



Northwestern
and
Springfield
Elementary
Schools

STUDENT HANDBOOK

This agenda belongs to:

Name _____

Address _____

City/Town _____ Zip Code _____

Phone _____

Student ID Number _____

2025-2026

Dear Parent/Guardian and Students:

Each student has been provided with a school agenda. This agenda must be used at all times to record assignments, grades and serve as the student's hall pass. We have been using the agenda we have found it to be an excellent organizational tool. We hope that you will also encourage its use and that you will use it to communicate with your child's teachers. Students who lose or destroy their agenda will be charged \$5 for a replacement.

The agenda contains the Elementary School Handbook. The rules, policies, and procedures that are specific to the Elementary School are contained in this section. In addition, policies and procedures for all Northwestern students can be found on the district's homepage at www.nwsd.org. It is important that students and their parent or guardian are aware of the contents of both documents. Please review the rules and policies with your child and discuss their importance. Each child will be held accountable for the information contained in this handbook.

We have read the Elementary School Handbook as it appears in the Student Agenda. We are also aware that a District-wide Student Handbook and School Board Policies are on the school district's web page. We are aware of, and understand the rules, policies, and programs stated in those documents. By signing below, we acknowledge that we, as parents/guardians and students, have been made aware of school rules.

Student Name (Printed)

Date

Student Signature

Parent Signature

MISSION STATEMENT

The Northwestern community strives to create an educational culture fostering excellence for all students.

CIVIL RIGHTS

The Northwestern Board of Education believes that students should be guaranteed certain basic rights including the right to freedom from discrimination.

ANNUAL PUBLIC NOTICE

Each school year, the district must notify parents about special education services and programs, services for gifted students, and services for protected handicapped students. For complete information, parents are encouraged to visit our website for full notice at: <http://www.nwsd.org/student-services> or contact Northwestern School District Special Education Director Kristen Rutkowski at 756-9400 extension 2268.

SCHOOL HOURS

8:45AM – 3:25PM (SPR & NWE)

Students must not arrive before 8:25AM

Students arriving late 8:45AM must be signed in at the office by an adult.

EMERGENCY FORMS

Emergency forms must be on file in the office and updated regularly. Each parent is sent a copy for verification each year. It is the responsibility of student and parent to keep this form updated. Change of address and/or phone number should be reported to the office. The form must list at least 2 people who can be contacted during the daytime in an emergency.

Please Note: If no emergency information is available or we are unable to reach a contact person, school personnel will make a determination concerning proper care of the student. This may include transporting a student to the hospital in the case of a medical emergency.

BUS CONDUCT

The safe transportation of our students is our number one goal. Students **must follow** these rules while riding the bus:

*Students will treat the driver and fellow students with respect.

*Students will refrain from any and all disturbances that may distract the driver including throwing objects.

*Students will keep hands and feet inside the bus.

*Students will sit facing forward with feet out of the aisle.

*Students will refrain from loud talking, moving seats, and "horseplay".

The Northwestern School District will not tolerate any violations of school bus regulations. Infractions may result in the denial or suspension of bus riding privileges. It is the responsibility of the parent or guardian to transport any student who is suspended from District transportation or misses his/her bus. Copies of school bus procedures shall be posted in all Northwestern School District school buses.

SCHOOL BUS PROCEDURE

1. All students will be directly taught good bus expectations at the beginning of the school year.
2. Drivers acknowledge students with good behavior.
3. Students not following bus expectations will receive an incident report. The incident report is as follows:
 - 1st Bus incident report of year: The principal will give a consequence to the student and notify the parents.
 - 2nd bus incident report of the year: The principal will give a consequence to the student. Principal & bus driver will call the parents.
 - 3rd bus incident report of year: The principal will inform the parents and the student that the student may lose bus riding privileges for 5 consecutive days.
 - 4th bus incident report of year: The principal will inform the parents and the student that the student may lose bus riding privileges for 10 consecutive days.
 - 5th bus incident report of year: The principal will inform the parents and the student that the student may lose bus riding privileges for the remainder of the school year.

DISMISSAL CHANGES/BUS PASSES

Bus passes will NOT be issued under normal circumstances. Students will only be permitted to ride the bus/busses they are assigned to. Bus passes will only be issued in emergency situations.

EMERGENCY CLOSING OF SCHOOL

The superintendent has the authority to close school when necessary to protect the health and safety of the children. This may occur during very inclement weather. If the district schools are to be closed, announcements will be made through the Remind system and on all major radio and television stations.

ATTENDANCE

Regular attendance is important in successful schoolwork. The only legal reasons for being absent from school are:

- Personal Illness
- Death in the immediate family
- Impassable roads
- Religious holidays

EXCUSES:

All absences will require a written excuse containing:

1. Parent/guardian signature
2. Student's full name
3. Date & reason for the absence

An excuse must be submitted within 5 days of the absence or it will be ruled unexcused. The excuse should be given to the homeroom teacher when returning from an absence.

CHRONIC ABSENTEEISM

All Pennsylvania public schools are obligated to provide attendance data for the Future Ready PA Index, a comprehensive, public-facing school progress report that increases transparency around school and student group performance.

Rates of chronic absenteeism will be reported on the Future Ready PA Index, and will be calculated at the building level. **Chronic absenteeism will be calculated based on the number of students who have missed more than 10 percent of school days across the academic year.**

Throughout the school year information will be provided regarding chronic absenteeism and efforts will be made to address chronic absenteeism. Our efforts will constitute a proactive approach and include attendance improvement plans and truancy elimination plans. Ultimately, proceedings involving a truancy citation and an OCY referral will be pursued for habitually truant students.

ATTENDANCE POLICY

School board policy states that a student may miss up to 10 days of school with an excuse from their parent/guardian. Days missed due to doctor's appointments will not be counted toward the ten days if a written excuse from the doctor is presented upon return to school.

A warning letter will be sent after the accumulation of 10 days stating that the district shall require a written doctor's excuse for each additional day of absence for the remainder of the school year.

