

NORTHWESTERN ELEMENTARY SCHOOL

7334 Elyria Road

West Salem, OH 44287

TELEPHONE NUMBER: (419) 846-3519

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Website: nw-schools.com

NORTHWESTERN ELEMENTARY MISSION STATEMENT

Northwestern Elementary students, staff and parents will follow the Husky High Five and do our best to learn every day.

SCHOOL ADMINISTRATION

Principal

Joey Brightbill 419 846-3519

Assistant Principal

Nicole McQuate

Linkage Coordinator

Steve McCumber

NORTHWESTERN LOCAL SCHOOL DISTRICT

2018-19 SCHOOL CALENDAR

August 21.....	First Day for Students
September 3.....	No School – Labor Day
September 10.....	No School – Fair Day
September 11.....	No School – Professional Development
September 12.....	No School – Waiver Day
October 26.....	End of First Nine Weeks
November 5 & 8.....	Parent/Teacher Conferences
November 22-26.....	Thanksgiving Vacation
November 26.....	No School – Compensatory Time
December 20.....	No School – Christmas Vacation
January 2.....	School Reconvenes
January 18.....	End of Second Nine Weeks
January 21.....	No School – Martin Luther King, Jr. Day
February 5 & 7.....	Parent/Teacher Conferences
February 15.....	No School – Compensatory Time
February 18.....	No School-Principal's Day
March 22.....	End of Third Nine Weeks
April 15-19.....	No School – Easter Vacation
May 27.....	No School – Memorial Day
May 30.....	Students' Last Day

INTRODUCTION

The staff at Northwestern Elementary School extends to you a sincere welcome to our school. We look forward to an exciting school year and are committed to providing the best education possible. Our goal is to help each child reach his/her full potential in an environment where all children are given respect and value. Few things are of greater concern to parents than the education of their children. Your involvement in their education will go a long way in fostering their creativity, learning, enjoyment, and success. We welcome your involvement and encourage you to be participants in your child's education. We hope you will become personally involved with our school through parent-teacher conferences, the Parent-Teacher Organization (PTO) and participation in school events and activities. Please review the policies and procedures in this folder and keep it for future reference.

NORTHWESTERN ELEMENTARY SCHOOL PARENT TEACHER ORGANIZATION 2018-19 OFFICERS:

President: Alison Fiala
Vice President: Sara Wakefield
Secretary: Carolyn Saal
Treasurer: Becky Sugg

BUS INFORMATION

All students in Northwestern Local School District are provided free bus transportation, contingent upon proper conduct. Students will be assigned a bus for the purpose of riding to and from school. Approval for students to ride another bus will be given only if a written request is made by the parent. Children are to get off ONLY at their designated stop unless the parents have requested approval first. Approval of any change of bus stop or transportation changes need to be in the form of a note signed by the parent, including date, bus numbers involved, address and children involved.

Buses occasionally get behind schedule because of breakdowns or weather. Every effort to keep buses on schedule will be made. Plan to have your child ready to catch the bus 10 minutes before the usual arrival time and 10 minutes after the usual arrival time. It is the child's responsibility to catch the bus daily. Children who miss the bus from school to home must make arrangements by telephone with parents for transportation home.

Students must have written parental approval to change normal transportation arrangements due to a child care situation. Students will take their regular transportation home and will exit the bus at their regular stop in the absence of written notice to the contrary. **Please realize that drivers do not let a kindergarten student off the bus without seeing an adult who is ready to receive the child.**

The safe transportation of our students is the primary regarding the busing of students. It is helpful if parents review the regulations regularly with their children. Questions about transportation of pupils can be addressed to the bus supervisor, at 419-846-3058, ext. 4340.

BUS DISCIPLINE

The bus driver has the major responsibility for maintaining discipline. Bus drivers will attempt to settle any behavior problems first. If a student is a persistent behavior problem, a bus referral will be filed by the driver and turned into the school. Every effort will be made to correct misbehavior with mutual cooperation between the parents and the school. Students can be suspended from riding the bus depending on the severity of the problem and/or the number of referrals.

