should walk directly to school so as not to be marked tardy. Upon arrival at school, students will be directed to join their grade level. No student is permitted in the building until 8:30 a.m. At 8:45 a.m. all students may proceed to their homeroom to unpack and prepare for the day. The second bell rings at 8:50 a.m. The school staff will supervise children once they are in the school building.

Dismissal

Walkers and students going to the YMCA after-school childcare program will be dismissed first. Encourage your walker to exit promptly. Students who live behind Colerain Elementary in the Murphy Subdivision should exit from the rear of the school, cross to the park, and go directly home. Please practice walking these routes with your children before allowing them to walk home from school on their own. Students crossing Springdale or Poole must be escorted by an adult.

<u>*All dismissal changes must be made in writing to the teacher and the office by 2:45*</u>
<u>No changes will be accepted after this time.</u>

<u>Bicycles</u>
Students are permitted to ride bicycles to school. However, the school cannot assume responsibility for the safety of bicycles. It is advisable that the bike be chained and locked to the bike rack. Parents are required to write a note giving permission for the student to ride the bike to and from school. One note will suffice for each school year. This note should be addressed to the building principal, and will be kept on file for the school year. Students will not be permitted to ride to and from school without having a note on file in the office. Students are reminded to wear a helmet.
Bicycles, heelys, and other wheeled vehicles may not be used on the playground or inside the building.

<u>ATTENDANCE</u>

All students are required to be in regular attendance for their own benefit and in order to fulfill the state educational requirements.

<u>Absent Procedures</u>
On the day a student is absent, the parent must call the 24-hour **Colerain Elementary Attendance Line** at ***<u>385-8740 - Ext. 4101</u>*** to report the reason for the absence/tardy. If a phone call is not received, the school will utilize its Automated Attendance System to alert you to your child's absence from school. It is imperative that we have the most recent phone contact for you. Upon returning to school, the student must submit a doctor's note if applicable. *Homework may be requested when a child is out <u>more than two (2) days</u>. <u>All requests must be received by 10:00 a.m</u>.*

<u>Early Dismissal from School</u>
No teacher or other employee shall permit or cause any student to leave school premises prior to the regular hour of dismissal except with the knowledge and approval of a school administrator and with the knowledge and permission of the parent or guardian. Parents or parent representatives of elementary students must pick up the student in the school office in all cases. **<u>Parents/guardians must provide a photo ID when picking up their student</u>**.

Early dismissal for dental, medical or for emergency reasons requires a note or email from home. The child is to be "signed out" in the school office. When the parent/guardian ***<u>arrives</u>*** at school, the child will be requested to come to the office. Identification will be requested of the adult who comes for the child. If students leave more than 60 minutes prior to the end of the day, they will be counted 1/2 day absent.

<u>Tardiness</u>
Children are expected to be in their classrooms by 8:50 *a.m. If not, they will be marked tardy.*
Pupils who arrive more than 60 minutes after the start of the day will be counted as a ½-day absent.
Students reporting late to school for any reason are counted tardy. Determining whether a tardy is excused or unexcused is based on the absence procedures.

Students leaving school grounds without permission by walking shall be subject to school consequences, or if appropriate, suspension from school.

<u>Withdrawal Procedures</u>
When withdrawing a student, please notify both the teacher and the school office of your new address several days before leaving. It is necessary that the parent come to school and sign the withdrawal form. Students are marked absent until a record request from their next school is received. Copies of the child's academic & health records will be forwarded to the new school when record requests are received and all obligations have been met.

BUILDING RULES

In order to enhance the learning climate at Colerain Elementary School during the 2025-2026 school year, all students are to follow the expectations, procedures, and rules listed below. Please acquaint yourself with the rules and support us in enforcing them. All of our School Rules deal with respect and responsibility.

Building Wide Rules and Expectations for our Positive Behavior Supports Philosophy

Colerain Elementary enforces a school-wide Positive Behavior Supports (PBS) philosophy focused on respectful, responsible, and safe student behavior. PBIS is a process for creating safer and more effective schools with an approach to develop research-based, school-wide processes to focus on positive behaviors. It is one way of creating a positive environment within the school. PBIS first teaches, then enforces strong character traits for students in school and for life. Teaching will take place by role-playing, PBIS posters and modeling. The emphasis is on recognizing and acknowledging each student's positive actions, then teaching the appropriate replacement behavior for negative actions.

PBIS Plan and Rewards Program

Daily during morning announcements, students at Colerain Elementary will be reminded that they are expected to **SOAR**: to be **S**afe, take **O**wnership of academics and behavior, **A**chieve and be **R**espectful.

One student per grade level per week that exhibits positive behavior will be chosen by a staff member to be recognized and awarded.

Monthly & Quarterly:

Quarterly recognition for academics, behavior, and attendance will be awarded.

The Mindful Nest

Here at Colerain Elementary we are committed to providing our students with high-quality, research-based supports in order to improve their educational experience every step of the way! This includes not only academic instruction; but behavioral and emotional assistance as well. We are very excited to share with you, a new program and re-vamped protocol for handling behavioral concerns and student discipline.

1. Students in need of additional behavior support in order to be successful in the classroom will now receive direct instruction of behavioral expectations, when deemed necessary by school staff. This instruction will take place in the Mindful Nest.

2. The Mindful Nest Room will provide individual or small group instruction of behaviors and allow for opportunities to practice newly learned skills. The Mindful Nest is located within the school and will provide a short session (approximately 20 minutes) of direct instruction in the area of behavioral difficulty. The intervention provided in The Mindful Nest will utilize the Zones of Regulation as well as research-based programs that are effective in teaching children appropriate social, emotional, and behavioral skills.

3. Students will return to class after completing their time in the Mindful Nest. It is the expectation that they will be able to successfully engage in learning at that point.

4. Students who cannot engage in learning at that point or who continue to struggle with behaviors that are disrupting classroom activities, will be sent to the office. The administration will determine an appropriate consequence including the possibility of a removal from school.

This plan was developed in collaboration with specialists within the school district. If you have any questions regarding the Mindful Nest, please contact the school administration.

Negative Consequences for Inappropriate Behavior at School

1. Verbal and written warning
2. No extra privileges
3. Call from teacher or principal
4. Writing assignments
5. Time out periods from teacher or principal
6. Out of School Suspensions
7. Emergency Removals

Assemblies

- Show respect to presenters.
- No whistling or booing during assemblies.
- Sit quietly and remain seated throughout.
- Maintain a low noise level.

Hall Behavior

- Walk courteously at all times to the RIGHT.
- Noise Level is to be kept to a minimum.
- When walking in the hallways during announcements, stop and listen.
- Stand at attention during the pledge.

Quiet Zones: Will be enforced as areas that need to remain conversation free.

Outdoor Recess

Children go outside for recess unless the temperature and wind chill factor cause extremely cold weather, or unless there is rain or snow and the play area is wet. Be sure to dress your child according to the weather. Students who are well enough to come to school are expected to go outside for recess. A doctor's excuse will be necessary if the child is to stay inside.

Teachers and/or Teaching Assistants are on duty to ensure the safety of all students. Disregarding playground rules may result in a discipline referral.

1. Do not kick, throw or remove shredded mulch from under equipment. Do not run on the equipment area or jump off the equipment. No tag on the equipment.
2. Fighting or profanity will not be tolerated, and could result in removal from school.
3. Respect playground aides. They are on the playground for student safety and they must be obeyed. Individuals and/or crowds must disburse when directed to do so by authorized school personnel.
4. Body contact is unacceptable.
5. Remain in assigned areas during recess.
6. When the whistle is blown, line up immediately. Remain quiet in line and upon entering the building.
7. Follow the rules for the playground equipment as given by playground aides.
8. Chewing gum and spitting on the playground are unacceptable.
9. Remove hats when entering the building.
10. Permission must be granted from an aide before re-entering the building during recess.
11. Always show good sportsmanship on the playground.
12. Remember to dress properly for the weather. Students will go outside whenever possible.
13. Personal items should not be brought to school/sold/traded.
14. Do not touch parked cars in the parking lot.

Indoor Recess

- Running, jumping, and throwing are unacceptable.
- Play quietly and cooperatively.
- Remain in your classroom.
- Follow the rules posted in your classroom.
- Remain seated - either in chairs or on the floor.

Leaving School Grounds

Students attending the Northwest Local School District are to arrive at school by a designated time and remain there until the end of the official school day, unless permission is granted for them to leave during the school day. The administration shall develop and maintain procedures to enforce this policy.

CAFETERIA

Breakfast & Lunch Costs

Colerain Elementary will be offering ***breakfast before school***. Serving time will begin at 8:30 a.m. This program is available to all students attending Colerain Elementary, including Y-Kids participants.

All enrolled 2025-2026 elementary students are eligible to receive a healthy breakfast and lunch at no charge through the District's participation in the Community Eligibility Provision Program (CEP).

For students purchasing milk only – milk is **$.70**.
***Prices are subject to change.**

Menu

The school menu is developed under the supervision of the district's Food Service Supervisor. The week's menu is posted on the NWLSD website at nwlsd.org under Schools click Colerain Elementary and scroll down to menu.

Fee Waiver

Household Income Surveys are available online at Infinite Campus or in the school office for anyone wishing to determine whether or not you are eligible to have your school instructional fees waived.

Payment

Families may add money to a student's account for the purchase of snacks through the Infinite Campus parent portal
https://northwestoh.infinitecampus.org/campus/portal/parents/northwest.jsp
Cash or checks are not accepted payment methods at the elementary and middle school level.

Students are expected to follow these Cafeteria Guidelines:

1. Speak courteously to cafeteria employees and parent volunteers.
2. Use good table manners and quiet voices.
3. Try to eat what you put on your tray.
4. Sit in the assigned area.
5. Clean your assigned area prior to leaving the cafeteria.
6. Students are limited to **one snack** only.
7. Soda pop is not permitted as a drink for students at lunch time.
8. Outside food (McDonalds, Burger King, etc.) MAY NOT be brought in for lunch.

Due to safety reasons students may not have guests eat breakfast or lunch with them

CLASSROOM PARTIES

Student parties are scheduled for the following occasions:

Kdg – 3rd	Halloween, Winter, Valentine's
4th:	Halloween, Winter
5th:	Halloween, Winter, End of School Year 5th Grade Celebration

For the safety of the students, only two parent/guardian volunteers will be asked to attend these parties. Sign-ups will be done through our PTA. **No siblings or others will be permitted to attend**.

Birthday Parties

- **There are no birthday parties or parent visits during the school day.**
- **Birthday Treats**
  - **All treats must be store purchased and individually wrapped with the ingredients labeled & be *PEANUT FREE*.**
  - Birthday treats are distributed by the students at lunch or at the very end of the school day.
- **Balloons are not permitted** in school and cannot go home on the school bus.
- DO NOT send birthday invitations for an outside school party as we are not able to distribute them to students.

COMMUNICATION

Communication is a keyword to the smooth running of any successful school. Listed here are the most common forms of communication encouraged at Colerain Elementary in addition to the emailed communication.

<> Twitter: @CECardinals
<> Facebook: Colerain Elementary School & Colerain Elementary School PTA

Conferences

Two evenings are set aside specifically for parent-teacher conferences. However, often parents and teachers feel conferences should not be put off until the end of a grading period. Conferences can be arranged by calling the office and setting a time agreeable to both parents and teacher, or by sending a note to the teacher requesting a conference. Such conferences are encouraged and profitable for all concerned.

Fall Conferences:	October 15 & October 22	4:30-8:00
Winter Conferences:	February 18 & February 25	4:30-8:00

Conference Release Days (No School)

- November 25
- March 30

Flyers – Flyers of educational, social and fundraising by the school PTA will be sent home via the student take home folders.

Homework Organizers

Students in grades 1-5 will be using homework organizers. Please take a moment each day to check the planner with your child and to look for teacher comments. All students should be writing their daily assignments, upcoming tests and quizzes, and spelling words for successful learning. The planner also reflects your child's daily behavior.

In-Service Days (No School)

October 16	February 12
November 3	March 12
January 4	May 4, 27 & 28

Instant Connect
Instant Connect is a District notification system that will send emails, text messages, or phone calls in the event of an emergency or inclement weather.

Notes and/or Phone Calls
While face-to-face meetings are usually best, a note or brief phone call is often most effectively used by teachers in keeping parents informed as to their student's progress.

Parent Night – Meet the Teacher/Open House will be held on August 13th from 5:00-6:30 p.m.

Infinite Campus
Infinite Campus is an online grading system used for students in grades 3-5. It can be accessed from the main page of our website (ces.nwlsd.org). *This tool will give you up to the minute grades, missing assignments, etc.*

Report Card Distribution

1st quarter report cards - October
2nd quarter report cards - December
3rd quarter report cards - March
4th quarter report cards - May

School Breaks
Fall Recess -November 24 - 27 Winter Recess - 12/21 - 1/01 Spring Recess - 3/29 - 4/02

Twitter/Text Messages
You can follow us on Twitter @CECardinals and receive up-to-the-minute text alerts and reminders. A Twitter account is not required to receive these text messages. You can follow us by sending the message 'follow CECardinals' to 40404.
**Standard text message rates will apply.*

Website *– The district website contains information for all parents and shares the good news of the district. Each school has its own page on the district website…* *www.nwlsd.org*

Weekly Email Newsletter
The Weekly Wire is emailed to all CES families. No need to subscribe/sign up, your email address is automatically entered via the student system.

ELECTRONIC DEVICES

Cell phones, smart watches, smart glasses, 'Meta glasses', laser pointers, handheld electronic games, CD players, radio headsets, MP3 players and other similar types of electronic equipment are not permitted in school. Confiscated laser pointers will not be returned at all. Students are permitted to carry cell phones, but **they are to be turned off and placed in the student book bag, locker, etc at all times**. Confiscated cell phones/pagers will be returned to parent(s) only.

EMERGENCY PROCEDURES

Earthquake Drills

1. Take immediate cover under a table or desk and protect your head with your hands and arms. If in a hallway, sit down with your back against the wall and hands and arms covering your head.
2. When told to do so, follow the teacher in a single line as he/she leads you out of the building and to a safe area (procedure at this point is identical to that of a fire drill, but slower in order to avoid possible dangers such as fallen electrical lines).

Fire Drills

A fire drill will be conducted once each month. The fire drill rules and exits to be used are posted in each classroom. Everyone must follow these rules:

1. Take fire drills seriously. They could save your life.
2. Leave the building in an orderly manner without talking. Quiet and alertness must be maintained at all times.
3. Order and precision in a drill are a must. Speed is desirable, but is secondary. There will be no pushing or running at any time during the drill.

Lockdown Drills

Schools are required to have a lockdown procedure in place for emergencies. Schools conduct four (4) lockdown drills annually. All exterior doors (except for the office entrance door) are locked from the outside during the school day. These drills give the staff, students and administrators the chance to practice the drills should a critical incident occur at school.

What is expected of parents should a real critical incident occur at their child's school?

1. Do not call the school or your child on their cell phones. Everyone is required to be quiet during a lockdown and to exit the building during a fire. Phones ringing and students talking on the phone, would alert intruders to where the student might be, jeopardizing their safety.
2. Do not come to the school. Police/Fire/EMS need the school driveways to get in and out of the school parking lot.
3. Do not park along the roadside at your child's school. Police, Fire and EMS will need the entire roadway.
4. Wait for a phone call from the school or police. The news media will have full coverage and will designate a phone number to call and a reunification point for you to reconnect with your child.
5. The school will use its automated calling system and email/text messaging when the situation is safe.

If parents rush to the scene of a critical incident because their child contacted them, police officers will have a difficult time finding the perpetrators and controlling the scene. Fire/EMS would have a difficult time fighting the fire or locating injured persons, etc.

Tornado Drills

Tornado drills are *required in April, May and June*. Tornado drill procedures and locations are posted in each room. It is important for everyone to do the following:

1. Everyone must leave the classroom and go to the designated area where they will sit and face the wall.
2. Put your head down and cover it with your hands and arms.
3. There will be no pushing, running or talking at any time during the drill.
4. Do not leave the area until you are told to do so.
5. Anyone not following emergency drill rules will be referred to the principal.

EXTENDED DAY PROGRAMS

Y Kids
A before/after care program: available before school (6:00 a.m.- 8:30 a.m.), as well as after school (3:30p.m.-6:00 p.m.). Operated by the Clippard YMCA and it is held in each NWLSD elementary building. Please call the YMCA at (513) 923-4466 for information or to make arrangements for the enrollment of your child if you are in need of this service.

FEES FOR STUDENTS

Fees will be charged to cover the cost of supplementary materials used by students. These materials are kept by the students or consumed throughout the year. Parents receive information concerning the amount of fees to be paid at the beginning of the school year. Student fees that are unpaid will accumulate each year and may result in the student being unable to participate in events, activities, sports, etc.

Payment
Payments can be made in full by the end of the academic year. Partial or full payments can be made in the following manners:

- On-line at Infinite Campus (under the Parents tab of our website at ces.nwlsd.org.).
- Bank check or money order delivered to the school office. Checks/Money Orders are made payable to NWLSD.
- Credit card payments in the school office.

Fee Amounts
Fees for each grade level are yet to be determined.

FIELD TRIPS

When field trips are taken, they must always be justified on the basis of educational gain. Written permission and an updated emergency medical authorization form from the child's parent or guardian is required before a child is permitted to go on a field trip. In the case of sickness or change in parental permission, a refund cannot be given. Payment is online at Infinite Campus ONLY. No cash or checks are permitted to be accepted for field trips.

HOMEWORK

It is the belief of the staff at Colerain Elementary that homework plays an integral role in the total school program. As the type and amount of homework increases from primary to intermediate grades, so too does the amount of responsibility connected with it. The student who successfully learns to organize his work, budget his time, and develop a feeling of responsibility toward his assignments, will be the student who will best be able to cope with the expectations of middle and senior high school and beyond. The study habits the child acquires in school carry over into habits of independent study and investigation at home.

Because of the individual differences and needs of pupils, it is unsound to require or expect all pupils to experience the same kind of homework in connection with their school instruction. Purposeful homework varies from day to day with each pupil, depending upon his/her educational capacity, potential and need.