Each absence from school will require a parent note or a doctor's note, which **must be turned in within five (5) school days** after the student returns to school.

EDUCATIONAL TRAVEL

If an absence is due to travel, or some similar reason, a parent must complete an educational travel form prior to the absence. Forms are available on the district's webpage or in the office.

- Requests should be submitted to the principal's office five school days prior to the start of the trip.
- The maximum number of days permitted is five days during any school year.
- The District will not approve a request during the first week of the school year.
- The student's academic and attendance record will be a factor in approving or disapproving the request for travel.

TARDINESS/EARLY DEPARTURE

ARRIVAL TIME:

8:45 – 10:15 = TARDY (excused) or LATE (unexcused) – depends on reason

4 LATES may result in after school detention per principal discretion

10:15 – 12:00 = ½ day AM absence

Arrival after 1:30 = Full Day absence

DEPARTURE TIME:

12:01 – 2:30 = ½ day PM absence

TARDY - Excused: Arriving late to school will be considered as an excused tardy for the following reasons:

- *Illness*
- *Participation in religious activity*
- *Health related situations (doctor/dental appointments)*

LATE - Unexcused: Arriving late to school will be considered as late for the following reasons:

- *Parental negligence*
- *Transportation (missed bus)*

After School Detention may be assigned to students who are chronically late to school (4 or more lates). The length of the detention will be at the discretion of the principal.

TRUANCY

After three (3) unexcused absences, a three-day warning letter will be sent home and a School Attendance Improvement Conference between the parent and the principal may be scheduled. A Truancy Elimination Plan may be created after the fourth (4) unexcused absence.

The sixth (6) unexcused absence will cause citations to be filed with the District Justice.

Habitually truant students shall be referred by the school district for services or possible disposition as a dependent child under **42 Pa.C.S. section 6302**.

CURRICULUM REVIEW

Parents/Guardians and students have the right to review instructional materials and have access to information about the curriculum, including academic standards to be achieved, instructional materials and assessment techniques. Please refer to Northwestern School Board Policy #105.1 for the procedures to follow in making such a request.

ACADEMIC DISHONESTY

Copying another student's class or homework is academic dishonesty. Both the student copying the work and the student giving the work to be copied will receive the same consequences.

Plagiarism is when a student submits work that is not his/her own. Plagiarism includes:

1. Submitting material from a source (website, book, parent, peer) that is not cited in the bibliography
2. Submitting material that closely resembles the wording of the source and therefore is not the student's own work (even if the source is cited in the bibliography)

RESPECT

Being Proud to be a Wildcat is our #1 goal. Wildcat Pride includes: Respect, Citizenship, Responsibility, and Knowledge. Of these components, Respect is the number one rule. Respect is the cornerstone of all our interactions and behaviors. We recognize the dignity and worth of another, and strive never to put down another by our conduct or attitudes. Respect will be shown to all staff, students, and visitors. This includes, but is not limited to bus drivers, janitors, cafeteria workers, office staff, aides, and faculty. Disrespect includes, but is not limited to, talking back or in a disrespectful manner, swearing, refusing to cooperate or follow rules, or throwing objects. To be successful we challenge all our students to "**Follow The Pride.**" at all times!

DETENTION

A detention or loss of recess may be assigned for any infraction of school rules or school policy. If assigned a detention, the individual will be expected to report to the designated location and remain there until excused. It is the parent's responsibility to provide transportation following a detention.

MISCONDUCT

The definition of misconduct is any physical, spoken or written act of abuse, violence, harassment, intimidation, extortion, the use of vulgarity, cursing, racial remark, or any remark of a personally destructive nature toward any person, and any restriction or prevention of free movement of a person. This policy applies whether the act is deliberate, intentional or unintentional.

CONDUCT AND BEHAVIOR

Individuals must behave in a manner that is a credit to themselves, their peers, parents, and our school. It is the job of all staff to monitor and report inappropriate behavior. The rules listed also apply to school related functions.

STUDENTS ARE NOT ALLOWED TO...

1. Use head/ear phones, MP3 players, cell phones, or other electronic devices anywhere in the school. Headphones/ MP3 type devices may be used on the bus. If brought to school they must be left in the student's locker until the end of the day. If brought to school, it is **not** the responsibility of the school if these items are lost or stolen. Devices that are not placed in lockers will be confiscated and parents will be required to pick up these items.
2. Carry book bags in classes, halls or cafeteria. Book bags may be carried to and from school but must be kept in the student's locker during the school day. **Clear or mesh bags** may be used to carry items to and from gym classes.
3. Use, distribute or possess illegal substances such as: tobacco, drugs, or alcohol products on school property (including buses) any time.
4. Gesture, use or write inappropriate language, and/or vulgar, demeaning, or racial remarks.
5. Forge a parent, teacher/staff or other student's name to any document. Students caught forging another's signature will face possible suspension and be ineligible to participate in after school activities for one month.
6. Litter, destroy or deface school property.
7. Cause or participate in running, fights, pushing/shoving, throwing or other disturbances in class, the halls, on busses or in the cafeteria.
8. Participate in **Unlawful Acts of Intimidation** - the intent to make other people fear for their safety.
9. Possess or display any offensive materials on clothing, locker doors, inside lockers, or on their agenda or books.
10. Engage in public displays of affection beyond holding hands.
11. Possess anything that might be considered a weapon or look alike (see Weapons Policy).
12. Leave the building without permission from the principal, teacher or office secretary.
13. Harass, bully, tease or threaten students or staff either physically, verbally, in writing, or through electronic communications.
14. Make another student or staff member in the school feel unsafe.
15. Call another student or staff member a name that will decrease their self-esteem or make them uncomfortable
16. Skip school or classes. Skipping is defined as time during the day when not supervised by an adult.
17. Possess or use lighters, toys, or laser devices for a purpose other than classroom presentations.
18. Engage in behavior that disrupts the educational setting or cause another to have difficulty in concentrating in the classroom.
19. Carry anything to drink except water. The water **must** be in a clear container with a lid.
20. Remain in the building after the school day without supervision by a school employee without permission from the office.
21. Sell **any** items in school or on school property unless through an approved school sponsored fundraiser.
22. Give their computer/Internet login and/or password to another person. Sharing of e-mail accounts is also a violation of the Internet Contract. Consequences include detention as well as loss of computer use and Internet privileges
23. Engage in inappropriate touching of another person or their clothing, this includes but is not limited to grabbing or pulling down another person's clothes.