BUS BEHAVIOR

Riding to school is a privilege and convenience. The bus driver is in charge while students are on the bus. Any misconduct that will distract the attention of the driver and endanger students will not be tolerated. Disciplinary action for bus behavior could include removal from the bus. The following regulations apply:

1. Be on time at the bus stop. (Weather may cause a variance)
2. Wait away from the street, clear of traffic, and with decorum.
3. Sit in assigned seats and remain seated when on the bus.
4. Obey the driver's instructions promptly; be courteous to others.
5. Observe classroom conduct, talk without yelling or screaming.
6. Do not eat or drink on the bus.
7. Keep arms, heads, legs, and objects inside the bus.
8. Glass, chemicals, live animals, etc. are not allowed on the bus.
9. Defacing or destruction of property is not allowed.

A disciplinary report will be sent home if necessary, which is to be signed by a parent or guardian.

The bus driver may issue a "White Card" if the student is not following the rules.

- 1 White Card = Principal talks with student
- 2 White Cards = Suspended from the bus for 3-5 days
- 3 White Cards = Suspended from the bus for 5-10 days

CELLULAR DEVICES/ELECTRONICS/TOYS

Students may bring cellular phones to school at their own risk. The school is not liable for stolen, lost or broken phones. Cell phones must not be visible and remain off at all times. If a cell phone interrupts the learning process, it will be taken up by the teacher and given to an administrator. Parents must then pick the phone up from the school.

No fidget spinners allowed on the bus or at school.

CAFETERIA INFORMATION

Breakfast and lunch will be served each school day. Money is collected in advance on the first day of each week in weekly or bi-weekly increments. Checks should be made out to Northwestern Cafeteria. Paid days are carried over the following week in the event of absence or school cancellation. Please do not include any other fee payment with cafeteria monies. Peanut butter and jelly sandwiches will be provided to students who have an excessive number of unpaid charges. Students who bring a packed lunch may purchase milk for \$.25. No "pop" is allowed in the cafeteria for lunches. Parents are invited to eat lunch with their children. Free lunches or reduced cost lunches are available for children who are determined eligible. Applications are available in the office. Students are to be considerate of others during lunch by using appropriate table manners, quiet voices and respectful conduct. Students are to be excused individually by the teacher on duty when they have completed eating and their area is properly cleaned. Food and drink is to be consumed in the cafeteria unless special permission is granted. Students indicate the need for assistance by raising their hands.

CAR RIDERS DROP OFF AND PICK UP

Car riders are to be dropped off/picked up in the car line in front of the academic wing (right end of the building) or at the cafeteria, south end door. Parents may not drop off children at other locations such as the front drive, or in the bus lot. Children in the car line are only to exit/enter on the curbside of the car.

You may drop your child off between 8:35 a.m. and 8:50 a.m. (no supervision is provided for students prior to 8:35 a.m.) if you wish to have your child eat breakfast at school, they should be dropped off after 8:35 a.m. This will allow them ample time to walk to the cafeteria, eat breakfast and be in class by 8:50 a.m. Students are to be seated and ready to begin by 8:50 a.m. Car riders will be dismissed a few minutes early. In order to change a student's mode of transportation, a written note from the parent must be sent to the front office in the morning. No transportation changes will be accepted after 2:45 p.m.

To strengthen our security at dismissal time in the cafeteria, we ask that you show your **Northwestern Elementary Cafeteria Release Card** which is issued at the beginning of the school year. You may request up to 4 cards for designated family members or friends who regularly pick up your children. Dismissal at the Loop has not changed.

CHANGE OF ADDRESS/PHONE NUMBER

Parents are responsible for notifying the school office in writing of any change of address or phone number. Proof of residency is required for all address changes. The school cannot be held responsible for failure to communicate if it is not informed of such numbers in the event of an emergency. Please notify the office immediately if there is any change.