Homework reinforces concepts taught in class. Practice is necessary to increase skills; therefore it is extremely important that all assignments be completed on time.

Homework Time Guidelines

The teachers at Colerain Elementary have established time guidelines for their grade level. These time guidelines reflect the average amount of time a student should spend doing homework on a regular basis.

There may be some times when a student may have more or less homework. If your child has a great deal more than this amount of homework each night, it is recommended that you call your child's teacher.

Grade 1:	**10 - 20 minutes**	**Grade 3:**	**30 - 45 minutes**
Grade 2:	**20 - 30 minutes**	**Grade 4:**	**45 minutes**
		Grade 5:	**45 - 60 minutes**

Homework Request

When requesting homework, please email your child's teacher or call the main office in the morning. This gives our teachers until the end of the day to prepare assignments. Homework assignments may be picked up in the school office at the end of the day. Our office hours are 8:15-4:15

LOST and FOUND

Colerain Elementary "Lost and Found" items will be placed on a rack near the main stage. Students may check for lost items at lunchtime.

MATERIALS LEFT AT SCHOOL

Students are encouraged to organize necessary tools for home study prior to leaving school. However, we understand that from time to time, even the most diligent student may forget a book or assignment. In an effort to teach responsibility and tighten building security, children will not be permitted to re-enter the building after dismissal unless accompanied by an adult. Access to the building after the office closes at 4:00 is limited.

MEDIA CENTER

It houses several thousand books for students and staff to check out weekly. Books must be returned in order to check out additional book selections. If books are lost or damaged, the replacement cost must be paid to receive your child's report card.

PARKING

For the safety of everyone, parents bringing or picking up students by car are expected to observe traffic regulations. We ask for your cooperation in this matter during ALL weather conditions.

PETS AT SCHOOL

For the safety of our students and for those students with allergies, pets should not be at school. Pets should remain in cars at arrival and dismissal times.

PICTURES

Individual school pictures will be taken early in the school year. A make-up day will be arranged and announced for anyone absent on picture day. In the spring, class pictures are offered for parents to purchase. Candid and group photos will be taken for the yearbook.

PSYCHOLOGIST

A school psychologist serves Colerain Elementary four days a week.

PTA

All parents are urged to join and actively support the PTA. The actual PTA meeting represents only a small fraction of the accomplishments and responsibilities of PTA. Objectives of the Colerain Elementary PTA are:

1. To promote the welfare of children and youth in home, school and community.
2. To raise the standards of home life.
3. To secure adequate laws for the care and protection of children and youth.
4. To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth.
5. To develop between educators and the general public such united efforts will secure for all children and youth the highest advantages in physical, mental, and social education.

RECESS

Recess is approximately 15-20 minutes prior to lunch. Students are to dress properly for the playground with coats, hats and gloves during cold weather. **Recess is outside when the temperature is 25 degrees or above, unless it is raining or snowing.** Students who are well enough to come to school are expected to go outside for recess. A note from your child's doctor will be necessary if your child is to stay indoors.

SCHOOL CLOSINGS & DELAYS

For school closings or when a two-hour delay is announced please monitor school closing announcements. The delay could be changed to a school closing. As in past years, this information will be made available to radio and television stations through a network system set up by the media. Parents should also receive an email or text message from the district.

Thank you for your cooperation and understanding. If you have any questions, please contact the Northwest School District Transportation Department at 825-4600 or the Business Services Office at 923-1000.

School Closing Emergencies

We are concerned for the safety of your children when there is a school-closing emergency, (example: an electrical failure during the school day forcing the school to close). For the benefit of your student, please consider the following:

1. Make plans in advance, advising your child what she/he is to do as far as the home situation is concerned (in some cases both parents may be at work).
2. Be assured we will not allow a young person to go home on the bus or walk to a home unoccupied by an adult. We will contact you at work to make arrangements for pick up.
3. Our telephone must be kept open for emergency calls. Calls by students would be limited to only essential calls.

TELEPHONE

The school phone is a business phone. Students may use the phone for emergency uses, and **only** when given permission by a teacher.

TEXT BOOKS & LIBRARY BOOKS

Students will be held accountable for the books assigned to them. Students will be assessed fees for lost and damaged books. These fees must be paid before additional books will be provided.

THREATS

Threats of violence or intimidation towards another student, staff, school are violations of the Student Code of Conduct and will be treated very seriously. Students may be suspended or expelled for making such threats and, when appropriate, the police will be notified.

VISITORS IN THE BUILDING

We are pleased to welcome guests into the school building. In the interest of safety and respect for the staff's teaching and supervision demands, and in accordance with the Ohio Revised Code, **all visitors must first stop in the school office.** Visitors are required to register and wear a Visitor Badge. If this badge is not visible, visitors should expect to be stopped by school personnel. For security reasons, all outside doors will be locked during the school day. Parents and visitors must use the buzzer entry at the main doors to the building and report immediately to the office.

If the teacher has not notified the office staff of your expected arrival, you will be briefly detained while the teacher is contacted or an appointment is made. If you are a volunteer who is assisting in the cafeteria, library or classroom, you will be directed to those areas. **Out of courtesy to the staff and students in classrooms, volunteers are to refrain from unscheduled stops in classrooms.**

While we encourage opportunities for parent/teacher communication, visits to classrooms during the student arrival and dismissal times are inappropriate. Teachers and staff are supervising students during those times.

These procedures are in place to maintain building security and to prevent misunderstanding and interruption of classroom instruction.

VOLUNTEERS

A great deal of appreciation is expressed to the numerous volunteers whose efforts contribute to the smooth and successful operation of Colerain Elementary School. Colerain Elementary has a long history of faithful service by caring and concerned parents.

Parent volunteers are vital to the proper and efficient functioning of the library, cafeteria, and tutorial program. Parents are also called upon to serve as room parents and, at times, to assist teachers with certain classroom functions. The badge that is issued by the office identifies all parent volunteers. If you are looking for a way to help our school, but are not sure how you can help, please call the building principal at 513-385-8740.

Please remember – You are always welcome at Colerain Elementary School.

- When entering the building, use the front door only.
- For safety purposes, all doors will be locked and accessible for exit purposes only.
- Register at the front office upon arrival, have id ready if requested, sign the visitor clipboard, and obtain a visitor badge.
- When leaving school, return to the office, sign out and return your visitor badge. THANK YOU!!

School Parent and Family Engagement Policy
Colerain Elementary School
2026-2027
Revised 4/14/2026

In support of strengthening student academic achievement, Colerain Elementary School receives Title I, Part A funds and must jointly develop with, agree upon with, and distribute to parents and family members of participating children, a written parent and family engagement policy that contains information required by section 1116(b) and (c) of the Every Student Succeeds Act (ESSA). The policy establishes the school's expectations for parent and family engagement and describes how the school will implement a number of specific parent and family engagement activities, and it is incorporated into the school's plan submitted to the district.

Colerain Elementary agrees to implement the following requirements as outlined by Section 1116:

- Involve parents, in an organized, ongoing and timely way, in the planning, review and improvement of programs under title I, Part A, including the planning, review and improvement of the school parent and family engagement policy and the joint development of the schoolwide or targeted assistance plan.
- Update the school parent and family engagement policy periodically to meet the changing needs of parents and the school, distribute it to the parents of participating children and make the parent and family engagement policy available to the local community.
- Provide full opportunities, to the extent practicable, for the participation of parents with limited English proficiency, parents with disabilities and parents of migratory children, including providing information and school reports required under Section 1111 of ESSA in an understandable and uniform format, including alternative formats upon request and, to the extent practicable in a language parents can understand.
- If the schoolwide program plan under Section 1114(b) of SSA is not satisfactory to the parents of participating children, submit any parent comments on the plan when the school makes the plan available to the local educational agency.
- Be governed by the following statutory definition of parent and family engagement and carry out programs, activities and procedures in accordance with this definition:
    - Parent and family engagement means the participation of parents in regular and meaningful communication involving student academic learning and other school activities, including ensuring:
        - Parents play an integral role in assisting their children's learning;
        - Parents are encouraged to be actively involved in their children's education at school;
        - Parents are full partners in their children's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their children;
        - Other activities are carried out, such as those described in Section 1116 of ESSA.

Colerain Elementary will implement each of the required components as described below.

Jointly Developed
Colerain Elementary will involve parents in an organized, ongoing and timely manner in the planning, review and improvement of Title I programs by meeting with a parent group once per month. A regular agenda item for these meetings will be an opportunity for parents to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children. The school will respond to suggestions as soon as practically possible. These meetings will be used to engage parents in reviewing and revising the parent and family engagement policy and the parent compact.

Annual Title I Meeting
Colerain Elementary will conduct an annual meeting in conjunction with the beginning of the year curriculum night. All parents will be invited and encouraged to attend. At this meeting, the school will provide information about the Title I program, the nature of the program, parent requirements, the school parent and family engagement policy, the schoolwide plan, and the school-parent compact.

Communications
Colerain Elementary will take the following actions to provide parents of participating students timely information regarding Title I programs:

- A flexible number of meetings will be scheduled, such as meetings in the morning or evening, and may provide, if needed, child care, transportation and the ability for parents to join meetings remotely via technology.
- Information related to the school and parent programs, meetings and other activities will be posted on the school website, communicated via phone messaging services, electronic school newsletters, and other ways upon request. To the extent practical, information will be provided in a language that parents can understand.

The Parent and Family Engagement Policy will be distributed to all parents and students via the parent/student handbook at the beginning of the school year and as new students enroll. Parents and students will sign that they have read and understand the information provided. Alternative formats and translations will be provided upon request.

School-Parent Compact
Colerain Elementary has jointly developed, with parents of participating children, a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and how the school and parents will build and develop a partnership to help children achieve the state's high standards. The compact will be reviewed yearly by a team of parents and will be sent home at the beginning of the school year with all participating students.

Reservation of Funds
The Northwest Local School District will reserve a minimum of 1% of the district Title I, Part A allocation for parent and family engagement. A portion of these funds will be allocated to Colerain Elementary to spend on parent and family engagement activities. Colerain Elementary will meet with parents annually to develop a yearly building plan for how these funds will be used to support parent and family engagement. This plan will be shared with parents at the annual meeting.

Coordination of Services
Colerain Elementary will, to the extent feasible and appropriate, coordinate and integrate parent and family engagement activities with other federal, state and local programs. The building will allocate funds to support a district parent engagement coordinator who will work with local agencies to provide district-wide parent training and individualized support for parents.

Building Capacity of Parents
Colerain Elementary will build parent's capacity for strong parent and family engagement to ensure effective involvement of parents and to support a partnership among the school and community to improve student academic achievement through the development of a yearly plan that includes the following:

- Providing parents, throughout the school year, with a description and explanation of the curriculum in use at the school, the forms of academic assessments used to measure student progress, and the achievement levels of students on the challenging academic standards;
- Providing materials and training to help parents work with their children to improve their children's achievement, such as literacy training, and using technology, as appropriate, to foster parent and family engagement; and
- Providing assistance to parents of participating children, as appropriate, in understanding topics such as the following:
    - The state's academic standards
    - The state and local academic assessments, including alternate assessments
    - The requirements of Title I, Part A
    - How to monitor their child's progress, and
    - How to work with educators to improve the achievement of their children.

Building Capacity of School Staff
Colerain Elementary will provide training to educate teachers, specialized instructional support personnel, principals, other school leaders, and other school staff, with the assistance of parents in the value and utility of contributions of parents and in how to reach out to, communicate with and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school. Colerain Elementary will include in the yearly parent and family engagement plan, activities that support this learning for school staff.

Colerain Elementary will provide other reasonable support for parent and family engagement activities under Section 116 as parents may request by carefully considering feedback and suggestions provided during monthly meetings and responding as soon as practically possible.

7. Parents will be used to educate teachers, pupil service personnel, principals and staff in the value of contributions from the parents and how to reach out and work with parents as equal partners in implementing and coordinating parent involvement and building ties between home and school through the Title I Building Committee and as guest speakers to the faculty. School counselors, when available, will help identify parents as resources for this requirement.
8. The LEA coordinator will assist in coordinating and integrating Title I parent involvement strategies with Head Start, public preschool grant programs and other parent-student training programs.
9. The Parent Involvement Committee will seek out and involve other community-based organizations and businesses in identifying what roles they can play in the parent involvement component.
10. Every effort will be made to send information home related to school and parent programs, in the language used at the home. Parents who have difficulty reading materials will be assisted by personal phone calls. Information regarding literacy programs for adults with learning disabilities or programs for those lacking high school diplomas will be sent to parents who request such services. The school and LEA will help parents make the contacts necessary to receive such training. If programs are unavailable, the LEA director will be notified of the request for service.
11. The school will maintain documentation to fulfill requirements of parent involvement including the school parent involvement plan, agendas from parent meetings or training, needs assessment, written comments by parents, oral comments by parents and minutes of the Building Committee.

PARENTAL ACCOMMODATIONS

Our school is committed to fostering strong communication and inclusive partnerships with all families, including those whose primary language is not English and those who may have a disability. Parents are encouraged to notify their child's teacher or a school administrator if any support is needed to fully participate in meetings, school events, or evening programs.

We will make every effort to provide interpretation and accessibility services to ensure all families understand school procedures, participate in discussions, and stay informed about decisions related to their child's education. The school has access to in-person translators, AI-assisted translation devices for unplanned conversations, and can arrange for interpreters with advance notice for scheduled conferences and events. We will also work to provide reasonable accommodations for parents with disabilities, including physical access support, alternative formats of materials, and other needed services.

Families are also encouraged to explore the Ohio Statewide Family Engagement Center, which offers research-based tools and resources to support student learning at every level. We are here to support and partner with you to ensure the success of every student.

School-Parent Compact
Colerain Elementary
2026-2027
Revision Date: April 14, 2026

Dear Parent/Guardian,

Colerain Elementary students participating in the Title I, Part A program, and their families, agree that this compact outlines how the parents, the entire school staff and the students will share the responsibility for improved student academic achievement, as well as describes how the school and parents will build and develop a partnership that will help children achieve the state's high standards.

JOINTLY DEVELOPED

The parents, students and staff of Colerain Elementary partnered together to develop this School-Parent Compact for achievement. Teachers suggested home learning strategies, parents added input about the types of support they needed and students told us what would help them learn. Parents are encouraged to attend annual revision meetings during the month of May to review the compact and make suggestions based on student needs and school improvement goals. Parents also are encouraged to participate in the annual Title I parent survey that is used as a tool to collect parent feedback regarding the current Title I programs and policies.

To understand how working together can benefit your child, it is first important to understand the district's and school's goals for student academic achievement.

Northwest Local Schools GOALS

- **Attendance**
  - By the end of the 2026-27 school year, the District will reduce chronic absenteeism among students by 15%. We will decrease the chronic absenteeism rate by implementing interventions that specifically address root causes.
- **Classroom Environment & Behavior**
  - By the end of the 2026-27 school year, the District will foster safe, consistent classroom learning environments through the implementation of high behavioral expectations as evidenced by all classrooms obtaining a minimum score of a 4 on a rubric measuring classroom environment and student behavior. We will decrease discipline by implementing classroom management strategies and interventions.
- **Instruction**
  - By the end of the 2026-27 school year, the District will reach an overall rating of 4 or more stars on the state report card which indicates we are exceeding state standards. We will increase the number of students that are proficient by implementing structured support.

Colerain Elementary GOALS

- **Attendance**
  - By **06/30/2027** we will improve the performance of **All Students**, **All Grades** students at/in **Colerain Elementary School** to **decrease 15.00%** in **Chronic Absenteeism** using **State Report Card - Chronic Absenteeism**.

- **Behavior/Classroom Management**
  - By **06/30/2027** we will improve the performance of **Effective Tier I Classroom Management Practices**, **All students** students at/in **Colerain Elementary School** to **increase 1.00 to a rubric score 4 or better** in **100% of Classrooms** using **Walkthrough Instrument**.

- **Instruction/Achievement**
  - **Colerain Elementary School** will focus on **overall district rating** in **all tested grades** for **all** students to **increase 1.00 to reach 5 stars or more (exceeding state expectations)** as measured with **State Report Card** by **06/30/2027**

To help your child meet the district's and school's goals, the school, you and your child will work together on the following items.

SCHOOL/TEACHER RESPONSIBILITIES

COLERAIN ELEMENTARY will:

- Provide a high quality curriculum that enables the child to meet state performance standards
- Coordinate instruction between the different classroom settings
- Provide instruction that reflects the level of the learner
- Notify parents of changes affecting attendance, achievement, grades or behavior
- Communicate regularly with parents regarding classroom objectives and student progress
- Being available to staff and parents
- Provide volunteer opportunities in the building

PARENT RESPONSIBILITIES

We, as parents, will:

- Establish a homework time and place
- Engage in Infinite Campus to ensure you have access to current progress and report cards concerning your students academics
- Respond to communication promptly
- Verify that homework is completed
- Assist my child to resolve conflicts in positive ways
- Monitor electronic time
- Participate in conferences
- Read and communicate to your student regularly
- Support the school in efforts to maintain proper discipline
- Check book bag daily
- Will ensure student attends school regularly and is on time

STUDENT RESPONSIBILITIES

As a student, I promise to:

- attend school regularly and on time
- complete school work to the best of my ability
- respect and cooperate with other students and adults
- obey school and classroom rules
- be prepared for class
- complete assigned homework and return it to school
- read each night
- charge Chromebooks every night

COMMUNICATION ABOUT STUDENT LEARNING

Colerain Elementary is committed to frequent, two-way communication with families about children's learning. Some of the ways you can expect us to reach you include:

- Class newsletters to parents
- Teacher websites or other web-based communication resource
- Parent-teacher conferences
- Communication Folders
- Emails to parents on student's progress
- Phone calls

PARENTAL ACCOMMODATIONS

Our school is committed to fostering strong communication and inclusive partnerships with all families, including those whose primary language is not English and those who may have a disability. Parents are encouraged to notify their child's teacher or a school administrator if any support is needed to fully participate in meetings, school events, or evening programs.