DRESS CODE POLICY

The following are not acceptable:

1. Wearing apparel that promotes, advertises or displays material related to tobacco, drugs, alcohol and/or violence, or is sexually suggestive in nature, or is racially offensive, contains profanity or vulgarity is considered to be inappropriate, and is not permitted.
2. Head coverings are not permitted in school buildings. Head coverings are described as anything worn on or around the head. Hats, headbands, scarf's, and bandannas serve as examples of head coverings.
3. Shorts, skirts or dresses may not be higher than the fingertips with arms extended at the sides **as well as the back of the garment.** The principal will determine if the length of a garment is not acceptable in proportion to the student's height.

4. Clothing whose shoulder width is less than 2 inches is not acceptable. Any clothing that is revealing, shows cleavage or allows undergarments to show is not permitted. Pajama pants are not acceptable.
5. Additional items that may not be worn include spiked dog collars, chains (including wallet or belt chains), spiked armbands and bracelets. Nontraditional neck chains (dog chains, etc.) may not be worn. These items are not appropriate in the school environment since they are capable of inflicting injury. The decision will be at the discretion of the building principal.
6. Students are to wear pants or jeans that are in good condition, without holes or rips that allow undergarments or bare skin above the knee to be seen. The waistband of all pants and/or jeans being worn is to be located above the hips. Pants are not to appear to be falling down. Gloves, jackets, coats, are not acceptable during the school day.
7. In addition to the specific limitations described above, clothing or make up that is potentially disruptive or depicts groups which advocate destructive and demoralizing values, inappropriate dress, and/or presents a health or safety hazard as determined by the building principal is not permitted.
8. Heely's®, skateboards, mini-bikes, or motorcycles are not permitted in school.
9. Footwear: due to safety issues, elementary students are NOT permitted to wear "flip-flops" and are encouraged to have closed back shoes. For gym class, sneakers with non-marking soles are required.

Individuals who choose not to cooperate will be asked to change or cover up their clothing. Those choosing to cover up may use their own clothing, or clothing provided by the office. Repeated incidents will result in detentions.

CAFETERIA BEHAVIOR

In addition to all Conduct and Behavior rules listed above, students are also responsible to:

- * deposit all lunch litter in trashcans and recycling bins
- * clean the entire area around them
- * refrain from loud/disruptive noise

LOCKERS

Students are responsible for all items in their locker. Therefore, students are cautioned not to store or hold items that do not belong to them.

Lockers are to be kept clean, both inside and out. Damage caused by tape, markers, pen, pencil etc., will be charged to the student responsible. Any locker problem should be reported to the office immediately. Students who remove or mess with another student's items will be disciplined.

Students are cautioned not to keep money or other valuables in their lockers. The School District will not be held responsible for any lost or stolen items from these lockers. Money and other valuables should be turned in to the office for safekeeping.

RIGHT TO SEARCH

At no time does the Northwestern School District relinquish control of hallway lockers, locker room lockers, or any other part of the school building or property. The board authorizes the principal or designee to conduct random general searches of lockers and other school property when the district has compelling interest in protecting and preserving the health, safety, or welfare of the school population. School officials have the right to inspect a student's locker at any time, based on reasonable suspicion, for the purpose of determining whether the locker is being used improperly for the storage of contraband, a substance or object the possession of which is illegal, or any material that poses a threat to the health, welfare, or safety of the school population.

These searches may include any and all items stored in lockers or in any other area of school property. In addition, school officials have the right to search students, their direct possessions, and vehicles parked on school property. Searches may include, but are not limited to, the utilization of a certified police drug, weapon, or bomb detection dog, metal detection devices, or any other devices deemed useful in protecting the health and welfare of the school population.

The principal or designee may seize any evidence indicating that a student is violating or has violated the law or a school rule, that may be found as a result of a search of a student's property, clothed body or areas designated for a student use if the search is proper and reasonable.

VIOLENT/DISRUPTIVE BEHAVIOR

Acts of violence against other people and/or behavior that disrupts the normal routine followed during the school day and/or endangering others cannot and will not be tolerated. Any individual who becomes involved in such behavior will be held accountable for their actions. The following steps will be taken:

1. Individuals will be suspended for three (3) to ten (10) days or until a Board level hearing is held.
2. Without exception, all incidences involving harm to another will be reported to the police for legal action through the court system. A board level hearing could result in the student being assigned to the Alternative Education Program or expulsion.

BULLYING

Bullying will not be tolerated. Rules regarding bullying include:

1. We will not bully others
2. We will help students who are bullied
3. We will include students who are left out.
4. If we know that someone is being bullied, we will tell an adult at school and an adult at home.

Bullying occurs when someone repeatedly and on purpose says or does mean or hurtful things to another person who has a hard time defending him or herself.

Bullying is any intentional written, electronic, verbal or physical act/actions against another person that a reasonable person under the circumstances should know will have the effect of:

~ Placing a person in reasonable fear of substantial harm to his/her emotional or physical well-being or substantial damage to his/her property.

~ Creating a hostile, threatening, humiliating or abusive environment due to the pervasiveness or persistence of actions or due to a power differential between the bully and the target.

~ Interfering with a student having a safe school environment that is necessary to facilitate education performance, opportunities or benefits.

~ Perpetuating bullying by inciting, soliciting or coercing an individual or group to demean, dehumanize, embarrass or cause emotional, psychological, or physical harm to another.

The consequences for bullying behavior can range from a detention to in/out of school suspension. Continued infractions will result in formal charges. In addition, students involved in bullying behavior may be required to participate in an educational support group.

WEAPONS POLICY

The Northwestern School District, in accordance with the State of PA, prohibits the possession of any weapon on school property. For the purpose of this policy, a weapon shall be defined as, but not limited to, any knife, cutting instrument, cutting tool, nunchuck stick, firearm, shotgun, rifle and any other tool, instrument or implement capable of inflicting serious bodily harm. Toy guns or other "look alike" weapons are also not permitted on school property.

When an individual is found to be in violation of this policy, the District will exercise all of its legal options. The student will be prohibited from attending school until a decision relative the discipline of the student is made.

The Administration will establish the procedures to be followed when an incident occurs. The procedures should be designed to provide for the greatest degree of safety possible for the students, faculty, and staff.

SCHOOL PROPERTY

School Property is defined as: all buildings & vehicles owned and/or leased by the school district, the parking lots and area surrounding them, the area to the north of the Middle School to include the Valley School, PennDot building & Veterans Memorial, and the wooded area west of the practice field to Reservoir Road.

NORTHWESTERN SCHOOL DISTRICT ACCEPTABLE USE OF INTERNET AND ELECTRONIC DEVICES

Policy #815. (Acceptable Use of Internet)

The Board supports use of the Internet and other computer networks in the district's instructional and operational programs in order to provide resources that offer vast, diverse, and unique opportunities to both students and staff and educational excellence by facilitating resource sharing, innovation, and communication.

The Internet shall be used to support the district's curriculum, the educational community, projects between schools, and communication and research for district students, teachers and administrators.

The Board establishes that network use is a privilege, not a right; inappropriate, unauthorized and illegal use will result in cancellation of those privileges and appropriate disciplinary action.

The building administrator shall have the authority to determine what is inappropriate use.

Students and staff are expected to act in a responsible, ethical and legal manner in accordance with district policy, accepted rules of network etiquette, and federal and state law. Specifically, the following uses are prohibited:

1. Facilitating illegal activity.
2. Commercial or for-profit purposes.
3. Use of chat rooms or other forms of direct electronic communication, such as newsgroups, for non-educational purposes.
4. Product advertisement or political lobbying.
5. Hate mail, discriminatory remarks, and offensive or inflammatory communication.
6. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.
7. Access to obscene or pornographic material or child pornography.
8. Access by students and minors to material that is harmful to minors or is determined inappropriate for minors in accordance with Board policy.
9. Inappropriate language or profanity.
10. Transmission of material likely to be offensive or objectionable to recipients.
11. Intentional obtaining or modifying of files, passwords, and data belonging to other users.
12. Impersonation of another user, anonymity, and pseudonyms.
13. Fraudulent copying, communications, or modification of materials in violation of copyright laws.
14. Installing or using unauthorized games, programs, files, or other electronic media.
15. Disruption of the work of other users.
16. Destruction, modification, abuse or unauthorized access to network hardware, software and files.
17. Quoting of personal communications in a public forum without the original author's prior consent.

Consequences For Inappropriate Use: The network user shall be responsible for damages to the equipment, systems, and software resulting from deliberate or willful acts.

Illegal use of the network; intentional deletion or damage to files of data belonging to others; copyright violations; and theft of services will be reported to the proper legal authorities for possible prosecution.

General rules for behavior and communications apply when using the Internet, in addition to the stipulations of this policy. Loss of access and other disciplinary actions shall be consequences for inappropriate use.

Vandalism will result in cancellation of access privileges. **Vandalism** is defined as any malicious attempt to harm or destroy data of another user, Internet or other networks; this includes but is not limited to uploading or creating computer viruses.

Any network user who receives threatening or unwelcome communications shall report such immediately to a teacher or administrator.

EDUCATIONAL ONLINE SERVICES

In support of your child's education, district personnel will create (or oversee the creation of) student accounts to access various educational online services.

CELLPHONES

In an effort to maintain an orderly educational environment, students in the Northwestern School District are not permitted to use any form of wireless communication device such as cell phones in school, on school grounds, school busses or in private vehicle located on school property during the school day. Cell phones are to be shut off and kept in the student's locker. **School personnel are not responsible for any electronic devices if they are lost or stolen.** If used on school property during school hours devices will be confiscated and returned to a parent or designee. Failure to surrender these items will result in a suspension. Note: Approved exceptions fireman, police, administrators, etc.

SCHOOL MEDICATION ADMINISTRATION

In accordance with school policy, medication(s) should be given at home before and/or after school. However, when this is not possible, prior to receiving the medication at school, each student must provide the school nurse with a MEDICATION ADMINISTRATION CONSENT form signed by the student's parent/guardian and MEDICATION ORDER from a licensed prescriber. All medications must be in an original prescription bottle/container from a pharmacy.

*****The medication administration consent form can be downloaded from the school district website.*****

The Pennsylvania Public School Code, Section 1414.2(g.) allows parents/guardians to request an exemption to the administration of an epinephrine auto-injector for their student. In order to request this exemption, contact the school nurse to make an appointment to discuss this decision, review and sign the opt-out form.

STUDENT ASSISTANCE TEAM

The Northwestern School District has a well-trained and effective Student Assistance Team consisting of teachers, principal, guidance, mental health, and drug/alcohol counselors. Parents, counselors, the principal, and teachers can make referrals to the team. Self-referrals and referrals by other students can be made in the guidance office. The source of the referral will be kept confidential.