We will make every effort to provide interpretation and accessibility services to ensure all families understand school procedures, participate in discussions, and stay informed about decisions related to their child's education. The school has access to in-person translators, AI-assisted translation devices for unplanned conversations, and can arrange for interpreters with advance notice for scheduled conferences and events. We will also work to provide reasonable accommodations for parents with disabilities, including physical access support, alternative formats of materials, and other needed services.

Families are also encouraged to explore the Ohio Statewide Family Engagement Center, which offers research-based tools and resources to support student learning at every level. We are here to support and partner with you to ensure the success of every student.

ACTIVITIES TO BUILD PARTNERSHIPS

Colerain Elementary offers ongoing events and programs to build partnerships with families.

- Parent-teacher conferences
- Parent workshops
- Curriculum Night
- Resource Library
- Volunteering/observing
- Open House

Please sign and date below to acknowledge that you have received, read and agreed to this School/Parent Compact. Once signed, please return the form to your child's teacher. We look forward to our school-parent partnership!

School Representative Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Student Signature: _____ Date: _____

Great students!
Great staff!
Great expectations!

NORTHWEST LOCAL

DISTRICT OFFICE PORTION

2026-2027

NWLSD Curriculum Department

Academic Acceleration

In accordance with the belief that all children are entitled to an education commensurate with their particular needs, students who can exceed the grade-level standards set by the Ohio Department of Education and Workforce and the District should be afforded the opportunity and be encouraged to do so. The Board believes that all students, including advanced learners, should be challenged and supported to reach their full potential. For some advanced learners, this can best be achieved by affording them access to curriculum, learning environments and instructional interventions more commonly provided to older peers. This is referred to as academic acceleration. NWLSD accelerates students after careful evaluation of the student's level of performance and readiness, using the IOWA Acceleration Scale (IAS). Parents considering acceleration should contact the child's principal for information about referring their child for evaluation. *(BOE Policy 5408)*

There are four forms of acceleration in NWLSD: early entrance to kindergarten or first grade, whole-grade acceleration, acceleration in individual subject areas (referred to as a single-subject acceleration), and early high school graduation. For more information about academic acceleration processes and timelines, please refer to pages 5 and 6 of our Gifted Program Handbook. This handbook can also be found on the Curriculum Department page of the District website: https://www.nwlsd.org/page/gifted-students.

Appeal

A parent or legal guardian of the student referred for academic acceleration may appeal in writing the decision of the evaluation committee to the local Superintendent (or his designee) within thirty days of being notified of the committee's decision. The Superintendent (or his designee) shall review the appeal and notify the parent/legal guardian who filed the appeal of his final decision within thirty days of receiving the appeal. The Superintendent (or his designee)'s decision shall be final. However, the student may be referred and evaluated again at the next available opportunity if the student is again referred for evaluation by an individual eligible to make referrals.

Gifted Identification

Screening for gifted identification occurs annually and takes place during the regular school day. Northwest Local School District universally screens all students for gifted identification in reading and math, in grades 2-8, using the NWEA MAP (Measures of Academic Progress). There is therefore no need to request gifted testing in reading or math for students in grades 2-8. The Northwest Local School District also screens all students for superior cognitive ability in grades 2 and 5, using the CogAT (Cognitive Ability Test) and offers an opportunity for high achieving, newly enrolling students to be screened for cognitive ability upon referral.

Gifted Referral

Referrals for gifted testing are accepted throughout the school year. The Northwest Local School District has defined windows for gifted testing in the fall and spring shortly after completion of the NWEA MAP testing windows. Requests for initial (first time) gifted testing are completed within 90 days of referral. All testing requests received in May are honored in the following school year. If you would like to make a referral for gifted testing outside of our universal screening windows, please complete and submit this form electronically.

For more information about our Gifted Program, please refer to our Gifted Program Handbook. This handbook can also be found on the Curriculum Department page of the District website: https://www.nwlsd.org/page/gifted-students.

Aid Program for Students

Students shall not be deprived of any of the opportunities or benefits offered by the program of instruction of the public schools of Ohio because of the financial difficulties of their family. Therefore, provisions shall be made for assistance to such students for materials for instruction. Disadvantaged children, who are in a state of correctable poor health or in social conditions detrimental to their welfare, will be referred to the proper service agencies. School personnel will cooperate with the various agencies in meeting the needs of these children.

Fees and Assessments

The basic textbook and/or online resources for each course are provided to each student without charge. Students may, however, be required to purchase workbooks and/or consumable supplies for some courses. A complete list of maximum fees by course is approved by the Board of Education in the spring/summer of each school year for the upcoming school year. Assessed fees cover the cost of the resource(s) plus shipping. Instructional fees are typically assigned to students in late August or early September through the Student Information System. 2026-27 student fees should be paid through the Student Information System's Parent Portal. **ALL *current and past due* fees must be paid in a timely manner. Students with unpaid fees may not be permitted to participate in school events including but not limited to: Prom and Graduation.** If a student is owed a refund for any reason, the refund will be transferred to pay towards covering the remaining school fines/fees if any are still outstanding. Instructional fee waivers based on economic eligibility are reviewed and approved by our building office staff only if written permission is granted by families as part of the enrollment process or during application for free or reduced priced meals.

Parking permit

The amount of the fee is not limited to the necessary expense of issuing the permit but also provides funds to hire security personnel: (1) to police the parking lots not only for the protection of the students but also for protection of teachers, staff members and visitors; (2) to enforce laws and rules and regulations not directly related to parking, although involving matters occurring on the parking facilities; and (3) to prevent unauthorized nonschool persons from using the parking facility.

Parent Right To Know

Dear Parents/Guardians:

The following are Northwest Local School District policies and federal laws for your information. The information has been summarized below; however, if you would like more detailed information, **please review the student handbook, visit the district website at www.nwlsd.org or contact the Northwest Local School District Central Support Offices at 923-1000 ext 3903.**

Professional Qualifications of Teachers

In accordance with the Every Student Succeeds Act/ Parent's Right to Know, this is a notification to every parent of a student in a Title I school that you have the right to know about the teaching qualifications of your child's classroom teacher in a school receiving Title I funds. The federal Every Student Succeeds Act (ESSA) requires that any school district receiving Title I funds must notify parents of each student attending any school receiving Title I funds that they may request, and the district will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including at a minimum, the following:

I. Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
II. Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived;
III. Whether the teacher is teaching in the field of discipline of the certification of the teacher; and
IV. Whether your child is provided services by paraprofessionals and, if so, their qualifications.

Information can be accessed on the Ohio Dept. of Education website at www.ode.state.oh.us, or you may contact the Human Resource Office at 923-1000 to schedule an appointment.

Directory Information
Schools may disclose, without consent, "directory" information as defined by policy 8330. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the Federal Relay Service.

Or you may contact us at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-8520

Infinite Campus
The Northwest Local School District uses Infinite Campus as an online grade book in grades 2 - 12. Infinite Campus is a classroom management solution that integrates the grade book, attendance, student behavior reporting and parent communication into one comprehensive, web-based system. The Parent Access Web Site is a component of Infinite Campus that enables parents and students in K-12 to view grades and attendance information. The Parent Access Web Site displays student grade averages, progress details, report cards, attendance, schedules, homework, classroom information, events, and other school information in read-only format. A letter containing step-by-step login procedures as well as username and passwords will be sent home early in the school year. Please take advantage of this great tool to stay abreast of your student's attendance and grades.

All NWLSD teachers are required to maintain a grade book and to follow the established guidelines outlined in the NWLSD Grading and Reporting Handbook. Teachers of students in grades 2-12 are required to maintain their grade book in Infinite Campus. Student grades should be updated by teachers in Infinite Campus at least once per week.

Grading Scale – K-1
The key below is to be used to indicate a student's progress in specific academic skill areas on the report card:

(Y) Mastered
The student has demonstrated mastery of the standards as required for the grade level

(N) Not Yet Mastered
The student is making progress towards the standards as required for the grade level, but has not yet demonstrated mastery.

Grading Scale – Grades 2-12
The grading scale is A-F as shown on the report card. The corresponding percentage key adopted by Northwest Local Schools is as follows:

A	=	90-100%
B	=	80-89%
C	=	70-79%

D	=	60 – 69%
F	=	Below 60%

Student Report Cards

Report cards are available for parents approximately 8-10 school days after the end of each academic quarter. A complete list of report card dates for each quarter can be found on the Curriculum Department webpage under the heading Board Approved Handbooks.

Assessment Results

Parents have a right to know the level of achievement their child attains on each of the state academic assessments. [ESSA Section 1112 (e)(1)(B)(i). Ohio law (Ohio Revised Code 3313.6029) requires districts to share the results of Ohio's State Tests with parents or guardians no later than June 30 of each year. Results are shared electronically with parents through the Student Information System. For the 2026-2027 school year Ohio State Test results will be available through Infinite Campus no later than June 30th. Family Reports for Ohio State Tests are distributed to families when students return in the Fall because they are not received from the state prior to the June 30th deadline. Although the June 30th deadline does not apply to the Ohio English Language Proficiency Assessments (OELPS, OELPA, and Alt-OELPA), the Alternate Assessment for Students with the Most Significant Cognitive Disabilities (AASCD), ACT, or SAT, the Northwest Local School District is committed to providing results from these assessments to families in a timely manner.

School and District Report Cards

The Ohio Department. of Education and Workforce (ODEW) annually issues school and district report cards. The ODEW does not mail the report cards to parents' homes. District and School Local Report Cards are available on the ODEW website www.ode.state.oh.us. The interactive Local Report Cards are typically made available to the public by ODE in September of each school year for the prior school year.

SameGoal

The Northwest Local School District uses SameGoal as its documentation, management and compliance platform for Special Programs in grades PreK - 12. SameGoal is utilized for communicating and collaborating with families regarding evaluation and services for Special Education, Gifted Education (Written Education Plans and Written Acceleration Plans), 504 Plans, and English Language Plans. SameGoal will also be the platform used for sharing the following with families: Reading Improvement and Monitoring Plans (RIMPs), Behavior Intervention Plans, Absence Intervention Plans, and Academic Intervention Plans (MTSS). Plans are typically shared electronically with families directly through SameGoal via the primary parent/guardian email address provided to the District. In some cases parents are asked to provide electronic signatures acknowledging or authorizing services through this system. Special arrangements for paper documents and communication, including translation of documents, are available upon request.

Promotion of Students

Promotion indicates that the student is capable and prepared for the level of study to which he/she has been assigned. The placement of a student in any grade level or course should be in the best interest of the student. Students who are placed rather than promoted have not yet learned all grade level standards but are moved to the next grade level based on their elevated age. Retention is viewed as another opportunity for growth at a particular level of study. In gathering facts and information for retention decisions, every effort shall be made to provide the opportunity for continuous communication between the parent/family and the school.

Students may not be promoted to the next grade level if the student has been truant for more than 10 percent of the required attendance days of the current school year and/or has failed two or more of the required curriculum subject areas in the current grade. Students may be promoted if the student's principal and the teachers of any failed subject areas agree that the student is academically prepared to be promoted to the next grade level despite these two factors.

Third Grade Reading Guarantee

Ohio's Third Grade Reading Guarantee ensures that a struggling reader receives the support he or she needs to be able to learn and achieve. All NWLSD students in kindergarten through grade three are screened to determine if they are reading as well as they should be three times per year. For students in grades K-3, reading at grade level is determined by the results of an approved reading diagnostic administered at the beginning of the school year. Under Ohio law, districts and schools must create a Reading Improvement and Monitoring Plan (RIMP) for any student in grades K-3 who scores not on track (reading below grade level) on the reading diagnostic assessment. High dosage tutoring opportunities aligned with high quality tutoring best practices and the science of reading are an Ohio requirement for reading improvement and monitoring plans (RIMPs). RIMP requirements and high-dosage tutoring must continue beyond grade 3 if a student still is not reading at grade level. A score of proficient on Ohio's State Test for English language arts (700 or higher) is considered reading at grade level. School staff will work closely with parents to develop this plan and monitor student reading progress.

If a student is retained in the third grade, the school will provide individualized instructional plans to meet the specific needs of each student. Schools may move students to the fourth grade in the middle of the year according to the following procedures:

Mid-Year Promotion for Third (3rd) Grade Students Retained Due to the Third Grade Reading Guarantee (TGRG)

A retained third grade student will have an additional opportunity to demonstrate readiness for 4th grade. If a child reaches the earns a passing score of 700 on the fall administration of the state reading assessment, he/she will be considered for mid-year promotion to fourth (4th) grade:

After a retained third (3rd) grader has met either of the above mentioned criteria, a conference will be held including the parent(s), current teacher, building administrator(s), and any other necessary school personnel. If all parties are in agreement that it is in the child's best interest, he/she will be promoted to 4th grade as soon as possible.

NWLSD Student Services Department

NWLSD
Code of Conduct Guidelines

NWLSD recognizes its responsibility to provide all students with an environment conducive to the development of their maximum learning potential. The Code of Conduct supports this endeavor by setting forth expectations that will ensure that the school environment is best suited for learner growth. The Code of Conduct is adopted by the Board pursuant to state law.

Any student engaging in the following types of conduct, either specifically or generally, like the type of conduct listed below is subject to suspension, expulsion, emergency removal or permanent exclusion from curricular or extracurricular activities pursuant to State law. This Code of Regulations applies while a student is in the custody or control of the school, on school grounds or closely proximate thereto, while at a school-sponsored function or activity or on school-owned or provided transportation vehicles. In addition, the Code of Regulations governs a student's conduct at all times, on or off school property and in the virtual environment, unless specifically limited to school property as stated in a regulation, when such student conduct is reasonably

related to the health and safety of other students and/or school employees, or such conduct would unreasonably interrupt the educational processes of the District.

The NWLSD Progressive Discipline Code is divided into four levels. Each level represents progressively more serious misbehavior and consequences. The level of discipline shall be based on the severity of the misbehavior and the number of infractions involved with each referral. **The Administration reserves the right to skip levels of discipline depending upon the violation**. Although it may be necessary, school removal is used as a last resort.

The law requires that students are provided with a written notice of intent to suspend prior to being suspended. State law also requires that students and parents are provided with a written notice of intent to expel.

The written notice of intent to suspend shall be given to the student at an informal hearing. The notice of intent to expel shall be sent to the student and the parents and the students and parents will be provided an opportunity for an informal hearing prior to a decision to expel.

A student or the parents may appeal any decision of the District administration to suspend a student from school to the Superintendent/designee. A student or parent must request a **suspension appeal** in writing within **10 days** after the discipline measure takes effect. A student or the parents may appeal an expulsion from school to the Board/designee. A student or parent must request an **expulsion appeal** in writing within 14 days after the discipline measure takes effect. Appeal paperwork is located in each school office as well as the Administrative Offices. The appeal process includes an additional informal meeting with a hearing officer. The student and parents may be represented in all appeal hearings but notice to the NWLSD Student Services Offices is requested if bringing legal representation to reduce the chances of a possible rescheduling of the hearing. Pursuant to State law, a student or parents may further appeal an expulsion or suspension to the Hamilton County Court of Common Pleas.

It is the policy of the Board that students shall not be permitted to return to school pending any appeal process with the administration or the court. The District will make every effort to promptly hear all appeals to minimize a student's absence from school. Should the Board, the Superintendent, or their designees reverse or modify a discipline decision and permit a student to return to school, such student shall be permitted ample time to make up all assignments and work missed as a result of his/her absence.

NWLSD
Code Of Conduct
2026-2027

Expectation: Students are expected to be an active part of a safe and respectful environment at all times and to not interfere with the learning of others or the orderly process of the school building.

The types of conduct prohibited by the Northwest Local School District Code of Conduct are as follows:

Level I Discipline:

Level I discipline is used for minor acts of misconduct which interfere with orderly school procedures, school functions, extracurricular programs, approved transportation, or a student's own learning process. Most Level I infractions are expected to be taken care of through student compliance with staff responses. If a student fails to follow basic staff directives in the classroom, they will be referred to the office for further intervention.

Staff Interventions:

- Verbal Warning using Restorative Practices and Affective Language
- Parent/Guardian Contact
- PBIS Classroom Consequence
- Teacher Assigned AM or PM Detention
- Use of Temporary Alternative Setting (R&R, Zone, Reset Rooms)
- Classroom-Based Recess Detention
- Classroom-Based Lunch Detention
- Office/Bus Referral for Repeated Violations

Administrative Interventions:

- Restorative Conference With Student
- Counselor Mediation
- Behavior Support Through RBT/BCBA
- Administrative Warning
- Parent/Guardian Contact
- Demerit
- Recess Detention
- Lunch Detention
- Detention
- Use of Temporary Alternative Setting (ALP)

Code	Description
101	Misbehavior which disrupts or interferes with any school activity
102	Disrespect to a student
103	Disregard of or disrespectful reactions to reasonable directions by school staff
104	Tardy to Class
105	Excessive amount of time out of class on hall pass
106	Excessive tardies to class
107	Excessive tardies to school
108	Failure to abide by dress and appearance codes as set forth by administration and the Board of

	Education.
109	Non-approved use of personal communication device–See PCD Guidelines below
110	Non-approved use of technology other than personal communication device
111	Failure to maintain bus stop safety procedures as established by the NWLSD Bus Guidelines and Chapter 3301-83 of the Ohio Administrative Code.
112	Failure to maintain bus ride safety procedures as established by the NWLSD Bus Guidelines and Chapter 3301-83 of the Ohio Administrative Code

Level II Discipline:
Level II discipline offenses are intermediate acts of misconduct that typically require administrative intervention. These acts include, but are not limited to, repeated, but unrelated, acts of minor misconduct and misbehavior directed against persons or property but which do not seriously endanger the health, safety or well-being of others. Consideration of necessary behavior support services should be given, if not already provided, as school removal is used as a last resort. Due process procedures required by federal and state law will be followed. These may include such procedures as the procedural safeguards provided by the 2004 Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act of 1973.