GUIDANCE SERVICES

A full-time guidance counselor is available to all students. In addition, the principal, faculty and staff are always available for assistance. The guidance counselor can be of help with academics, personal or social difficulties and many other areas. If needed, the counselor can recommend individuals and/or agencies outside of school as sources of additional assistance. The following services are handled through the elementary office:

- * homework
- * grades/report cards
- * schedules
- * parent conferences
- * obligations
- * working papers
- * progress reports
- * entries/withdrawals
- * messages or requests for teachers

PARENT CONFERENCES

Parent conferences are conducted at various times throughout the school year. They provide an excellent opportunity for teachers to discuss concerns with parents. The school district will send home information pertaining to dates and times prior to a conference request. Additional conferences may be scheduled as needed. Contact the school guidance office if you have any concerns.

TEACHER IN-SERVICE/EARLY DISMISSAL DAYS

Periodically throughout the year, students will be dismissed early due to teacher in-service and/or parent conference days. Notification of these days will be listed on the yearly calendar, in newsletters, and Parent Broadcast System. Parents are asked to plan accordingly.

STUDENT RECORDS

A cumulative "permanent record" is maintained for each student enrolled in the District. It contains personal data such as (name, D.O.B., address, etc.), scholastic records, test scores, school activities and other pertinent data. The district policy concerning student records is on file in the Superintendent's Office. The superintendent of schools is the Supervisor of Records for our school district. If you have questions regarding student records or the right of access to records, they should be addressed to the administration office.

Parents or students may:

- * challenge the information in the educational records.
- * request a hearing before an examiner if the results of the challenge are not satisfactory.
- * have a copy of the records for a fee.
- * request the change/removal of data.

PETS/SERVICE ANIMALS IN SCHOOL

For safety reasons, animals are not permitted in school without prior permission from the school principal and classroom teacher. Parents must make arrangements to bring the animal to the building office in the morning and pick the animal up prior to the end of the day. No animals are permitted to be transported via district transportation. Service animals are permitted in accordance with School Board Policy #718 and other applicable state and federal laws and regulations.

STUDENT PICTURES

Student pictures may appear in district publications such as newsletters, yearbooks, and web pages as well as other media such as newspapers and television. If you do not want your child's picture to be published, you must notify the school in writing.

VOLUNTEER CLEARANCES

For the safety of the students, in order to volunteer within the school or chaperone class field trips, you must have current clearances as outlined in Policy 916-School Volunteers. Forms can be found on the district website, www.nwsd.org.

McKinney-Vento Act

Students or families experiencing difficulty related to their housing situation may qualify for services under the McKinney-Vento Act. This might include being displaced due to fire, poverty, or other situations that would have you or your family doubled up with another family or displaced from your normal home setting. Please contact the McKinney-Vento Coordinator at 756-9400 ext. #2 if you have questions about this program.

All Board Policies & Procedures can be found on our District Website

Nondiscrimination Statement

It is the policy of the Northwestern School District not to discriminate on the basis of age, religion, sex, race, color, national origin, ancestry, disability, or non-job related disability (including sexual harassment, sexual orientation, gender identity, and gender expression), in the admission or access to, or in the provision of services, programs, or employment in compliance with Title VI of the Civil Rights Act of 1964, Section 1604 of Title VII of the Civil Rights Act of 1964, Executive Order 11246 and 11375, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Age Discrimination in Employment Act, the Civil Rights Act of 1991, the Pennsylvania Human Relations Act. For information relevant to this policy, contact Mrs. Kristen Rutkowski, 504 Coordinator & ADA Coordinator; or Mr. Greg Lehman, Title IX Coordinator, 100 Harthan Way, Albion, PA 16401; 814.756.9400.

Chromebook Repair Costs

2025-26 pricing

The following costs are for accidental or intentional damage to district-owned Chromebooks.

Broken screen replacement - Chromebook touch model Chromebook Spin touch model *touch screens must be replaced with touch screens	\$35 \$120
Screen bezel (frame that surrounds the screen)	\$12
Keyboard	\$22
Individual Keys * not always possible to replace just a key	\$5
Hinge	\$15
Hinge + Top cover (required when screw holes are ripped out)	\$25
Bottom cover or Top cover	\$15
Replacement Charger	\$20
Replacement Protective Case * required to replace if lost	\$13
Miscellaneous items not listed above	Varie s
Water or otherwise completely damaged - Chromebook touch model Chromebook Spin touch model <ul style="list-style-type: none"> less than actual replacement cost because some parts can be repurposed student will be issued a replacement computer that likely will not be new 	\$150 \$22 5

**Discrimination/Harassment Affecting Students
Policy #103**

The Board declares it to be the policy of this district to provide an equal opportunity for all students to achieve their maximum potential through the programs and activities offered in the schools without discrimination on the basis of race, color, age, religious creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability.

The Board also declares it to be the policy of this district to comply with federal law and regulations under Title IX prohibiting sexual harassment, which is a form of unlawful discrimination on the basis of sex. Such discrimination shall be referred to throughout this policy as Title IX sexual harassment. Inquiries regarding the application of Title IX to the district may be referred to the Title IX Coordinator, to the Office for Civil Rights of the U.S. Department of Education, or both.

The district is committed to the maintenance of a safe, positive learning environment for all students that is free from discrimination by providing all students admission, course offerings, counseling, assistance, services, employment, athletics and extracurricular activities without any form of discrimination, including Title IX sexual harassment. Discrimination is inconsistent with the rights of students and the educational and programmatic goals of the district and is prohibited at or, in the course of, district-sponsored programs or activities, including transportation to or from school or school-sponsored activities.

Violations of this policy, including acts of retaliation as described in this policy, or knowingly providing false information, may result in disciplinary consequences under applicable Board policy and procedures.

The Board directs that the foregoing statement of Board policy be included in each student and staff handbook, and that this policy and related attachments be posted to the district's website.

The Board requires a notice stating that the district does not discriminate in any manner, including Title IX sexual harassment, in any district education program or activity, to be issued to all students, parents/guardians, employment applicants, employees and all unions or professional organizations holding collective bargaining or professional agreements with the district. All discrimination notices and information shall include the title, office address, telephone number and email address of the individual(s) designated as the Compliance Officer and Title IX Coordinator.