Staff Interventions:
- Verbal Warning using Restorative Practices and Affective Language
- Parent/Guardian Contact
- PBIS Classroom Consequence
- Teacher Assigned AM or PM Detention
- Use of Temporary Alternative Setting (R&R, Zone, Reset Rooms)
- Office/Bus Referral for Repeated Violations

Administrative Interventions:
- Conference With Student
- Administrative Warning
- Parent/Guardian Contact
- Demerit
- Detention
- ALP–Alternative Learning Placement
- ASA– Alternate School Assignment
- Use of Temporary Alternative Setting
- Emergency Removal
- Out-of-School Suspension (OSS)
- Bus Suspension
- Removal of privilege to attend or participate in extracurricular activities and events
- Office Time-Out

Code	Description
201	Repeated or escalated misbehavior which disrupts or interferes with any school activity
202	Repeated or escalated disrespect to a student
203	Repeated or escalated disregard of reasonable directions or commands by school authorities

204	Disrespect to school staff
205	Use of cursing (verbal or written) language or use of obscene gestures
206	Repeated non-approved use of personal communication device or disruption of the educational process through the use of PCD–See PCD Guidelines below
207	Repeated non-approved use of technology or disruption of the educational process through the non-approved use of technology other than personal communication device
208	Repeated or escalated failure to maintain bus stop safety procedure as established by the NWLSD Bus Guidelines and Chapter 3301-83 of the Ohio Administrative Code
209	Repeated or escalated failure to maintain bus ride safety procedures as established by the NWLSD Bus Guidelines and Chapter 3301-83 of the Ohio Administrative Code
210	Minor theft or possession of lower-valued stolen property
211	Skipping class
212	Disobedience of driving regulations
213	Presence in areas during school hours or outside school hours where a student has no legitimate business without permission of school staff
214	Leaving the classroom without permission
215	Engaging in activities that may cause fear or panic in an individual or group
216	Refusing to receive or serve properly administered discipline (Detention, ASA, ALP)
217	Forgery of school-related documents
218	Cheating or plagiarizing
219	Distribution of pamphlets, leaflets, buttons, insignia, etc, without the permission of proper school authorities or the placing of signs and slogans on school property or at school events without the permission of the proper authorities
220	Non-confrontational physical contact with a student that leads to a disruption of the school environment
221	(PreK-3rd grade) Disrespect to student or inappropriate behavior that involves physical contact with another student
222	Repeated violations of the 100 Codes.

Level III Discipline:
Level III discipline offenses are serious acts of misconduct including, but not limited to, repeated misbehavior that is similar in nature, serious disruptions of the school environment, threats to health, safety, or property, and other acts of serious misconduct. These offenses must be reported to the principal. Such acts may also result in criminal penalties being imposed. Due process procedures required by federal and state law will be followed. These may include such procedures as the procedural safeguards provided by the 2004 Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act of 1973.

Staff Interventions:

- Office Referral
- Notify Administration Immediately

Administrative Interventions:

- Use of Behavior Intervention Process
- Detention
- Long-Term Loss of Technology Privileges
- No Contact Order Between Students
- ALP– Alternative Learning Placement
- ASA–Alternate School Assignment
- Emergency Removal
- Removal of privilege to attend or participate in extracurricular activities and events
- Out-of-School Suspension (OSS)
- Multiple Day Out-of-School Suspension

Code	Description
301	Failure to report the actions or plans of another person to staff where these actions or plans of another person, if carried out, could or did result in harm to another person or persons or damage property, when the student has information about such actions or plans.
302	Disrespect to student by using language that is purposely offensive to a student's or staff's race, color, national origin, sex (including sexual orientation and gender identity), disability, age (except as authorized by law), religion, ancestry, or genetic information (collectively, "Protected Classes") that are protected by Federal civil rights laws (Policy 3362 & 5517)
303	Repeated or highly escalated disregard of reasonable directions or commands by school authorities resulting in disruption of the learning environment
304	Engaging in repeated or escalated activities that may cause fear or panic in an individual or group, including but not limited to oral, written or social media threats to harm individuals, groups, or school community
305	Disrespect to student or inappropriate behavior that involves physical contact with another student
306	Fighting
307	Engaging in activities to promote conflict between students
308	Repeated or highly escalated disrespect to staff
309	Falsifying of information given to school authorities or interfering with the administrative investigation
310	Willfully aiding another person to violate school regulations and/or interfering with school investigation.
311	Theft or possession of stolen property
312	Leaving school property without permission of proper school authority
313	Damage or destruction of school property on or off of school premises

314	Damage or destruction of private property
315	On school property or participation in school activities (on campus or off campus) while on emergency removal, suspension or expulsion without permission
316	Displaying excessive affection, inappropriate touching or other inappropriate behavior
317	Possession of obscene, pornographic or libelous material
318	Removal from assigned alternative learning placement (ALP, ISS, RAS)
319	Misuse of chemical substances
322	Inappropriate use of computers and other technologies. Inappropriate use includes: vandalism, theft, or misuse of the hardware, unauthorized access to files not belonging to the student, tampering with security software or network privileges; logging onto the network with a fraudulent ID or password; using the facilities without proper supervision, installation of software on a computer or network, or unauthorized use, copying, or downloading of programs, files and/or pictures
323	Audio recording, video recording, or photographing and/or sharing of the recording of any conflict
324	Audio recording, video recording, or photographing of any student or staff member without the explicit knowledge and permission of the student, staff member, and the school administration
325	Demonstrations by individuals or groups causing disruption to the school program
326	Gambling
327	Violation of no contact order between students
328	Any other activity by a student which the student knows or should know will disrupt the academic process or a curricular or extracurricular activity while on school premises or while in the control or custody of the school district regardless of whether on or off of school premises, or at a school-related activity regardless of location
329	Repeated violations of 200 infractions
305	Disrespect to student or inappropriate behavior that involves physical contact with another student
306	Fighting

Level IV Discipline:
Level IV discipline offenses are the most serious acts of misconduct. These offenses must be immediately reported to the administration. These violations are so serious that they may require use of outside agencies and/or law enforcement. Such acts may also result in criminal penalties being imposed. Due process procedures required by federal and state law will be followed. These may include such procedures as the procedural safeguards provided by the 2004 Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act of 1973.

Staff Interventions:

- Office Referral

- Notify Administration Immediately

Administrative Interventions:

- Use of Behavior Intervention Process
- No Contact Order Between Students
- Multiple Day Out-of-School Suspension (OSS)
- Recommendation for Expulsion
- Removal of privilege to attend or participate in extracurricular activities and events
- First-Time Drug Offense Intervention Procedures

Principals may suspend a student for up to ten days. If a student is recommended for expulsion, the NWLSD Student Services Office will arrange for a hearing with the Superintendent or an established designee to determine if the situation requires further discipline beyond the ten days of suspension.

Code	Description
401	Committing or promoting any act or expression of a threatening nature directed to any individual or group of teachers, other staff members, students, or other groups, including but not limited to actions such as making bomb threats, creating “kill lists,” posting threats on social media, etc.
402	Harassment, intimidation or bullying of a student, students, or school personnel on/off school grounds For the purposes of this policy, the term repeated “harassment, intimidation or bullying” means any intentional written, verbal, electronic or physical act toward a student has exhibited toward another particular student more than once and the behavior: (1) causes mental or physical harm to the other student; and (2) is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student.
403	Engaging in escalated activities that may cause fear or panic in an individual or group.
405	Disrespect to staff or an inappropriate behavior that involves physical contact with staff on the part of the individual.
406	Disregard of staff direction attempting to de-escalate confrontation or attempting to continue conflict despite staff intervention.
407	Assault on school employee or other person.
408	Assault on student.
409	Extortion of a student or school personnel.
410	Theft or possession of school property or school employee property.
411	Engaging in any sexual acts.
412	Indecent exposure.
413	Using or possessing any substance containing nicotine or tobacco, including, but not limited to cigarettes, cigars, a pipe, rolling papers, a clove cigarette, e-cigarettes, vapes, and chewing tobacco, or paraphernalia such as matches or lighters
414	Distributing any substance containing nicotine or tobacco, including, but not limited to cigarettes, cigars, a pipe, rolling papers, a clove cigarette, e-cigarettes, vapes, and chewing tobacco, or

	paraphernalia such as matches or lighters
415	Using, buying, possessing, or being under the influence of any controlled substance (drugs, narcotics, intoxicants, THC, marijuana, prescription drugs, etc.) or inhalant or any counterfeit controlled substance (any substance that is made to look like a controlled substance, or is represented to be a controlled substance, or that the student believes is a controlled substance)
416	Sale or distribution of any controlled substance or paraphernalia (drugs, narcotics, intoxicant, THC, marijuana, prescription drugs, etc.) or any counterfeit controlled substance (any substance that is made to look like a controlled substance, or is represented to be a controlled substance, or that the student believes is a controlled substance)
417	Using, buying, possessing, selling, or distributing of any substance prohibited by school administration including but not limited to over-the-counter medications
418	Using, buying, possessing, or being under the influence of an intoxicant of any kind including but not limited to alcohol or alcohol paraphernalia
419	Sale or distribution of an intoxicant of any kind including but not limited to alcohol or alcohol paraphernalia
420	The taking, disseminating, transferring or sharing of obscene, pornographic, lewd or otherwise illegal images or photographs, whether by electronic data transfer or otherwise. The activity may also constitute a crime under state and/or federal law which may result in arrest, criminal prosecution, and lifetime inclusion on sexual offender registries
421	Violation of the district's sexual harassment policy See Harassment BOE Policy
422	Turning in false fire, tornado, bomb, or disaster alarms. (As provided in Ohio Revised Code 3313.66 (A) (5), a student may be expelled for a period of up to one year for making a bomb threat to a school building or to any premises at which a school activity is occurring at the same time of the threat. The period of expulsion shall extend as necessary into the next school year.)
423	Arson or any other improper use of fire
424	Possession and/or discharge, sale or distribution of any explosive substance or incendiary device
425	Possession, conveyance or use of a firearm. Firearms are identified in Section 921 of Title 18, United States Code (As provided in Ohio Revised Code 3313.66 and 3313.661 violations of the Code of Conduct involving firearms are subject to expulsion from school for one year)
426	Sale or distribution of a firearm. Firearms are identified in Section 921 of Title 18, United States Code (As provided in Ohio Revised Code 3313.66 and 3313.661 violations of the Code of Conduct involving firearms are subject to expulsion from school for one year)
427	Possession, conveyance or use of any instrument, device or object which is designed to look like a firearm including but not limited to a toy gun
428	Sale or distribution of any instrument, device or object which is designed to look like a firearm including but not limited to a toy gun
429	Possession, conveyance or use of a knife or any instrument, device or object which is designed to look like or be used as any other type of weapon including but not limited to a knife

430	Sale or distribution of a knife or any instrument, device or object which can be categorized as a knife and is designed to look like or be used as any other type of weapon including but not limited to a knife
431	Commission by a student of any crime or infraction in violation of the Criminal Code, Traffic Code or Juvenile Code of the State of Ohio or, when applicable, of the State in which the crime or infraction was committed. This provision shall apply to any student while in the control or custody of the school district regardless of whether the act occurred on or off of school premises, or at a school-related activity regardless of location.
432	Any type of prohibited activity listed herein engaged in by a student on school premises, on a school bus, or while in the control or custody of the school district regardless of whether on or off of school premises or at a school-related activity regardless of location, shall be reason for expulsion, suspension or removal from school
433	Violation of code of conduct while amidst a probationary period known as days held in abeyance
434	Repeated 300 code infractions
435	Repeated 400 code infractions

The administration reserves the right to skip levels of discipline depending on the number of infractions for each referral and the severity of the violation.

NWLSD Dress Code

1. Clothing and accessories that could be interpreted as promoting hate or communicating a negative, profane, or vulgar message are not permitted. Additionally, jewelry and accessories that pose a safety concern for the student or others are not acceptable.
2. Undergarments should not be visible. Tops that expose the midriff or chest, tank tops, mesh tops, and shirts with no sleeves are not acceptable. Pants, shorts and skirts must be worn at the waist level.
3. No head coverings (hats, bandanas, hoods, etc.), or gloves should be worn during the school day.
4. No oversized coats are permitted during the school day.
5. Shorts, skirts, and dresses should reach to a length of mid-thigh or lower and not be overly revealing.
6. Footwear should be safe for the learning environment.

***Exceptions to these dress code items for religious reasons should be brought to administration at the beginning of the school year by parents and will require written documentation.

Face Covering Guidelines for Students

All students must follow district guidelines/policies regarding face coverings at all times. Any face coverings worn must serve a religious or medical purpose not just worn as outerwear. Please communicate with your student's building administration team for specific guidelines/policies.

NWLSD Personal Communication Device Usage Guidelines

Research shows that limiting student cell phone use can improve both mental health and academic outcomes, including increased productivity, reduced bullying, and higher academic performance.

Without phones, students are more engaged with their surroundings, peers, and learning. Fewer interruptions also allow staff to focus more on instruction and support.

Ohio law requires all school districts, community schools, and STEM schools to implement a policy restricting student cell phone use during the instructional day, which includes class time, transitions, recess, meals, and field trips.

Personal Communication Device use includes but is not limited to using a personal device (ex. phone, smartwatch, or tablet) and/or accessories (ex. headphones, earbuds, or airpods) to place or receive audio or video calls, text messaging, blogging and microblogging, e-mailing, using video or camera features, playing games, and accessing sites or services on the internet including but not limited to social media sites and applications.

Personal communication devices and/or accessories for personal communication devices must be stored in the appropriate location designated by the school during the school day and may not be accessed without administrative approval. Bluetooth devices that connect to other personal communication devices are not permitted in school. This includes headphones, earbuds, smartwatches, and smartglasses, etc.

Continued violation of the NWLSD Personal Communication Device Usage Guidelines will result in progressive disciplinary action up to and including school removal and may also result in individualized personal communication device plans which restrict access to devices during the school day.

APPENDIX-B
NWLSD
Bus Guidelines

The safety of our students is paramount for the NWLSD. Students that ride school buses must conduct themselves with safety in mind at all times. Chapter 3301-83 of the Ohio Administrative Code contains operation and safety rules regulating pupil transportation, and governs all pupil transportation in Ohio. Even beyond the Ohio Administrative Code, while on a school bus, the NWLSD CODE OF CONDUCT applies to student conduct. Failure to comply with the student code of conduct, Ohio Administrative Code, or established procedures below may result in school disciplinary action and/or removal from bus riding privileges.

Students who ride Northwest School District buses to and from school are expected to conduct themselves in a manner that will not endanger the health and safety of others who are riding the buses. Student transportation management policies are outlined in the Ohio Administrative Rules, Chapter 3301-83, Ohio Pupil Transportation Operation and Safety Rules. These policies are published in the student handbooks. Pursuant to Ohio Revised Code 3327.014 students riding district school buses may have such bus riding privileges suspended by the Superintendent or other district administrators for a period of time not to exceed 80 days for any violation of the Student Code of Conduct or a violation of the reasonable rules and regulations established by individual school bus drivers. The student is subject to the Student Code of Conduct and bus riding regulations while he or she is physically riding the bus and when the student is at or near a school bus stop.

In order to ensure the safe operation of school buses, the administration has developed procedures to be followed for disciplinary action because of misconduct on school buses.

Bus Stop Safety Procedures: Students are expected to follow bus stop safety procedures at all times while waiting for, entering, or exiting the bus. (ORC 3301-83-13(B)(6))

- Students must be at the bus stop (in their place of safety) at least FIVE (5) minutes before the students scheduled stop time; the bus must run on schedule and cannot wait for those who are late.
- Students must be in their place of safety at the bus stop while waiting for the bus to arrive
- Students must never stand in, or play on, the roadway while waiting for the bus.
- Prior to boarding the bus, students must keep a safe distance from the bus while it is in motion and remain still.
- Students must not attempt to get on or off the bus while it is in motion.
- Students must enter the bus without crowding or disturbing others, and occupy their seat immediately.
- Students must keep out of the driver's seat.
- Students must not leave the bus without the driver's consent.
- In approaching the bus or a bus stop along the roadway, students must walk on the left side of the road facing traffic. Students should be sure that the road is clear of all traffic or that all traffic has stopped before crossing.
- Upon leaving the bus, students must immediately report to their place of safety by walking to the front of the bus and stop before crossing. Students must make sure that the road is either clear of all traffic or that all traffic has come to a complete stop before crossing AND WAIT FOR THE SIGNAL TO CROSS FROM THE DRIVER.
- All students must ride the bus to which they are assigned. If there is an emergency that requires a student to ride another bus, a note signed by the parent and school leader will be given to the bus driver before the student will be allowed to board the bus.
- Students must get on and off the bus at their assigned board approved bus stop.

The Danger Zone around a school bus is the area 10 feet around the bus. The two most dangerous areas are the front of the bus and the right rear tire area. The driver is not able to see these areas!!! Stay out of these areas.

Parents PLEASE do not call your child to your location until the bus has departed.

Bus Ride Safety Procedures: Students are expected to maintain a safe, conducive, and respectful bus environment. Student behavior on the bus should be the same as in the classroom. The drivers' primary responsibility is to
operate the school bus on Ohio roadways in a safe manner (ORC 3301-83-08).

- Sitting in a seat on the bus. Each student shall sit in a position which will provide maximum protection by the seat back. ORC 3301-83-18). Students are asked to sit in the following manner: back to back, bottom to bottom, and feet to floor. Any other manner is unacceptable and unsafe. Backpacks and other items are to be kept in their laps. Students may not lay on seats or place feet on seats.
- Students must maintain a quiet bus environment. Students are permitted to talk quietly on the bus, and classroom conduct is to be observed while on the bus.
- Students are not permitted to open the bus window without permission from the driver or
- Students are not permitted to extend their head or arms out of the window.
- Students are not permitted to call out to passers-by.
- Students must help to keep the bus clean, sanitary and orderly. They must not damage or abuse the equipment.
- Students are not permitted to throw articles of any kind out of or around the bus.
- Students are not permitted to eat or drink while on the bus.
- All food items must be kept in a lunch box, bag, closed container or backpack.
- Students must remain in their seat and keep the aisle clear.
- Students must stay seated until the bus comes to a complete stop.
- Students are not permitted to tamper with emergency doors, controls, or windows.
- Large items such as band instruments, shop projects, sports equipment, skateboards and other school projects shall not be permitted on the bus if they interfere with the driver or other passengers. The aisle, exits, and driver's vision shall not be blocked.

Parents/guardians are not permitted to enter the bus.

Any concerns must be addressed with the building administrator and/or the transportation administrator.

Hazing and Bullying (Harassment, Intimidation and Dating Violence)

Hazing means doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Throughout this policy the term bullying is used in place of harassment, intimidation and bullying.

Bullying, harassment and intimidation is an intentional written, verbal or physical act that a student has exhibited toward another particular student more than once. The intentional act also includes violence within a dating relationship. The behavior causes mental or physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student. This behavior is prohibited on school property or at a school-sponsored activity.

Permission, consent or assumption of risk by an individual subjected to hazing, bullying and/or dating violence does not lessen the prohibition contained in this policy.

The District includes, within the health curriculum, age-appropriate instruction in dating violence prevention education in grades 7 to 12. This instruction includes recognizing warning signs of dating violence and the characteristics of healthy relationships.

Prohibited activities of any type, including those activities engaged in via computer and/or electronic communications devices, are inconsistent with the educational process and are prohibited at all times. No administrator, teacher or other employee of the District shall encourage, permit, condone or tolerate any hazing and/or bullying activities. No students, including leaders of student organizations, are permitted to plan, encourage or engage in any hazing and/or bullying.

Administrators, teachers and all other District employees are particularly alert to possible conditions, circumstances or events that might include hazing, bullying and/or dating violence. If any of the prohibited behaviors are planned or discovered, involved students are informed by the discovering District employee of the prohibition contained in this policy and are required to end all such activities immediately. All hazing, bullying and/or dating violence incidents are reported immediately to the Superintendent/designee and appropriate discipline is administered.

District employees, students and volunteers have qualified civil immunity for damages arising from reporting an incident of hazing and/or bullying. Administrators, teachers, other employees and students who fail to abide by this policy may be subject to disciplinary action and may be liable for civil and criminal penalties in compliance with State and Federal law.

No one is permitted to retaliate against an employee or student because he/she files a grievance or assists or participates in an investigation, proceeding or hearing regarding the charge of hazing and/or bullying of an individual.

Administrative Response

The building principal/designee shall promptly investigate all reports of harassment, intimidation or bullying. All matters involving such complaints should remain confidential to the extent permitted by law.

1. The principal/designee will confer with the student, parent or guardian making the report in order to obtain a clear understanding of the alleged facts. If not already completed, the principal/designee will complete the harassment, intimidation or bullying complaint form. A copy of the complaint form is attached in the back of this handbook.
2. The principal/designee will meet with all witnesses identified by the person(s) making the report of harassment, intimidation or bullying. Witnesses will be asked to make a statement both orally and in writing regarding the alleged facts that form the basis of the complaint.
3. The principal/designee will meet with the student(s) accused of harassment, intimidation or bullying to obtain a response to the complaint both orally and in writing.
4. Following the completion of the investigation, any student(s) found to have violated this policy will be subject to any of the disciplinary actions described in the Student Code of Conduct.
5. Retaliation against any student who makes a complaint of harassment, intimidation or bullying, or any student who becomes involved in the investigation of such complaint, is strictly prohibited, and may result in discipline irrespective of the merits of the initial complaint.
6. The building principal/designee shall have the authority to involve local law enforcement if an individual believes danger is imminent due to the alleged harassment, intimidation or bullying.

Preventative Measures

To the extent that state or federal funds are appropriated for these purposes, the Board will provide training, workshops or courses on this policy to school employees and volunteers who have direct contact with students.

Teachers, guidance counselors, coaches and building administration will educate students about this policy through class discussion, counseling and reinforcement of appropriate student behavior. School personnel should intervene promptly whenever they observe student-on-student misbehavior, even if such conduct does not yet meet the frequency, severity or pervasiveness to constitute harassment, intimidation, or bullying that is prohibited by this policy.

If the building principal/designee finds that a student has been the victim of harassment, intimidation or bullying, in addition to the imposition of disciplinary action against the student-offender, the following strategies may be implemented to protect the victim from additional harassment, intimidation or bullying:

1. Staff may be instructed to observe and record the behavior of the student-offender in less-supervised settings such as the cafeteria, playground and restrooms. If the student-offender's misbehavior persists, administration may assign the student-offender to recess, lunch or class-release times different from those of the student-victim.

2. The offending student and parent(s) or guardian(s) may be requested to participate in a conference with building administration and staff in an attempt to enlist the parent(s) or guardian(s) to work cooperatively with the school to stop the harassment, intimidation or bullying.
3. In consultation with the student-victim and parent(s) or guardian(s), examine the student's daily schedule to identify those activities where harassment, intimidation or bullying most often occur. Make arrangements to increase supervision or adjust the student's schedule to reduce or eliminate under-supervised activities.
4. Change classroom layout or rearrange seating to eliminate "blind spots" where future acts of harassment, intimidation or bullying may occur.

Threats or Intimidation

Threats of violence or intimidation toward another student are serious violations of the student code of conduct and will result in appropriate discipline. As provided in Ohio Revised Code 3313.66 (A) (5) a student may be expelled for a period of up to one-year for making a bomb threat to a school building or to any premises at which a school activity is occurring at the time of the threat. The period of expulsion shall extend as necessary into the next school year.

Alternative Learning Placement (ALP)

The purpose of ALP is to provide targeted behavior supports to students who have been identified through the Student Support Process as needing increasingly more intense behavior interventions. ALP services allow for these more intensive behavior interventions to be put in place while allowing learning to continue.

Alternate School Assignment (ASA)

Subject to the discretion of a building administrator, a student violating school rules may incur an alternate school assignment not to exceed three consecutive days. A student serving an alternate school assignment shall remain in a room within the school building separated from the regular classes and school activities. The student shall complete the class assignments provided by the student's regular teachers under the supervision of a staff member.

The student will receive a copy of the alternate school assignment rules at the beginning of the school day. A student violating these rules may incur additional disciplinary action. While serving an alternate school assignment, the student shall not participate in extracurricular activities.

The following procedures apply to students who are serving an alternate school assignment:

1. The student will be required to complete all class assignments and tests provided while in the alternate school assignment. However, it may not be feasible or possible to make up some tests.
2. If a make-up test is not required, no grade entry will be made nor will a penalty be assessed.
3. If a make-up test is required, the student will have the equivalent number of days served in the alternate school assignment to make up tests unless the time is extended by the teacher or a building administrator. The student may receive a zero for all tests not made up.
4. The student shall turn in long-range assignments, such as science projects and book reports, to the alternate school assignment staff member on the day they are due for all students.
5. The student must abide by the rules and procedures for alternate school assignment or be subject to more serious disciplinary action.

Detention of Students

After school detention may be used by teachers and principals. Parents must be notified by phone or in writing at least one day in advance, unless it is mutually agreed that the student will remain on the day the detention is issued. When a student receives a detention, he/she forfeits his/her right to bus transportation. A student is not to be excused from detention to participate in athletic events or extracurricular activities.

Suspension, Expulsion & Removal of Students

This policy governs suspension, expulsion or emergency removal of a student from school, or the suspension or removal of a student from a team or other extracurricular activity.

1. Suspension

Whenever the Superintendent/designee or building principal finds it necessary to suspend a pupil from school for not more than 10 school days, the following procedure shall be followed prior to the suspension of said pupil:

A. The pupil will be given written notice of said administrator's intention to suspend said student and the written notice will contain reasons for the intended suspension.
B. The pupil will be given an opportunity for an informal hearing before the principal, assistant principal, Superintendent/designee to challenge the reasons for the intended suspension or explain the reason for the action.
C. If the pupil is suspended after the hearing, the administrator shall notify the pupil's parent, guardian or custodian and the Treasurer of the Board within 24 hours. The notice shall include:
   1) the reason(s) for suspension.
   2) the right of the pupil, parent, guardian or custodian to appeal said suspension to the Board of Education's designee and
   3) the right to be represented at the hearings before the Board's designee.

D. Appeal Procedure: Should a student or a student's parent(s) choose to appeal the suspension, he/she must do so within 10 calendar days of the notice of suspension. The appeal shall be in writing and made to the Student Services. The Student Services department will schedule the meeting with the Board Appointed Hearing Officer and notify the family. All witnesses are sworn and a recording is kept of the hearing. The decision of the Hearing Officer will be relayed after the hearing is complete. The student may be excluded from school during the appeal process.

E. Appeal to Court: Under State law, appeal of the Board's or its designee's decision may be made to the Court of Common Pleas.

2. Expulsion

Whenever a Superintendent intends to expel a pupil from school, the following steps must be taken prior to the expulsion:

A. A written notice of intention to expel must be given to the pupil and the parent, guardian or custodian.
B. Said notice to the pupil and the parent, guardian or custodian must include the following:
   1) The reason(s) for the intended expulsion.
   2) Notification of the opportunity of the pupil, parent, guardian or custodian or their representative to appear before the Superintendent or administrative designee, to challenge the reasons for the intended expulsion.
   3) Notification of the time and place to appear before the Superintendent or administrative designee, said time to be not earlier than three nor more than five days after the notice is given, unless an external circumstance delays the timeline or unless an extension is granted by the administrator at the request of the pupil, parent, guardian or custodian, or their representative. If an extension is granted after giving the original notice, the administrator shall notify the pupil, parent, guardian, custodian or representative of the new time and place for the hearing.
C. The pupil and the parent, guardian or custodian and their representative must be given an opportunity to appear before the Superintendent or administrative designee, to challenge the reasons for the intended expulsion, or to explain the pupil's actions.
D. If the pupil is expelled after the hearing, the administrator will notify the pupil's parent, guardian or custodian and the Treasurer of the Board within 24 hours. This notice shall include:
   1) The reason(s) for the expulsion;
   2) The right of the pupil, parent, guardian or custodian to appeal said expulsion to the Board/designated hearing officer;
   3) The right to be represented at the appeal before the Board-designated hearing officer. Any student who is expelled from school for more than 20 days or into the following semester or school year is referred to an agency which works towards improving the student's attitudes

and behavior. The Superintendent provides the student and his/her parent(s) with the names, addresses and telephone numbers of the public and private agencies providing such services.

E. Appeal to the Board: A student or a student's parent(s) may appeal the expulsion by the Superintendent to the Board/designated hearing officer. The expulsion appeal must be within 14 calendar days after the notice of intent to expel was provided to the student, parent, guardian or custodian. The appeal request shall be in writing to the Director of Student Services. The student may be represented in all such appeal proceedings and is granted a hearing before the Board or its designee. All witnesses are sworn and a record is kept of the hearing. The student may be excluded from school during the appeal process.

F. Appeal to the Court: Under State law, the decision of the Board may be further appealed to the Court of Common Pleas.

Expulsion Hearing Results

The superintendent may expel a pupil from school for a period not to exceed 80 school days. Students who violate the Gun Free Schools policy or make a bomb threat to a school building or any premises at which a school activity is occurring at the time of the threat (ORC 3313.66 A 5) will be subject to expulsion from school for one calendar year. If at the time an expulsion is imposed, the number of school days remaining in the school year is less than the number of days of expulsion that is given, the superintendent may apply any remaining part or all of the period of the expulsion to the following school year.

If the student is expelled for ten (10) days or less during a quarter, the student is eligible for credit for the courses passed. Make-up privileges as outlined in these procedures will apply to expulsions of ten (10) days or less during a quarter.

When the student is expelled for more than ten (10) days during a quarter, the student may not be eligible to make up work for that term.

When a student is expelled for more than 20 days, or for any period of time if the expulsion will extend into the following semester or school year, the school district will provide the student and his or her parent, guardian or custodian information about services or programs offered by public and private agencies to work toward improving those aspects of the pupil's attitude and behavior which contributed to the incident that gave rise to the pupil's expulsion.

While on expulsion, the student may not attend school or school related functions, including after-school activities. The policy applies to all school buildings, grounds and all school functions within the Northwest Local School District.

3. Emergency Removal

Whenever a pupil's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process within the classroom or elsewhere on the school premises, school personnel may take the following actions:

A. The Superintendent, principal, or assistant principal may remove the pupil from the school premises.
B. A teacher may remove the pupil from any activity under the teacher's supervision.
C. These actions may be taken without written notice or informal hearing to the pupil.
D. If the pupil is removed by a teacher under this section, the teacher shall submit the reason(s) for said removal in writing to the principal.
E. If a pupil is removed by a teacher under this section for more than 24 hours, written notice of a hearing and the reasons for removal shall be given to the pupil as soon as practicable prior to the hearing and said hearing will be held within 72 hours from the time of the initial removal.
F. The hearing will be held in accordance with the requirements under the rules for suspension from school unless expulsion is probable, in which case the hearing shall be held in accordance with the rules for expulsion from school. If suspension or removal from a team or an activity is probable, the hearing will be conducted under the rules for suspension or removal from a team or activity.

G. The party ordering, causing, or requesting the removal of the pupil on an emergency basis shall be present at the hearing.
H. In the case of removal under emergency removal (b), if a pupil is reinstated to the activity under the teacher's supervision prior to a hearing, the teacher shall, upon request, be given the reasons for such reinstatement in writing.
I. None of the notice or hearing requirements as set forth in suspension, expulsion or denying the privilege of participation in extracurricular activities shall be necessary where a pupil is removed from activities for a period less than 24 hours and is not subject to suspension from school and/or expulsion from school and/or suspension or removal from a team or activity.

Damage to School Property

It is the responsibility of the school district to protect its property from damage and destruction. A student may be required to pay for school property damaged or destroyed as a result of negligence. The parents or guardians of students who intentionally damage or destroy school property may be held responsible for restitution in accordance with the Ohio Revised Code. As a reminder, Chromebooks that students use are considered the property of the school district. The administration will pursue restitution in all acts of vandalism or intentional damages or destruction of school property.

Fire, Tornado, and Lockdown Crisis Drills

Periodically, the school reviews and practices procedures in the event of an emergency. During these drills, students follow the instructions of their teachers. Directions for leaving the building and shelter locations are posted in each room.

Safe School Hotline

The SaferOh tip line will accept both calls and texts 24 hours a day regarding bullying, potential suicide risks, violence, or other school safety issues. This information is anonymous and reported directly to the designated administrator at your school. This tip line allows students and adults to anonymously share information with school officials and law enforcement about threats to student safety – whether that involves a threatened mass incident or harm to a single student. Call or Text to **844-SaferOh (844-723-3764)**

NWLSD also has a "Say Something" hotline and process available to communicate any concerns. Calling or texting 513-857-1335 or visiting NWLSD.org and completing a "Say Something Form" can help keep our schools safe.

Search and Seizure

The Board recognizes that the privacy of students and their belongings may not be violated by an unreasonable search and seizure, and directs that no student be searched without reasonable suspicion or in an unreasonable manner. Random locker searches may be conducted without reasonable suspicion of a violation of the law or Board policy.

School authorities are charged with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search a student's person or property, including, but not limited to: book bags, purses, wallets, clothing and motor vehicles. When appropriate, the building principal shall seek the freely offered consent of the student to the inspection. However, if a student refuses to consent, a search may still be conducted when the administrator has reasonable grounds for suspecting that the search will discover evidence that the student has violated or is violating either a law or a school rule. Searches shall employ reasonable measures that are not excessively intrusive considering the age and gender of the student and the nature of the suspected infraction. Whenever possible, a search will be conducted by the building administrator in the presence of the student and a staff member other than the building administrator.

The building administrator shall be responsible for the prompt written recording of each student search, including the reasons for the search; the information received that established the need for the search and the name of informant, if any; the persons present when the search was conducted; any substances or objects

found; and the disposition made of them. The building administrator shall be responsible for the custody, control and disposition of any illegal or dangerous substance or object taken from a student.

This authorization to search shall apply to all situations in which the student is under the jurisdiction of the Board — including all curricular and extracurricular activities and events, regardless of location.

The Board acknowledges the need for in-school storage of student possessions and shall provide storage places, including desks and lockers, for that purpose. Such spaces remain the property of the Board and, in accordance with law, may be subject to random searches. Where locks are provided for such places, students may lock them against incursion by other students, but in no such places shall students have an expectation of privacy as to prevent examination by a school official. This policy will be posted in every building near in-school storage areas.

The Board reserves the power to search any locker or lockers in emergency situations that immediately threaten the health or safety of any person, or threaten to damage or destroy any property under the control of the Board, or when such an emergency appears to exist. Such searches are allowed whenever it is reasonably believed to be necessary to avert a threat or apparent threat.

The Board also authorizes the use of canines trained in detecting the presence of illegal materials. This means of detection shall be used only to determine the possible presence of illegal materials in locker areas, parking areas and other places on school property where such materials could be concealed. Canine detection must be conducted in collaboration with law enforcement authorities and is not to be used to search individual students unless a warrant has been obtained.

General use of canine detection does not constitute a search, and may be employed at any time. A subsequent search is proper when a canine has indicated the presence of illegal materials, even if a reasonable suspicion regarding that particular area containing illegal materials did not exist before the canine detection.

Sexual Harassment Involving Students

All persons associated with the District, including, but not limited to, the Board, the administration, the staff and the students, are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Sexual harassment, whether verbal or nonverbal, occurring inside or outside of District buildings, on other District-owned property or at school-sponsored social functions/activities, is illegal and unacceptable and will not be tolerated. Any person who engages in sexual harassment while acting as a member of the school community is in violation of this policy.

Definition of Sexual Harassment: Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature may constitute sexual harassment when:

1. Submission to such conduct is made, either explicitly or implicitly, a term or condition of a person's employment or educational development;
2. Submission to, or rejection of, such conduct by an individual is used as the basis for employment or education decisions affecting such individual or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile or offensive environment.

Examples of sexual harassment-type conduct may include, but are not limited to, unwanted sexual advances; demands for sexual favors in exchange for favorable treatment or continued employment; repeated sexual jokes, flirtations, advances or propositions; verbal abuse of a sexual nature; graphic verbal commentary relating to an individual's body, sexual prowess or sexual deficiencies; coerced sexual activities; any unwanted physical contact; sexually suggestive or obscene comments or gestures; or displays in the workplace of sexually suggestive or obscene objects or pictures. Whether any act or comment constitutes sexual harassment-type conduct is often dependent on the individual recipient.