Reports of Title IX Sexual Harassment and Other Discrimination and Retaliation

The Board encourages students and third parties who believe they or others have been subject to Title IX sexual harassment, other discrimination or retaliation to promptly report such incidents to the building principal, even if some elements of the related incident took place or originated away from school grounds, school activities or school conveyances. A person who is not an intended victim or target of discrimination but is adversely affected by the offensive conduct may file a report of discrimination.

The student's parents/guardians or any other person with knowledge of conduct that may violate this policy is encouraged to immediately report the matter to the building principal.

A school employee who suspects or is notified that a student may have been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the building principal, as well as properly making any mandatory law enforcement or child protective services reports required by law.

If the building principal is the subject of a complaint, the student, third party or a reporting employee shall report the incident directly to the Title IX Coordinator.

The complainant or the individual making the report may use the designated district report form attached to this policy for purposes of reporting an incident or incidents in writing; however, oral reports of an incident or incidents shall be accepted, documented and the procedures of this policy and the relevant attachments followed.

The building principal shall promptly notify the Title IX Coordinator of all reports of discrimination, Title IX sexual harassment or retaliation. The Title IX Coordinator shall promptly contact the complainant regarding the report to gather additional information as necessary, and to discuss the availability of supportive measures. The Title IX Coordinator shall consider the complainant's wishes with respect to supportive measures.

The Title IX Coordinator shall conduct an assessment to determine whether the reported circumstances are most appropriately addressed through the Discrimination Complaint Procedures prescribed in Attachment 2 to this policy, or if the reported circumstances meet the definition of Title IX sexual harassment and are most appropriately addressed through the Title IX Sexual Harassment Procedures and Grievance Process for Formal Complaints in Attachment 3, or other Board policies.

Disciplinary Procedures When Reports Allege Title IX Sexual Harassment

When a report alleges Title IX sexual harassment, disciplinary sanctions may not be imposed until the completion of the grievance process for formal complaints outlined in Attachment 3. The district shall presume that the respondent is not responsible for the alleged conduct until a determination has been made at the completion of the grievance process for formal complaints.

When an emergency removal, as described in Attachment 3, is warranted to address an immediate threat to the physical health or safety of an individual, and it is not feasible to continue educational services remotely or in an alternative setting, the normal procedures for suspension and expulsion shall be conducted to accomplish the removal, including specific provisions to address a student with a disability where applicable.

When an emergency removal is not required, disciplinary sanctions shall be considered in the course of the Title IX grievance process for formal complaints. Following the issuance of the written determination and any applicable appeal, any disciplinary action specified in the written determination or appeal decision shall be implemented in accordance with the normal procedures for suspension, expulsions or other disciplinary actions, including specific provisions to address a student with a disability where applicable.

Discipline/Placement of Student Convicted or Adjudicated of Sexual Assault

Upon notification of a conviction or adjudication of a student in this district for sexual assault against another student enrolled in this district, the district shall comply with the disciplinary or placement requirements established by state law and Board policy.

Confidentiality

Confidentiality of all parties, witnesses, the allegations, the filing of a report and the investigation related to any form of discrimination or retaliation, including Title IX sexual harassment, shall be handled in accordance with applicable law, regulations, this policy, the attachments and the district's legal and investigative obligations.

Retaliation

The Board prohibits retaliation by the district or any other person against any person for:

1. Reporting or making a formal complaint of any form of discrimination or retaliation, including Title IX sexual harassment.
2. Testifying, assisting, participating or refusing to participate in a related investigation, process or other proceeding or hearing.
3. Acting in opposition to practices the person reasonably believes to be discriminatory.

The district, its employees and others are prohibited from intimidating, threatening, coercing, or discriminating against anyone for actions described above. Individuals are encouraged to contact the Title IX Coordinator immediately if retaliation is believed to have occurred.

Definitions

Complainant shall mean an individual who is alleged to be the victim.

Pregnancy - the use of assisted reproductive technology, the state of being in gestation, childbirth, breastfeeding, the postpartum period after childbirth and medical conditions related to pregnancy.[34]

Race included all of the following:[34][35]

1. Ancestry, national origin or ethnic characteristics.
2. Interracial marriage or association.
3. Traits associated with race, which includes but is not limited to, hair texture and protective hairstyles, such as braids, locks and twists.
4. Hispanic ancestry, national origin or ethnic characteristics.
5. Persons of any other national origin or ancestry as specified by a complainant or in a complaint.

Religious creed includes all aspects of religious observance, practice or belief.[36]

Respondent shall mean an individual alleged to be the perpetrator of the discriminatory conduct.

Discrimination

Discrimination shall mean to treat individuals differently, or to harass or victimize based on a protected classification including race, color, age, religious creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy, or handicap/disability.

Harassment is a form of discrimination based on the protected classifications listed in this policy consisting of unwelcome conduct such as graphic, written, electronic, verbal or nonverbal acts including offensive jokes, slurs, epithets and name-calling, ridicule or mockery, insults or put-downs, offensive objects or pictures, physical assaults or threats, intimidation,

or other conduct that may be harmful or humiliating or interfere with a person's school or school-related performance when such conduct is:

1. Sufficiently severe, persistent or pervasive; and
2. A reasonably person in the complainant's position would find that it creates an intimidating, threatening or abusive educational environment such that it deprives or adversely interferes with or limits an individual or group of the ability to participate in or benefit from the services, activities or opportunities offered by a school.

Definitions Related to Title IX Sexual Harassment

Formal complaint shall mean a document filed by a complainant or signed by the Title IX Coordinator alleging Title IX sexual harassment and requesting that the district investigate the allegation under the grievance process for formal complaints. The authority for the Title IX Coordinator to sign a formal complaint does not make the Title IX Coordinator a party in the grievance process for formal complaints. The phrase "document filed by a complainant" refers to a document or electronic submission that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint.

Supportive measures shall mean nondisciplinary, nonpunitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed.