The Board directs the Superintendent to appoint one or more administrators who are vested with the authority and responsibility for investigating all sexual harassment complaints in accordance with the procedures set forth in the accompanying procedure and staff and student handbooks.

Sexual harassment matters, including the identity of both the charging party and the accused, are kept confidential to the extent possible. Although discipline may be imposed against the accused upon a finding of guilt, retaliation is prohibited.

The Board has developed complaint procedures that are made available to every member of the school community. The Board has also identified disciplinary penalties that could be imposed on the offenders.

-Occurrences involving students as offenders will be handled in the same manner as other disciplinary situations. These procedures will include full due process protections, and could result in suspension, expulsion, referral to law enforcement agencies and/or recommendations for counseling.
-Occurrences involving employees as offenders toward students will be investigated by the building principal. If further investigation is warranted, the compliance officers will investigate. The information obtained from the investigations will be reported to the Superintendent for proper disposition.
-Occurrences involving members of the general public as offenders toward students will be reported to an appropriate law enforcement agency.

Retaliation

Any act of retaliation against a person who has made a report or filed a complaint alleging unlawful harassment, or who has participated as a witness in a harassment investigation is prohibited.

Student Directory Information

In accordance with the Federal law, this annual notice is to inform you of the board policy that allows for the release of student directory information and your right of refusal to release

Interviewing Students

When law enforcement officers, agency representatives, or other officials request to question a student regarding a matter that is not school-related, school officials will make reasonable efforts to notify parents of the official's request to question their child. However, since it is unlawful to impede a police investigation, if after reasonable efforts to notify parents have failed, police officials will be allowed to question the child in the presence of an administrator. In such instances, parents will be promptly notified following any such interview or questioning. When parents request to be present during these interviews, reasonable accommodations will be made to allow time for parents to promptly arrive at school. However, if parents are unable or unwilling to arrive at school in a timely manner, police officials will be allowed to question the child in the presence of an administrator. School officials may not impede a police investigation indefinitely. Parents will be notified by school officials following any such interview or questioning.

Only students whose parents or guardians reside in the District can attend District schools. School officials may question students about issues of residency without parent notification or permission.

Locker Searches

In order to protect the health and safety of all students, school administrators may conduct random locker searches. Lockers are the property of the school district. Consequently, administrators may open the lockers and examine the contents contained therein without prior notice to the students.

Non-Discrimination

The Board of Education does not permit discriminatory practices and views harassment as a form of discrimination. Harassment is defined as intimidation by threats of or actual physical violence; the creation, by whatever means, of a climate of hostility or intimidation; or the use of language, conduct or symbols in such a manner as to be commonly understood to convey hatred, contempt or prejudice or to have the effect of insulting or stigmatizing an individual.

All students are responsible to help assure that the district does not discriminate. If an individual feels that he/she has experienced, witnessed or has information regarding possible discrimination, the individual should immediately notify the administration of the district. The Board of Education prohibits retaliation against anyone, who in good faith, reports possible discrimination, makes a discrimination complaint, or cooperates in a discrimination complaint investigation or any related proceeding.

The district's policy is to investigate all discrimination complaints promptly and thoroughly. To the fullest extent practicable, the district will keep complaints and the terms of their resolution confidential. If an investigation confirms that discrimination has occurred, the district will take corrective action including, but not limited to, appropriate disciplinary action.
Permission, consent or assumption of risk by an individual subjected to discrimination does not lessen the prohibition contained in this policy.

Equal Educational Opportunities
All students of the District have equal educational opportunities. Students have the right to be free from discrimination on the basis of race, color, national origin, ancestry, citizenship status, religion, sex, economic status, marital status, pregnancy, age, disability or military status in all decisions affecting admissions; membership in school-sponsored organizations, clubs or activities; access to facilities; distribution of funds; academic evaluations or any other aspect of school-sponsored activities. Any limitations with regard to participation in a school-sponsored activity are based on criteria reasonably related to that specific activity.

Protection of Pupil Rights Amendment (PPRA) https://www2.ed.gov/policy//gen/guid/fpco/ppra/index.html
The Protection of Pupil Rights Amendment (PPRA) (20 U.S.C. § 1232h; 34 CFR Part 98) applies to programs that receive funding from the U.S. Department of Education (ED). PPRA is intended to protect the rights of parents and students in two ways:

- It seeks to ensure that schools and contractors make instructional materials available for inspection by parents if those materials will be used in connection with an ED-funded survey, analysis, or evaluation in which their children participate; and
- It seeks to ensure that schools and contractors obtain written parental consent before minor students are required to participate in any ED-funded survey, analysis, or evaluation that reveals information concerning:
    1. Political affiliations;
    2. Mental and psychological problems potentially embarrassing to the student and his/her family;
    3. Sex behavior and attitudes;
    4. Illegal, anti-social, self-incriminating and demeaning behavior;
    5. Critical appraisals of other individuals with whom respondents have close family relationships;
    6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; or
    7. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Family Educational Rights and Privacy Act (FERPA)
https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html
The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
    - School officials with legitimate educational interest;
    - Other schools to which a student is transferring;
    - Specified officials for audit or evaluation purposes;
    - Appropriate parties in connection with financial aid to a student;
    - Organizations conducting certain studies for or on behalf of the school;
    - Accrediting organizations;
    - To comply with a judicial order or lawfully issued subpoena;
    - Appropriate officials in cases of health and safety emergencies; and
    - State and local authorities, within a juvenile justice system, pursuant to specific State law.

NWLSD Enrollment/Attendance Office

Regular school attendance is critical for your student to experience their full potential of academic growth and achievement. Our own district research clearly shows that when students miss a concerning amount of time from the classroom, there are drastic drops in their growth rate on academic diagnostic tests including the state of Ohio required testing.

Each school year certainly has its own set of challenges, and we understand that illness often has an impact on student attendance. We also understand that there are additional factors that may have an influence on your student's regular attendance at school. We wish to partner with you to help your student grow and achieve at their highest level. If you are facing challenges that prevent your student from attending school, please reach out to us as soon as possible so as to minimize the loss of academic growth. As the school monitors attendance you will also hear from us about interventions that we would like to partner with you to implement well before attendance concerns drastically impact your students growth opportunity.

Changes due to House Bill 96

Regular school attendance is required by Ohio Law and is a key factor for student success in school. Absenteeism is a lost opportunity to learn, not just a lack of compliance with state laws. House Bill 96, of the Ohio Legislature, defines Chronic Absenteeism as missing 10% (approximately 18 days) or more of the required instructional hours regardless of the reason (Chronic Absenteeism counts ALL absences which includes medical, religious or other extenuating situations). It is important to establish good attendance patterns early in a child's school experience.

Acceptance of notes from Parents and doctors/other third party entities for excused absence

Parents can submit notes to the school to excuse their child's absence for a total of 4 school days (DO) for any reason. Any and all absences after 4 days require legitimate documentation of the absence from a third party source (doctor's notes, etc.), and will be accepted up to **5 work days after the absence**. In the case of absences of multiple days, notification must be received by the fifth work day after the student returns to school. When there is an extended period of absence, contact should be maintained between the home and school. More than one note from a medical professional may be necessary in this situation. If a student/parent does not provide third party documentation, he/she may be referred for truancy after accumulating 72 hours of unexcused absences for the year.

House Bill 96 Required Action Steps

1. Early notification: HB96 mandates that districts/schools notify families no later than when a student's absences reach 5% of the instructional hours missed for the school year (this is approximately about 7-8 days during the school year for excused and unexcused absences).
2. This communication can be in a variety of formats (letters, emails, phone calls, portals or other forms of electronic communication). These communications are intended to educate the families regarding the current status of the child's attendance and to encourage a partnership between the school and the family.
3. Districts/schools must maintain clear attendance expectations and consistent schoolwide messaging regarding student attendance. Districts must maintain Universal Supports (Tier 1) for all students, Targeted Interventions (Tier 2) for students with emerging absenteeism concerns and Intensive Interventions (Tier 3) for those students whose absenteeism is persistent and/or has become truant.
4. Districts/schools must maintain accurate attendance data and documentation to ensure timely notifications and remain compliant with state policies.

Student Employment

The Board of Education believes that attendance at school should occupy a student's full attention and should take precedence over nonschool-related employment. If a student must work while attending school, s/he should receive counseling and assistance in seeking appropriate job opportunities and in correlating work schedules with school studies and activities. The District and schools will ensure that student employment complies with Ohio laws. All students employed in out-of-school jobs are closely monitored by staff regarding school attendance and achievement in order to determine the effects on school performance of the student assuming out-of-school work commitments.

Student Attendance at School Events

The Board of Education encourages students to attend as many school events held after school as possible, without interfering with their school work and home activities. Enthusiastic spectators help to build school spirit and encourage those students who are participating in the event. The school and the district reserve the right to set objective criteria for being included or excluded from school events. These criteria should be communicated in advance.

The student must be present for 50% of all classes on the day of practice, the performance or game to participate in the event. If a student is not in attendance for all classes on the school day of the event, he/she may participate only with the approval of the athletic director and/or building principal. In the case of a non-school day event, the student must have been present for all classes on the preceding school day. If the student was absent on the preceding school day, the student can participate in a non-school day event only with the approval of the athletic director and/or building principal.

However, in order to ensure that students attending as nonparticipants are properly safe-guarded, the Board recommends that all elementary and middle school students be accompanied by a parent or adult chaperone when they arrive at the event and throughout its duration. The Board will not be responsible for students if they attend without an adult chaperone. (Board Policy #5855)

The Board will continue to provide adequate supervision for all students who are participants in District-sponsored events.

Students as Precinct Election Officials

In conjunction with the County Board of Elections, the Board of Education will permit high school students to apply and, if appointed by the Board of Election, to serve as precinct officers at a primary, special, or general election.

As part of the application process, the student shall declare his/her political party affiliation with the Board of Election. Any student selected shall be excused from school on the day of an election at which the student is serving as a precinct officer. (Board Policy #5725)

Release Time for Religious Instruction

The Board of Education desires to cooperate with those parents who wish to provide for religious instruction for their children but also recognizes its responsibility to enforce the attendance requirements of the State.

Students may be provided "released time" from school to attend a course in religious instruction conducted by a private entity off District property, provided that the following requirements are met, such students will not be considered absent when the:

A. student's parent or guardian gives consent in writing;
B. sponsoring entity maintains attendance records and makes them available to the District;
C. sponsoring entity provides and assumes liability for the student; and
D. student assumes responsibility for any missed school work.

Transportation of students to and from Released Time instruction is the complete responsibility of the sponsoring entity, the parent, guardian, and/or student. The Board of Education, its members, and employees are immune from liability for any injuries arising from transportation to and from Released Time instruction. Further, no Board funds will be expended for, and no District personnel shall be involved in, the provision of religious instruction.

Students shall not be excused from a core curriculum subject course to attend Released Time instruction.

Staff members shall not promote or discourage participation in release time programs for any religious instructional program.

Nothing herein shall constitute an endorsement of religion or infringe upon an individual's First Amendment rights. (Board Policy #5223)

Religious Expression Days

Schools and districts must adopt a policy that reasonably accommodates a student's sincerely held religious beliefs and practices for reasons of faith or religious or spiritual belief system. Students are given up to three religious expression days per school year provided that the parent or guardian provides written notice to the school or district of the selected days within 14 school days of the start of school (or within 14 days of a newly enrolled student's first day in the school or district).

Students are permitted to participate in interscholastic athletics or other extracurricular activities on a religious expression day.

Tuition

Any student enrolled in the Northwest Local School District whose parents move out of the district may finish the semester in which the move occurs upon advance payment of tuition. A student who completes the eleventh grade in the Northwest Schools and whose parents or guardian moves out of the district may complete the senior year upon advance payment of tuition.

Notice of Curriculum, Testing, or Assessment Technology Providers

Required Pursuant to Ohio Revised Code §3319.326(G)

The Northwest Local School District is committed to ensuring that technology utilized within the District's classrooms enhances learning while prioritizing the privacy and security of our students' information and education records.

The Northwest Local School District is required to provide annual notice to our families of the curriculum, testing, or assessment technology providers that affect a student's educational records. Technology providers are defined to include any entity "who contracts with a school district to provide a school-issued device for

student use and creates, receives or maintains educational records pursuant or incident to its contract with the district."

By law, none of the technology providers are permitted to use student education records for commercial purposes or to share educational records except for compliance with fulfilling the contract with the Northwest Local School District.

The Northwest Local School District engages in a thorough process of review of the technology provider contracts to work to the best of its ability to ensure the technology providers are complying state and federal laws as applicable, including, but not limited to FERPA (20 USC 1232g et al.), Children's Online Privacy Protection Act (COPPA), Children's Internet Protection Act (CIPA), Americans with Disabilities Act (ADA), ORC §3319.321, ORC §3319.326.

The curriculum, testing and assessment technology providers contracted by the Northwest Local School District can be accessed via **this landing page** on the Northwest Local School District's website and via our Google Sheet - **NWLSD District Apps**. This document includes information on each of the curriculum, testing and assessment technology providers, including identification of the technology provider, identification of the educational records affected by that contract, information on how to access the contract with the technology provider, and contact information for a Northwest Local School District department to contact with questions.

If you wish to review the curriculum, testing or assessment technology provider contracts, you can contact: Matt Fischer (Technology Supervisor) and/or Lori Riehle (Director of Curriculum) to set up a time to come in to review and inspect the contract. If instead you would like to request a copy pursuant to O.RC. §149.43, contact **data-privacy@nwlsd.org**.

If you have questions or concerns regarding the curriculum, testing, or assessment technology provider access to student education records, contact **data-privacy@nwlsd.org**.

Notice of Healthcare Services & Parent Exemption Option

Required Pursuant to Ohio Revised Code §3313.473, House Bill 8 (2025)

Northwest Local School District (the "School District") is committed to the health and well-being of all students. As part of our school health services, several physical and mental healthcare services are provided as part of this commitment. Some of these services are required to be provided by the School District, and others are options. This Notice is to inform you of the health care services offered within the School District, and whether your consent is required for the same.

Nursing Healthcare Services

General Clinic Services include, but are not limited to, acute visits for concerns such as first aid, unanticipated minor injuries, emergencies, headaches, loose tooth, stomach ache, and acute injury. These are generally provided without parent consent in advance.

Individual Healthcare Services are procedural services deemed necessary by a student's physician and/or parent, including but not limited to medication administration, tube feedings, diabetic care, asthma management, seizure management, and allergy management. This is coordinated through physician orders provided by the parent in advance. No medication administration or Individual Healthcare Services are provided without parent consent in advance.

State-Required Hearing and Vision Screenings are offered to all students at no cost to families and are administered according to state guidelines. These screenings are required annually for preschool and kindergarten students, and every other year for grades 1-12. Parents may choose to opt out of these state

required screenings via written notification to the school's health office, or to obtain these screenings through their student's physician.

Academic & Mental Health Services

School/Counselor Services include:

- Academic Services include academic advising, course scheduling, coursework management, setting educational goals, and post-secondary planning. These services are provided to all students by school guidance counselor(s) and school staff, including Reading Improvement and Monitoring Plans (RIMPs). Parent consent is not required for these services.
- Social, Emotional, and Behavioral Screening includes administering a screener called Terrace Metrics to assess a student's resiliency and other social, emotional, and behavioral needs. This screener is administered to students in 5th, 7th, and 10th grades. These services are provided to all students in 5th, 7th, and 10th grades by school guidance counselor(s) and staff. Parents may opt out of this service on an annual basis using a form that will be sent home before administering the assessment.
- Emotional Support includes resilience, coping, growth mindset strategies, peer conflict management, emotional regulation, and grief support. Parents are not required to provide consent for these services. Parents are notified of a substantial change in a student's use of these services as required under state law.

Private Mental Healthcare Services include mental health services provided in the school setting through a private provider that is contracted through the School District in partnership with Best Point Education and Behavioral Health and Kids Thrive. These services are not provided unless parent consent is obtained in advance.

Parent/Guardian Consent Will Be Obtained For:

- Individual Healthcare Services
- Private Mental Healthcare Services

An opt-out option is provided to parents for the State-Required Hearing and Vision Screenings. The Screenings will be provided unless a parent/guardian has opted out via written notification to the school's health office. This form must be completed separately for each child and must be completed annually.

An opt-out option is provided to parents for Social, Emotional, and Behavioral Screening. The screening will be provided for students in 5th, 7th, and 10th grades unless a parent/guardian has opted out via written notification to the school. This form must be completed separately for each child.

Parental consent to any services outlined in this Notice does not waive the parent's right to access the student's educational or health records or to be notified about a change in the Student's services or monitoring as provided by law.

For questions or more information, please contact Jake Kuhnline, Director of Student Services, at (513) 923-1000 extension 3907 or jkuhnline@nwlsd.org.

NWLSD Health Services Department

Emergency Medical Authorization

By state law, schools are required to keep on record an Emergency Medical Authorization (EMA) for each student. The Emergency Medical Authorization (EMA) is critical information that is used by the Administrators

and Health Office to contact caregivers and in interaction with EMS in cases of emergency. Parent/Guardians are required to go online and verify/update their information each school year.

If phone numbers change throughout the year, it is imperative that you notify the school to ensure you can be reached when necessary for the student. Two-way communication is key in keeping our students safe throughout the school day.

Student Health

All Northwest Local School District school buildings have a health clinic. It is open during the school day to support the students and staff. The Health Office staff may be a Registered Nurse (RN), a Licensed Practical Nurse (LPN) or a Health Assistant. We believe that a healthy student is better able to participate actively in his/her education.

The Nurse/Health Assistant is responsible for: ensuring proper immunization of all students in accordance with Ohio law, performing hearing, vision and postural (scoliosis) screening as required and recommended by the Ohio Department of Health, providing emergency care of illness and injury during the school day, decreasing communicable diseases by excluding students from school with signs of disease or illness that can be spread, developing individual health plans and emergency action plans in collaboration with parents and health care providers (physicians and/or nurse practitioners) for students with health conditions such as asthma, seizure disorders, diabetes, migraine headaches and allergies. The nurse/health assistant is also responsible for administering medications and treatments, and training appropriate school personnel in the proper administration of medication and treatments, as well as acting as a resource for staff in the area of health and health concerns.

The Nurse/Health Assistant reviews the immunization records provided by the parent to ensure the proper immunization of all students in accordance with Ohio law. If it is determined that the student needs additional immunizations, it is expected that the parent/guardian immediately obtains updated immunization records upon notification from the Health Office. *Any parent/guardian has the right to exercise their objections to immunization by claiming an immunization exemption.* If an exemption is desired, the parent must submit an official NWLSD philosophical, religious or medical exemption form. Please contact the health office in your child's school building if you need information on where you can obtain vaccination for your child, or if you require an immunization exemption form; **this form is required to be kept on file in the Health Office.**

If a student is found to be out of compliance with Ohio law, the student may be excluded after 14 days into the school year per Ohio law, this is not an excused absence and will count towards unexcused absences. The following chart is from the Ohio Department of Health and outlines the immunizations which are currently required by Ohio law. Immunization requirements for school may change annually, current requirements are listed below.

Ohio School Immunization Requirement Details	
DTaP **Diphtheria, Tetanus, Pertussis**	**Grades K-12** Four or more doses of DTaP or DT vaccine, or any combination. If all four doses were given before the fourth birthday, a fifth dose is required. If the fourth dose was administered at least six months after the third dose, and on or after the fourth birthday, a fifth dose is not required. *Recommended DTaP or DT minimum intervals for kindergarten students are four weeks between the first and second doses, and the second and third doses; and six months between the third and fourth doses and the fourth and fifth doses. If a fifth dose is administered prior to the fourth birthday, a sixth dose is recommended but not required.*
Hep B **Hepatitis B**	**Grades K-12** Three doses of hepatitis B vaccine. The second dose must be administered at least 28 days after the first dose. The third dose must be given at least 16 weeks after the first dose and at least eight weeks after the second dose. The last dose in the series (third or fourth dose) must not be administered before age 24 weeks.
MMR **Measles, Mumps, Rubella**	**Grades K-12** Two doses of MMR vaccine. The first dose must be administered on or after the first birthday. The second dose must be administered at least 28 days after the first dose.
Polio	**Grades K-12** Three or more doses of IPV vaccine. The FINAL dose must be administered on or after the fourth birthday with at least six months between the final and previous dose, regardless of the number of previous doses. *If any combination of IPV and OPV was received, four doses of either vaccine are required. Only trivalent OPV (tOPV) counts toward the U.S. vaccination requirements. Doses of OPV administered before April 1, 2016, should be counted (unless specifically noted as administered during a campaign). Doses of OPV administered on or after April 1, 2016, should **not** be counted.*
Varicella **(Chickenpox)**	**Grades K-12** Two doses of varicella vaccine must be administered prior to entry. The first dose must be administered on or after the first birthday. The second dose should be administered at least three months after the first dose; however, if the second dose is administered at least 28 days after the first dose, it is considered valid.
Tdap **Tetanus, Diphtheria, Pertussis**	**Grades 7-12** One dose of Tdap vaccine must be administered on or after the tenth birthday. Tdap can be given regardless of the interval since the last tetanus or diphtheria-toxoid containing vaccine. *Children aged seven years or older with an incomplete history of DTaP should be given Tdap as the first dose in the catch-up series. If the series began at age seven to nine years, the fourth dose must be a Tdap given at age 11-12 years. If the third dose of Tdap is given at age 10 years, no additional dose is needed at age 11-12 years.*
Meningococcal **Meningococcal ACWY**	**Grades 7-11** One dose of meningococcal (serogroup A, C, W, and Y) vaccine must be administered on or after the 10th birthday. **Grade 12** Two doses of meningococcal (serogroup A, C, W, and Y) vaccine. Second dose on or after age 16 years. If the first dose was given on or after the 16th birthday, only one dose is required

Administration of Medicine

Northwest Local School District Policy for Administration of Medication is consistent with the O.R.C. 3313.613 – The Medication Policy Law.

Students are not to carry any prescription or over the counter medicine with them during the school day. School personnel are not authorized to administer prescribed medication or perform medical procedures unless they are prescribed by a physician and authorized by a parent.

Whenever possible, the administration of medication required by a student during the school day should be given before or after school hours. However, certain students may require the administration of medication during the school day to maintain an optimum health status for learning. In the event that a student requires the administration of any medication; **prescription or over-the-counter**, during the school day the following procedure must be followed:

1. **Administration of Medication Form** physician's order and parental permission must be completed in its entirety and signed by the prescribing physician and parent/guardian for prescription and/or over-the-counter medication.
2. Medication is to be brought to the school building by the parent/guardian in the **original** container.
3. A parent, guardian, or adult designated by the parent is responsible to personally deliver any medication to the school building. **Never send medication with a student.**
4. All medication is kept in a locked storage unit in each school building.
5. It is the responsibility of the parent/guardian to instruct the student to come to the Health Room at the appropriate time for medication administration.
6. It is the responsibility of the parent/guardian to obtain an updated physician's order when the medication changes in any way.
7. It is the responsibility of the parent/guardian to ensure refills of medication are brought to the health office during the school year to avoid any gaps or delays in medication administration.
8. Any unused medication not claimed on the last day of school will be destroyed.
9. A new administration of medication form/order must be submitted each school year.

Administration of a Prescribed Medical Treatment

A student may require a prescribed medical treatment (non-medication) during the school day such as tube feeding, dressing change, or catheterization. The prescribing provider and the parent/guardian must complete the **Administration of Prescribed Medical Treatment Form** before school personnel may initiate the medical treatment. This form may be obtained in the Health Office.

Inhalers for Asthma

Students have the right to possess and use a metered-dose inhaler or a dry-powder inhaler to alleviate asthmatic symptoms or before exercise to prevent the onset of asthmatic symptoms. The right applies at school or at any activity, event or program sponsored by or in which the student's school is a participant. In order for a student to possess the inhaler, he/she must have written approval from the student's physician and, if a minor, from his/her parent or other documented caretaker. **Written approval must be on file with the health office**. If self-carry status is not desired or endorsed by a licensed medical provider, personal inhalers may be kept in the school health office. NWLSD does not stock inhalers for generalized use.

Epinephrine Auto injectors

Students are permitted to carry and use an epinephrine auto injector (epi-pen) to treat anaphylaxis (severe allergic reactions). The right to carry and use an epi-pen extends to any activity, event or program sponsored by the student's school or activity, event or program in which the school participates. Student possession of an epi-pen is permitted only if the student has written approval from the prescriber of the medication and, if a minor, from his/her parent or other documented caretaker. **Written approval must be on file with the health office**.

Policy for Administration of School Health Screenings

The Ohio Department of Health requires that vision and hearing screenings are performed on students at specific grade levels. A referral letter is sent to the parent for additional care if they do not pass the screening.

Vision is screened at the following grade levels: pre-k, kindergarten, first, third, fifth, seventh and ninth and eleventh.

Hearing is screened at the following grade levels: pre-k, kindergarten, first, third, fifth and ninth and eleventh.

Students new to the District, requested by teachers or parents and students as a part of the Special Education evaluation for services process may also be screened by the health office staff.

Postural screening may be performed in accordance with the recommendations by the AAOS (American Academy of Orthopedic Surgeons) and SRS (Scoliosis Research Society). This screening helps identify students with curvature of the spine known as scoliosis as well as other spinal problems. Postural screening occurs in grade seven for both boys and girls. Students are referred for additional care if a concern is noted. In the event that a parent does not want the student participating in one or all of the screenings, the parent must contact the Health Office or Building Principal.

Guidelines for Keeping Students Home from School

The following guidelines are used to determine whether a student should be in school or kept home. Please keep in mind that our exclusion from school guidelines may change as advised by Local, State and/or Federal guidance as a response to Public Health concerns.

STUDENTS SHOULD BE KEPT HOME FROM SCHOOL IF:

Temperature over 100.0 F degrees. Your child should remain home until they have been fever free for a full 24 hours without the use of a fever reducing medication (Tylenol, Advil or Motrin). If your child is sent home from school with a fever they should not return to school on the following day.

Vomiting or diarrhea in the last 24 hours. If your child is sent home from school with vomiting and /or diarrhea or if your child has an episode of vomiting and/or diarrhea during the night, they should not be sent to school the following day.

Skin rash. Skin rashes are often difficult to evaluate. Skin rashes of unknown origin should be evaluated by your physician to determine what the rash is prior to sending your child to school. A student with a skin rash of unknown origin may be sent home from school until the rash is identified as non-contagious.

Open and draining area on skin. All open wounds should be covered when your child is in school. A wound that is red, warm to touch, or looks like a boil should be evaluated by your physician.

Pink Eye. Reddened eye(s) with discharge that causes crusting on the eyelashes and difficulty opening the eye(s) upon awakening. This may indicate Pink Eye or conjunctivitis. This can be contagious and requires a visit to your physician. Your child should remain home for 24 hours after beginning medical treatment.

Head Lice. NWLSD follows a nit-free policy, see supplement below for detailed information regarding headlice/nits. Your child may not be in school until they are **completely nit free**. All students home from school with head lice are to report to the Health Office with a parent/guardian upon their return to school

prior to going to the classroom to be cleared for re-entry. Head lice should be treated and the student nit free and return to school. Up to 3 school days will be excused for treatment. Check with the Health Office at your child's school for more information.

While these guidelines are not all inclusive, the Nurse/Health Assistant may send a student home if it appears that the student may have an illness or is not able to engage in learning. In some cases (including, but not limited to unknown rash, communicable disease and injuries) a note from a healthcare provider may be required. The parent/guardian may be asked for documentation from the physician prior to the student returning to school. The Ohio Department of Health Communicable Disease chart serves as the guidelines for determining the recommendations for the student.

In the event of a true emergency, 911 will be called first and then every attempt will be made to contact the parent or designated persons on the Emergency Medical Authorization.

If at any time the parent has questions or concerns about the health and well-being of the student, please contact the Health Office and speak with the Nurse or Health Assistant.

Head lice. NWLSD follows a nit-free (egg free) policy supplement:

A child will be sent home for nits and or live lice and will not be permitted to return until they are completely nit (egg) free.

If any child has nits or lice discovered at home, it is the parents responsibility to report this to the health office at the school immediately so that the class may be checked and the appropriate parties be notified, to reduce the spread of headlice.

Treating Head lice/nits is the parent/guardian's responsibility. Students should be treated to kill live lice and the hair should be picked diligently to remove all presence of nits. NWLSD Staff will not treat or remove lice/nits at school.

All students home from school with head lice are to be escorted by a parent/guardian to the health room to be cleared for return to class. Students who have not been screened by the nurse/heath assistant are not permitted to be sent to school on the bus, or dropped off without parental accompaniment to the heath room to be re-checked.

Absence from school for lice is excused for a maximum of three days. It is the parent's responsibility to communicate with the nurse/health assistant for needs extending beyond this three day period. The child will need to return to the health office every two days beyond the 3 day window, **with the caregiver** to ensure progress is being made towards returning to school. The nurse/health assistant may be able to offer assistance with referrals, and instruction on how to remedy the situation when support is needed.

NWLSD Special Education Department

Response to Intervention/Positive Behavioral Intervention and Supports

The Board of Education recognizes that the needs of individual pupils in the Northwest School District vary widely and that the highest educational standards should challenge each child, based upon the individual's

ability. The Northwest Local School District utilizes Response to Intervention and Positive Behavioral Interventions and Supports as part of the Multi-Tiered Systems of Support (MTSS) in addressing individual needs. Academic and behavioral interventions are provided by teachers and staff as determined by data collection and/or parent and teacher concerns. Data-based decision making is the most effective means to determine the effectiveness of an intervention.

An MTSS Team is composed of evaluators, parents, members of the staff who review the data and determine program eligibility.

The federal special education law, the Individuals with Disabilities Education Improvement Act 2004 (IDEA), specifies each State's obligation to develop agreements with non-educational public agencies to ensure that all services necessary to provide a free appropriate public education (FAPE) are provided to children with disabilities at no cost to the parent. If you have concerns regarding your child's academic performance, or behavioral needs, please contact your child's principal, or the Office of Special Education (513) 923-1000.

Seclusion and Restraint Annual Notice

Safety of each student is always a priority, and in some instances it may become necessary to seclude or restrain a student to assure safety to him/herself or others. The Board of Education has adopted policy 5630.01 regarding the limited use of Restraint and Seclusion within district school buildings. Each building and program have staff trained in de-escalation strategies and implementation of safe holds to support the needs of students in a crisis situation. Restraint and seclusion are only used in rare situations when a student is a risk to themselves or others, and need support to keep everyone safe. If your child is subject to a restraint or seclusion, parents are notified within 24 hours, and if a child is restrained or secluded for three or more times in a school year, a team will convene including the parent to review the needs of the student and determine if a functional behavior assessment is needed. If you are concerned regarding the use or implementation of restraint or seclusion for your child, you may file a complaint with the Office of the Superintendent in writing. The Superintendent or designee will investigate the complaint and schedule a meeting with the parent or guardian who files the complaint to discuss the resolution.

Medicaid Annual Notice

School districts are permitted to seek payment from public insurance programs (Medicaid) for some services provided at school. Under the Family Education Rights and Privacy Act (FERPA), *parent* consent is required for the school system to release information about their child to the Ohio Department of Medicaid in order to access *the parent or* child's public benefit. *Parents* are entitled to a copy of any information the school system releases to the state Medicaid program.

The Northwest Local School District has the opportunity to receive Federal Medicaid dollars through a program called the Ohio Medicaid School Program (MSP). Through this program, school districts can receive Medicaid dollars for services such as Speech, Audiology, Physical Therapy, Occupational Therapy, Nursing, Psychology, Counseling, and Social Work services. The district can receive funding when a student receives one or more of these services and the student has current Medicaid insurance coverage. In the process of billing Medicaid for these services, certain billing information must be shared with the Ohio Department of Medicaid. Before the district can submit claim data for Medicaid billing purposes, we must obtain a signed Parental Consent to Share Information and Access Medicaid.

This annual notice is to inform you of all of your legal protections and rights under the Individuals with Disabilities Education Act (IDEA) and the Family Educational Rights and Privacy Act (FERPA).
Your consent is voluntary. You have the right under 34 CFR Part 99 and Part 300 to withdraw your consent at any time. You are not required to enroll in Medicaid. Billing Medicaid will not require you to incur any out-of-pocket expenses such as a deductible or co-pay, decrease lifetime coverage, increase premiums or lead to the discontinuation of benefits, or result in you paying for services that would otherwise be covered by Medicaid. No matter whether you grant consent, refuse consent, or revoke your consent, your child will still be provided with an evaluation and/or the services listed in their IEP at no cost to you.
For a more detailed explanation of Medicaid Parental Consent, please see the following Code of Federal Regulations (CFR) 34 CFR 300.154, 34 CFR 300.503, 34 CFR 300.622, 34 CFR 99.30.

For specific questions regarding the Medicaid School Program Parental Consent,
please contact Healthcare Billing Services, Inc. at (740) 639-4218 or at info@teamhbs.com

NWLSD Business Services Office

School Closing and Delays

The inclement weather plans for the Northwest Local School District will be announced as follows:

1. Northwest Schools will be closed.
2. Two hour delay, no AM preschool

When a two-hour delay is announced, continue to monitor school closing announcements since the delay could be changed to 'CLOSED'. This information will be made available to radio and television stations through a network system set up by the media. The information will also be distributed via text message, email, and phone calls as well as social media and the District website. Please make sure that all contact information is current and up to date. Please contact your school building office staff if any changes are necessary. Thank you for your cooperation and understanding. If you have any questions contact the Northwest Local School District Transportation Dept. at 825-4600 or Business Office at 923-1000

Insurance

The school system will make available to all students a student accident group insurance plan each year. A specific plan is available for students participating in football.

Injuries

All accidents to students which require medical attention shall be reported immediately by the person in charge, the principal, the school nurse, and, if serious enough, to the parents or guardian. A record of all accidents shall be made by the appropriate school official and kept in the principal's office.

Student Insurance

Inexpensive coverage is offered to students in September. Information and payment envelopes are available in the main office.

Student Network and Internet AUP and Agreement

The Northwest Local School District is pleased to make available access to interconnected systems within the district and to the Internet for the purpose of productivity, research, curriculum delivery, professional development activities and electronic storage in the pursuit of learning. The District Board of Education has policies, which govern the access and use of computer and network systems. This Acceptable Use Policy is a guideline for use and a contractual agreement between the student and the Board of Education. All students must take responsibility for appropriate and lawful use of their access. Misuse under the guidelines of this document may result in disciplinary action under Board Policy and/or the governing code of conduct.

Upon review of this policy and signing the handbook release page, each student will be given the opportunity to enjoy access to computer and network systems at school and is agreeing to follow this Policy.

If you have any questions about the guidelines below, please contact your building principal.

I. Personal Responsibility

You agree not only to follow the rules in this Policy and Agreement, but also agree to report any misuse of the network to a teacher or building principal. Misuse means any violation of this policy, Board of Education Policy, or any other use that is not included in the policy, but has the effect of harming another person or his or her property.

II. Terms of Permitted Use

Technology can greatly enhance the instructional program, as well as the efficiency of the District. The Board recognizes that careful planning is essential to ensure the successful, equitable and cost-effective implementation of technology-based materials, equipment, systems and networks.
Computers and use of the District network or online services support learning and enhance instruction, as well as assist in administration. Computer networks allow people to interact with many computers; the Internet allows people to interact with hundreds of thousands of networks.
All computers are to be used in a responsible, efficient, ethical and legal manner. Failure to adhere to this policy and the guidelines below will result in the revocation of the user's access privilege. Unacceptable uses of the computer/network include but are not limited to:

1. violating the conditions of State and Federal law dealing with students' and employees' rights to privacy, including unauthorized disclosure, use and dissemination of personal information;
2. using profanity, obscenity or other language which may be offensive to another user or intended to harass, intimidate or bully other users;
3. accessing personal social networking websites for non-educational purposes;
4. reposting (forwarding) personal communication without the author's prior consent;
5. copying commercial software and/or other material in violation of copyright law;
6. using the network for financial gain, for commercial activity of for any illegal activity;
7. "hacking" or gaining unauthorized access to other computers or computer systems, or attempting to gain such unauthorized access;
8. accessing and/or viewing inappropriate material and
9. downloading of freeware or shareware programs.