Supportive measures shall be designed to restore or preserve equal access to the educational program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the educational environment, or to deter sexual harassment. Supportive measures may include, but are not limited to:

1. Counseling.
2. Extensions of deadlines or other course-related adjustments.
3. Modifications of work or class schedules.
4. Campus escort services.
5. Mutual restrictions on contact between the parties.
6. Changes in work or housing locations.
7. Leaves of absence.
8. Increased security.
9. Monitoring of certain areas of the campus.
10. Assistance from domestic violence or rape crisis programs.
11. Assistance from community health resources including counseling resources.

Supportive measures may also include assessments or evaluations to determine eligibility for special education or related services, or the need to review an Individualized Education Program (IEP) or Section 504 Service Agreement based on a student's behavior. This could include, but is not limited to, a manifestation determination or functional behavioral assessment (FBA), in accordance with applicable law, regulations or Board policy. The Title IX Coordinator shall consult with the Director of Special Education in the implementation of supportive measures for students with an IEP or Section 504 Service Agreement.

Title IX sexual harassment means conduct on the basis of sex that satisfies one or more of the following:

1. A district employee conditioning the provision of an aid, benefit, or district service on an individual's participation in unwelcome sexual conduct, commonly referred to as *quid pro quo sexual harassment*.
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to a district education program or activity.
3. Sexual assault, dating violence, domestic violence or stalking.

a. Dating violence means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship is determined by the following factors:

- i. Length of relationship.
- ii. Type of relationship.
- iii. Frequency of interaction between the persons involved in the relationship.

b. Domestic violence includes felony or misdemeanor crimes committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving federal funding, or by any other person against an adult or youth victim who is protected from that person's act under the domestic or family violence laws of the jurisdiction.

c. Sexual assault means a sexual offense under state or federal law that is classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.

d. Stalking, under Title IX means stalking on the basis of sex, for example when the stalker desires to date a victim. Stalking means to engage in a course of conduct directed at a specific person that would cause a reasonable person to either:

- i. Fear for their safety or the safety of others.

ii. Suffer substantial emotional distress.

Such conduct must have taken place during a district education program or activity and against a person in the United States to qualify as sexual harassment under Title IX. An education program or activity includes the locations, events or circumstances over which the district exercises substantial control over both the respondent and the context in which the harassment occurs. Title IX applies to all of a district's education programs or activities, whether such programs or activities occur on-campus or off-campus.

Delegation of Responsibility

In order to maintain a program of nondiscrimination practices that is in compliance with applicable laws and regulations, the Board designates the Director of Curriculum and Instruction as the district's Compliance Officer and the middle school principal as the district's Title IX Coordinator.

The Compliance Officer can be contacted at:

Address: Northwestern School District, 100 Harthan Way, Albion, PA 16401

Email: ccostello@nwsd.org

Phone Number: (814) 756-9400 x4351

The Title IX Coordinator can be contacted at:

Address: Northwestern School District, 100 Harthan Way, Albion, PA 16401

Email: jnagle@nwsd.org

Phone Number: (814) 756-9400 x5273

The Compliance Officer and Title IX Coordinator shall fulfill designated responsibilities to ensure adequate nondiscrimination procedures are in place, to recommend new procedures or modification to procedures and to monitor the implementation of the district's nondiscrimination procedures in the following areas, as appropriate:

1. Curriculum and Materials - Review of curriculum guides, textbooks and supplemental materials for discriminatory bias.
2. Training - Provide training for students and staff to prevent, identify and alleviate conduct which may constitute discrimination.
3. Resources - Maintain and provide information to staff on resources available to complainants in addition to the school complaint procedure or Title IX procedures, such as making reports to law enforcement, and available supportive measures such as assistance from domestic violence or rape crisis programs and community health resources including counseling resources.
4. Student Access - Review of programs, activities and practices to ensure that all students have equal access and are not segregated except when permissible by law or regulation.
5. District Support - Assure that like aspects of the school programs and activities receive like support as to staffing and compensation, facilities, equipment, and related areas.
6. Student Evaluation - Review of assessments, procedures, and guidance and counseling materials for stereotyping and discrimination.
7. Reports/Formal Complaints - Monitor and provide technical assistance to individuals involved in managing informal reports and formal complaints.

Guidelines

Title IX Sexual Harassment Training Requirements

The Compliance Officer and Title IX Coordinator, investigator(s), decision-maker(s), or any individual designated to facilitate an informal resolution process related to Title IX sexual harassment shall receive the following training, as required or appropriate to their specific role:

1. Definition of sexual harassment.
2. Scope of district's education program or activity, as it pertains to what is subject to Title IX regulations.
3. How to conduct an investigation and grievance process for formal complaints, including examination of evidence, drafting written determinations, handling appeals and informal resolution processes, as applicable.
4. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest and bias.
5. Use of relevant technology.
6. Issues of relevance including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant.
7. Issues of relevance, weight of evidence and application of standard of proof and drafting investigative reports that fairly summarize relevant evidence.
8. How to address complaints when the alleged conduct does not qualify as Title IX sexual harassment but could be addressed under another complaint process or Board policy.

All training materials shall promote impartial investigations and adjudications of formal complaints of Title IX sexual harassment without relying on sex stereotypes.

All training materials shall be posted on the district's website.

Disciplinary Consequences

A student who is determined to be responsible for a violation of this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include but is not limited to:

1. Loss of school privileges.
2. Permanent transfer to another school building, classroom or school bus.
3. Exclusion from school-sponsored activities.
4. Detention.
5. Suspension.
6. Expulsion.
7. Referral to law enforcement officials.

An employee who violates this policy shall be subject to appropriate disciplinary action consistent with the applicable Board policy, collective bargaining agreement and individual contract, up to and including dismissal and/or referral to law enforcement officials.

Reports of Discrimination

Any reports of discrimination that are reviewed by the Title IX Coordinator and do not meet the definition of Title IX sexual harassment but are based on race, color, age, religious creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability shall follow the Discrimination Complaint Procedures in Attachment 2 to this policy.

Reports of Title IX Sexual Harassment

Any reports deemed by the Title IX Coordinator to meet the definition of sexual harassment under Title IX shall follow the Title IX Sexual Harassment Procedures and Grievance Process for Formal Complaints in Attachment 3 to the policy.

Discrimination/Harassment Affecting Students Policy #103

The Board declares it to be the policy of this district to provide an equal opportunity for all students to achieve their maximum potential through the programs and activities offered in the schools without discrimination on the basis of race, color, age, religious creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability.

The Board also declares it to be the policy of this district to comply with federal law and regulations under Title IX prohibiting sexual harassment, which is a form of unlawful discrimination on the basis of sex. Such discrimination shall be referred to throughout this policy as Title IX sexual harassment. Inquiries regarding the application of Title IX to the district may be referred to the Title IX Coordinator, to the Office for Civil Rights of the U.S. Department of Education, or both.

The district is committed to the maintenance of a safe, positive learning environment for all students that is free from discrimination by providing all students admission, course offerings, counseling, assistance, services, employment, athletics and extracurricular activities without any form of discrimination, including Title IX sexual harassment. Discrimination is inconsistent with the rights of students and the educational and programmatic goals of the district and is prohibited at or, in the course of, district-sponsored programs or activities, including transportation to or from school or school-sponsored activities.

Violations of this policy, including acts of retaliation as described in this policy, or knowingly providing false information, may result in disciplinary consequences under applicable Board policy and procedures.

The Board directs that the foregoing statement of Board policy be included in each student and staff handbook, and that this policy and related attachments be posted to the district's website.

The Board requires a notice stating that the district does not discriminate in any manner, including Title IX sexual harassment, in any district education program or activity, to be issued to all students, parents/guardians, employment applicants, employees and all unions or professional organizations holding collective bargaining or professional agreements with the district. All discrimination notices and information shall include the title, office address, telephone number and email address of the individual(s) designated as the Compliance Officer and Title IX Coordinator.

Reports of Title IX Sexual Harassment and Other Discrimination and Retaliation

The Board encourages students and third parties who believe they or others have been subject to Title IX sexual harassment, other discrimination or retaliation to promptly report such incidents to the building principal, even if some elements of the related incident took place or originated away from school grounds, school activities or school conveyances. A person who is not an intended victim or target of discrimination but is adversely affected by the offensive conduct may file a report of discrimination.

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If the building principal is the subject of a complaint, the student, third party or a reporting employee shall report the incident

directly to the Title IX Coordinator.

The complainant or the individual making the report may use the designated district report form attached to this policy for purposes of reporting an incident or incidents in writing; however, oral reports of an incident or incidents shall be accepted, documented and the procedures of this policy and the relevant attachments followed.

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1. Sufficiently severe, persistent or pervasive; and

2. A reasonable person in the complainant's position would find that it creates an intimidating, threatening or abusive educational environment such that it deprives or adversely interferes with or limits an individual or group of the ability to participate in or benefit from the services, activities or opportunities offered by a school.

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1. Counseling.

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2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to a district education program or activity.

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a. Dating violence means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship is determined by the following

factors:

- i. Length of relationship.**
 - ii. Type of relationship.**
 - iii. Frequency of interaction between the persons involved in the relationship.**
- b. Domestic violence includes felony or misdemeanor crimes committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving federal funding, or by any other person against an adult or youth victim who is protected from that person's act under the domestic or family violence laws of the jurisdiction.**
- c. Sexual assault means a sexual offense under state or federal law that is classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.**
- d. Stalking, under Title IX means stalking on the basis of sex, for example when the stalker desires to date a victim. Stalking means to engage in a course of conduct directed at a specific person that would cause a reasonable person to either:**
- i. Fear for their safety or the safety of others.**
 - ii. Suffer substantial emotional distress.**

Such conduct must have taken place during a district education program or activity and against a person in the United States to qualify as sexual harassment under Title IX. An education program or activity includes the locations, events or circumstances over which the district exercises substantial control over both the respondent and the context in which the harassment occurs. Title IX applies to all of a district's education programs or activities, whether such programs or activities occur on-campus or off-campus.

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Guidelines

Title IX Sexual Harassment Training Requirements

The Compliance Officer and Title IX Coordinator, investigator(s), decision-maker(s), or any individual designated to facilitate an informal resolution process related to Title IX sexual harassment shall receive the following training, as required or appropriate to their specific role:

- 1. Definition of sexual harassment.**
- 2. Scope of district's education program or activity, as it pertains to what is subject to Title IX regulations.**
- 3. How to conduct an investigation and grievance process for formal complaints, including examination of evidence.**

drafting written determinations, handling appeals and informal resolution processes, as applicable.

4. How to serve impartially, including by avoiding prejudice of the facts at issue, conflicts of interest and bias.

5. Use of relevant technology.

6. Issues of relevance including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant.

7. Issues of relevance, weight of evidence and application of standard of proof and drafting investigative reports that fairly summarize relevant evidence.

8. How to address complaints when the alleged conduct does not qualify as Title IX sexual harassment but could be addressed under another complaint process or Board policy.

All training materials shall promote impartial investigations and adjudications of formal complaints of Title IX sexual harassment without relying on sex stereotypes.

All training materials shall be posted on the district's website.

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A student who is determined to be responsible for a violation of this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include but is not limited to:

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2. Permanent transfer to another school building, classroom or school bus.

3. Exclusion from school-sponsored activities.

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5. Suspension.

6. Expulsion.

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Reports of Discrimination

Any reports of discrimination that are reviewed by the Title IX Coordinator and do not meet the definition of Title IX sexual harassment but are based on race, color, age, religious creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability shall follow the Discrimination Complaint Procedures in Attachment 2 to this policy.

Reports of Title IX Sexual Harassment

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