The Superintendent/designee shall develop a plan to address the short- and long-term technology needs and provide for compatibility of resources among school sites, offices and other operations. As a basis for this plan, he/she shall examine and compare the costs and benefits of various resources and shall identify the blend of technologies and level of service necessary to support the instructional program.

Because access to online services provides connections to other computer systems located all over the world, users (and parents of users who are under 18 years old) must understand that neither the school nor the District can control the content of the information available on these systems. Some of the information available is controversial and sometimes offensive. The Board does not condone the use of such materials. Employees, students and parents of students must be aware that the privileges to access online services are withdrawn from users who do not respect the rights of others or who do not follow the rules and regulations established. A user's agreement is signed to indicate the user's acknowledgment of the risks and regulations for computer/online services use. The District has implemented technology-blocking measures to prevent students from accessing inappropriate material or materials considered to be harmful to minors on school computers that protect against access by both adults and minors to visual depictions that are obscene, child pornography, or, with respect to the use of computers by minors, harmful to minors.

"Harmful to minors" is defined as any picture, image, graphic image file or other visual depiction that:

1. taken as a whole and with respect to minors appeals to a prurient interest in nudity, sex or excretion;
2. depicts, describes or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts and/or a lewd exhibition of genitals and/or
3. taken as a whole, lacks serious literary, artistic, political or scientific value as to minors.

The District will educate minors about appropriate online behavior, including interacting with other individuals in grades K-12 on social networking websites and in chat rooms and cyber-bullying awareness and response. The Superintendent/designee will develop a program to educate students on these issues.

Personal devices may be used on the school network under limited circumstances and with prior approval of a building administrator and the district Technology Supervisor. Devices must be registered with the technology department. Additional software or apps may be required to register the device for access to the network. Compliance with district policies is required, and all network traffic may be monitored. Use of cellular networks or nonschool Wi-Fi to bypass filtering is prohibited. Use of personal hotspots or non-district access points is prohibited. Additional restrictions may be set by the building principals and classroom teachers.

Annually, a student who wishes to have computer network and Internet access during the school year must read the acceptable use and Internet safety policy and submit a properly signed agreement form. Students and staff are asked to sign a new agreement each year after reviewing the policies and regulations of the District.

III. Privacy

The Northwest Local School District reserves the right to monitor, inspect, copy, review, and store at any time and without prior notice, any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the Northwest Local School District and no user shall have any expectation of privacy regarding such materials.

IV Warranties/Indemnification

The Northwest Local School District makes no warranties of any kind, either express or implied, in the connection with its provision of access to and use of its computer networks and the Internet provided under this Policy and Agreement. It shall not be responsible for any claims, losses, damages or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user or his or her parent(s) or guardian(s) arising out of the user's use of its computer networks or the Internet under this Policy and Agreement. Users take full responsibility of his or her usage and agree to indemnify and hold harmless the Northwest Local School District and its Board members, administrators, teachers, and staff from any and all loss, costs, claims, or damages resulting from the user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user's parent(s) or guardian(s) agrees to cooperate with the Northwest Local School District in the event of the initiation of an investigation into a user's use or his or her access to its computer network and Internet, whether that use is on a District computer or on another's outside the Northwest Local School District's Network.

Visitors in School

The Board of Education welcomes and encourages visits to school by parents, other adult community members and interested educators. All exterior doors are locked during the school day. Visitors must use the buzzer at the main entrance. All visitors must report to the office or welcome center immediately upon entering a school building, check in and receive a visitor's badge. NWLSD has incorporated the use of Raptor as a visitor check in and check out system. To maintain the safety of students and staff and to ensure that no unauthorized persons enter buildings, all visitors must comply with the District's procedures regulating visitors. The administrative procedures will be posted conspicuously at or near the entrance to school premises. In addition, those procedures shall be posted in a central location in each school and are made available to all students, staff and community members upon request. All participants and spectators of school programs, assemblies, graduations and athletic events are expected to abide by all applicable law, local ordinances, Board policies and District and building procedures pertaining to public conduct on District property. School principals and their designees are authorized to take appropriate action to prevent and remove, if necessary, unauthorized persons from entering District buildings and loitering on the grounds.

Building administrators have the authority to prohibit the entry of any person to a school of this district, or to expel any person, when there is reason to believe that the presence of such person would disrupt the good order of the school or pose a threat to the safety of students or staff. If such an individual refuses to leave the

school grounds or creates a disturbance, building administrators are authorized to request whatever assistance is needed, including local law enforcement agencies, to remove the individual.

Visitors must follow these procedures while in any district schools or on district property.

1. Visitors must report to the school office or other designated area immediately upon entering a district school. The area where visitors report will be listed on the notice displayed near all school and office entrances.
2. Visitors must sign in and wear any tags or badges that are required by school visitors' procedures.
3. School tours, which do not include class visits, must be scheduled a minimum of 24 hours in advance through the principal or a designee.
    a. If the tour cannot be scheduled on the requested date, an alternate date(s) will be offered.
    b. A school staff member must accompany all visitors on school tours.
4. Class visits by parents or guardians of current students may be scheduled one time each semester under the following procedures:
    a. Requests must be made to the principal, or a designee, one week, or five school days in advance.
    b. The principal, or a designee, must approve all requests.
    c. The teacher(s) must approve the requested date, or offer alternative date(s).

    Exceptions:
    1. Regular or frequent class visits by parents or guardians as part of a Behavior Improvement Plan (BIP) or similar program.
    2. Class celebrations or special events.
5. The principal, or a designee, has the sole responsibility of determining when visitors must be removed from a school for disruptive, dangerous or potentially dangerous behavior.
6. Visitors who must be removed from school may be expelled from district schools, offices and facilities for up to one year on the authority of the principal. Expulsions of a longer duration must be approved by the superintendent or a designee.

Smoking

Schools within the Northwest Local School District are smoke and e-cigarette free environments. This smoke and e-cigarette free policy extends to extra-curricular events, as well as during daily arrival and dismissal routines. Please refrain from smoking or using e-cigarette at any time while on school property, whether indoors or outdoors.

Concealed Carry Law

Unless otherwise authorized by law, pursuant to Ohio Revised Code 2923.122, no person shall knowingly possess, have under the person's control, convey, or attempt to convey a deadly weapon or dangerous ordinance into a school safety zone.

NWLSD Food Services Department

NWLSD is a participant in the National School Breakfast Program and National School Lunch Program

National School Breakfast Program (SBP)

Research has shown that starting the day with a nutritious breakfast helps students stay alert and perform better in school. Northwest Local School District offers breakfast to all enrolled students. Please come visit us & benefit from eating a deliciously nutritious breakfast!

National School Lunch Program (NSLP)

Goals of Child Nutrition Programs:

- Safeguard the health and well-being of the nation's children;
- Encourage domestic consumption of nutritious agricultural foods; and
- Give children an understanding of the relationship between proper eating habits and good health.

Community Eligibility Provision (CEP)

All enrolled students in **Elementary** and **Middle** School are eligible to receive a healthy breakfast and lunch at no charge through the District's participation in the CEP program.

Household Information Surveys will be used to determine eligibility for school instructional fee waivers and other district programs for students in CEP buildings. Surveys are available online at https://northwestoh.infinitecampus.org/campus/portal/parents/northwest.jsp or in the school office for anyone wishing to apply. A copy can also be found online at http://nwlsd.org. Completed surveys can be returned to the school, faxed to 513-385-3769, or emailed to foodservice@nwlsd.org.

Free and Reduced School Lunch/Breakfast for High School Students

Free and Reduced Priced Meals
The Board of Education has established procedures for providing free and reduced-price breakfast and lunch to disadvantaged children in the Northwest Local School District in conformance with Public Law 91-248 known as the School Food Services Bill enacted May 14, 1970. The school food authority assures the State Department of Education that the school system will uniformly determine children's eligibility for free and reduced-priced meals in all National School Lunch Program schools under its jurisdiction.

Free/Reduced applications can also be used to determine eligibility for school instructional fee waivers and other district programs. Applications are available online at https://northwestoh.infinitecampus.org/campus/portal/parents/northwest.jsp or in the school office for anyone wishing to apply. A copy can also be found online at http://nwlsd.org. Completed applications can be returned to the school, faxed to 513-385-3769, or emailed to foodservice@nwlsd.org.

Northwest Local School District Meal Charge Guidelines

Northwest Local School District's Food Service Department is a self-sustaining operation that receives no money from the district's general fund. All operating expenses and food costs are covered by Federal and State reimbursements. Federal Law states that the Food Service Department's revenue must meet or exceed expenditures. Therefore, unpaid charges directly affect the ability of the Department to support itself.

The Board recognizes on occasion, students may not have meal money either in hand or on their prepaid accounts. The intent of this policy is to ensure compliance with State and Federal reporting requirements and to provide oversight and accountability for the collection of outstanding student meal balances.

1. High School - Families of students are encouraged to apply for free and reduced price meal benefits. If you wish to see if your students qualify for free/reduced meals based upon the income of all family members, you may complete a meal application in two ways:
    a. Meal applications can be printed from the Food Services webpage on the NWLSD website (www.nwlsd.org), picked up at the student's home school or picked up at the Food Service Office. These meal applications need to be completed in their entirety and returned to the student's home school or the Food Service Office.
    b. Meal applications can be completed online by going to https://northwestoh.infinitecampus.org/campus/portal/parents/northwest.jsp

2. Families are encouraged to prepay for meals through the parent portal in Infinite Campus. Cash is only accepted at the high school level for payments on the day of service. Written notification of prepayment options occurs at the beginning of each school year, is given to each new transfer

student, is posted on the Food Service website, and is included in the student handbook.

3. The district understands that funds on a student's cafeteria account may become depleted at times for various reasons. We believe in the importance of our students' nutrition and will therefore allow students to "charge" for a meal under certain circumstances. Charging for a meal will result in a negative balance on a student's account. It is imperative that our cafeteria collects the balance owed. Students will be discreetly notified upon charging their account.

4. Families will be notified of the school Unpaid Meal Charge Guideline in writing before the school year begins. This guideline will also be posted on the Food Service Website.

5. The district will provide school meal account refunds over $5.00 for those students who do not owe school fees. If school fees are owed, the funds will be transferred to pay towards the outstanding fees.
    a. Please contact the Food Service Department at foodservice@nwlsd.org or 513-522-6700 to request a school meal account refund.
        - Note: refunds may take up to 3 weeks to process.
    b. If a positive balance remains on the account of a graduating senior or a student leaving the district, that balance will be transferred to a sibling. If there are no siblings, the funds can be donated to unpaid meal debt or refunded upon request.
        - If there is no response from the parent/guardian after three months, these funds become property of Northwest Local School District Food Service Department.
        - ***Please note, if a request is not received by the end of the school year, senior account balances will be transferred to the donation account to help families with unpaid meal debt.***

6. Elementary & Middle School - Families may add money to a student's account for the purchase of snacks by paying online with your credit card or PayPal account, by visiting https://northwestoh.infinitecampus.org/campus/portal/parents/northwest.jsp
Cash or checks are not accepted payment methods at the elementary and middle school level.

The purpose of this guideline is to establish consistent meal account procedures throughout the district as unpaid charges place a financial strain on the food service department. We greatly enjoy serving your child and hope you continue to give us the opportunity to do so! Thank you for your time and cooperation.

This institution is an equal opportunity provider, employer, and lender.

The Ohio Summer Food Service Program

Just as learning does not end when school lets out, neither does a child's need for good nutrition end. The Summer Food Service Program (SFSP) provides free, nutritious meals and snacks to help children in low-income areas get the nutrition they need to learn, play and grow throughout the summer months when they are out of school. Children ages 1 through 18 may receive free meals and snacks through SFSP. Meals and snacks also are available to individuals with disabilities through age 21 who participate in a recognized school program for individuals with developmental or physical disabilities.

Ohio Summer Food Service Map is updated weekly during the summer months:
https://education.ohio.gov/Topics/Student-Supports/Food-and-Nutrition/Summer-FoodService-Program

USDA Summer Meals for Kids Site Finder:

https://www.fns.usda.gov/meals4kids

NWLSD Public Relations Department

Distribution of Materials in School

Northwest Local School District has partnered with Peachjar to provide digital distribution of important school and community information directly to parents. Adoption of this new platform is in line with our efforts to help close the achievement gap and provide our students with access to beneficial programs and resources. We believe that increased participation in school and afterschool programs can help improve student outcomes at our district. Based on NWLSD contract with PeachJar all flyers must be uploaded and distributed through the Digital platform. *Concessions can be made on a case-by-case basis for PTA/Booster and student organizations that utilize PeachJar but need to distribute information in common areas of school buildings. Concessions must be approved by the District Public Relations Office. (See asterisk below.)

For purposes of this policy, “non-school-related materials” pertain to activities, events and subject matter that are not officially sponsored or endorsed by the District, and promote educational programs and activities appropriate for the children in District schools. All flyers must adhere to all guidelines and must contain the Northwest Local School District Disclaimer. All flyers must be approved by the District Public Relations Office prior to being distributed at schools. The Flyer Distribution Form can be found online. Political materials and material promoting “for profit” ventures will not be distributed.

The Superintendent/designee has sole discretion to restrict or prohibit the distribution of non-school-related materials that are pervasively vulgar, lewd, obscene, sexually explicit, libelous, or harmful to students; that promote activities that are illegal or inappropriate for the students of the school; or that disrupts or interferes with school activities.

Classrooms shall be considered closed forums and the distribution and posting of materials shall be limited to school-sponsored activities and those items compatible with the curriculum. Students may be prevented from distributing materials during class time or when the distribution of such materials interferes with classroom instruction, pedagogy and curriculum.

*Approved non-school related materials may be posted in the common areas of a school building that are specifically designated by the building principal or designee for such purpose. The building principal or designee may restrict or prohibit the distribution of non-school related materials if the time and or manner of distribution disrupts or interferes with school activities.

*Approved non-school related materials may be distributed by employees of the school district only as part of "Friday folders" or other packets that regularly contain materials providing information on both school sponsored and non-school related activities and events. In schools where there is no regular weekly packet sent home to parents, the principal or designee will determine the appropriate time, place and manner to distribute approved materials.

ALL Approved non-school related materials must prominently display the following disclaimer: “*These materials are for informational purposes only. The Northwest Local School District does not endorse the persons or organizations providing these materials or the messages contained therein. Unless explicitly stated, the activities promoted are not affiliated with or sponsored by the Northwest Local School District.”*

Photo Release

By signing the handbook/Consent, I (parent/guardian) grant permission to Northwest Local School District (NWLSD), its employees, volunteers and agents, to take and use visual/audio images of my student. Visual/audio images are any type of recording, including but not limited to photographs, digital images, drawings, renderings, voices, sounds, video recordings, audio clips or accompanying written descriptions. NWLSD will not materially alter the original images. I agree that NWLSD owns the images and all rights related to them. The images may be used in any manner or media without notifying me, such as NWLSD Web sites,

publications, promotions, social media posts, broadcasts, advertisements, posters and other promotional uses. I waive any right to inspect or approve the finished images or any printed or electronic matter that may be used or to be compensated for them.

I (parent/guardian) release NWLSD and its, employees, volunteers and agents, including any firm authorized to publish and/or distribute a finished product containing the images, from any claims, damages or liability which I may ever have in connection with the taking of use of the images or printed material used with the images. I am at least 18 years of age and competent to sign this release. I have read this release before signing, I understand its contents, meaning and impact and I freely accept the terms.

If you do not wish the Northwest Local School District to use your son/daughter's photo and/or name, please notify us **in writing**, including the student's name, grade, and school he/she attends. Please send notification via email or in writing to: Email: Marta Cacini mcacini@nwlsd.org or by mail:

Northwest Local School District
Attn: Marta Cacini
3377 Compton Road, Suite 110, Cincinnati, OH 45239
Phone (513) 923-1000, Ext. 3902
Fax (513) 923-3644

DIRECTORY INFORMATION
(O.R.C. 3319.321)

FERPA (Federal Educational Rights and Privacy Act) and Ohio law prohibit the release of student records without the written consent of the parent, or student who is 18 years of age or older. An exception is made in the case of "directory information." The directory information is defined in policy 8330. Directory information is considered public information and may be released without parental consent in some cases. Directory information may not be released to an individual or group representing businesses or other profit-making agencies except for private entities contracted by the Northwest Board of Education. If a parent does not want any or all directory information disclosed about his/her child, this objection must be put in writing and sent to:

Northwest Local School District
Student Services Department
3377 Compton Road, Suite 110, Cincinnati, OH 45239

NORTHWEST LOCAL SCHOOL DISTRICT
Harassment, Intimidation or Bullying

Complaint Form

A student, parent or guardian may file a complaint of harassment, intimidation or bullying pursuant to Board policy. The complaint must be specific as to the actions giving rise to the suspicion of harassment, intimidation or bullying. Complete this form and submit it to the building principal. You may also complete this form online through the digital form HERE.

Person(s) involved _____
_____

Time and Place _____
_____

Specifically describe the conduct or incident(s) giving rise to the suspicion of harassment, intimidation or bullying. Continue on back if necessary.

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

Number of Such Incidents_____

Target of the above-described conduct _____

Student or Staff Witnesses _____

Signature and Date
_____

==========

Response to complaint:

Summary of Disposition (full report attached)
_____
_____
_____
_____

Signature and
Date_____

SAFE SCHOOL HOTLINE

The SaferOH tip line will accept both calls and texts 24 hours a day regarding bullying, potential suicide risks, violence, or other school safety issues. This information is anonymous and reported directly to the designated administrator at your school. This tip line allows students and adults to anonymously share information with school officials and law enforcement about threats to student safety – whether that involves a threatened mass incident or harm to a single student.

Call or Text to **844-SaferOH (844-723-3764)**