CLINIC INFORMATION

All students must have on file with the school a record of all immunizations required by state statute. Children who do not have evidence of proper immunization will be excluded from school after 14 days. Mandated screenings for vision and hearing will be completed by a school nurse or other trained individual during the school year. A school clinic is a service provided for children by a nurse. First aid is provided to children who suffer injuries at school. The clinic keeps no medication on hand to give to students. Cuts and scrapes will be cleaned and bandages applied as needed. Anything requiring further care will be referred to the parent. This includes removal of splinters and teeth. Parents will be called and students sent home if they are too sick to remain at school. A child having a temperature of 100 degrees or more will need to be picked up from school. Should an emergency situation arise in which your child needs immediate medical attention and we are unable to contact anyone, we will call "911", and your child will be taken to the emergency room.

Medications can only be given with a completed medication form on file. This includes over-the-counter medication or a doctor's prescription. Medication forms are available in the clinic. Students are not permitted to carry medication of any kind to or from school. Parents must transport all medication to school. Medicine is not to be kept by a student. All medicine will be administered in the clinic. The teacher will not be held responsible for medication.

Students suspected of being infested with head lice will be examined by a school nurse or a staff member who has been properly trained. Should head lice or nits of head lice be detected, the students will be sent home with a parent or guardian. Should a parent or guardian be unavailable, the student will be isolated until a parent or guardian can be contacted. The parent will receive information from the school on the detection and proper treatment of head lice. Upon his/her return to school the student who had been infested will be examined to determine that he/she is free of head lice and/or their nits. It should be understood that any child can become infested with head lice, and that having head lice does not imply that the child or his/her home is in any way dirty or unkempt.

CODE OF ACCOUNTABILITY

1. Come to school with a positive attitude toward learning and toward themselves.
2. Treat each other and staff members with respect and dignity.
3. Show respect and pride for school and grounds.
4. Come to school prepared with textbooks and supplies.
5. Complete all homework, assignments and projects by required date. Your work must be neat and your own.
6. Students are responsible for obtaining missed school work and turning it in by due date.

COMPLICITY

No student shall actively or passively participate in any wrong-doing or questionable behavior or knowingly associate with another student who is in the act of wrong doing in violation of the student code of conduct or the law. Students who are found to be in complicity will be given the same consequences as the individual(s) who committed the wrong-doing. **Obstruction of Justice:** Failing to provide or withhold information in any way about any wrong-doing or wrong-doer or failing to cooperate with legitimate authority in an investigation of a wrong act is obstruction of justice. Students who obstruct justice will be given the same consequences as those who commit the wrong doing.

ASSEMBLY CONDUCT

Periodically assemblies will be held for the students. Students are to move to the gym in assigned groups. They are to remain quiet and go directly to their seats.

The people who present assembly programs visit hundreds of schools each year. They are our guests. Each student should practice the basic rules of applause. Attendance at assemblies is a privilege that is offered to students able to display appropriate behavior.

CONDUCT/DISCIPLINE

All school personnel will correct any and all improper and inappropriate behavior to assure a favorable school environment. Fairness is our key word when handling discipline and methods of discipline include student conferences, minor discipline measures, after-school detentions, corporal punishment, student/parent/teacher conferences, in-school suspensions, out-of-school suspensions, and expulsion. The purpose of discipline is to help students achieve the highest level of self-discipline by choosing those directions they know to be right. Discipline must be administered with dignity, and in an appropriate manner.

During "ALC" you will receive academic credit for work completed and will be able to attend (not participate in) extra-curricular activities. Students who do not successfully complete their day in the Alternative Learning Center may be reassigned to the "ALC" the following day.

CONTRACTS FOR SUCCESS

School success is dependent on a sense of shared responsibility, mutual trust, and good communications among educators, parents, and students.

One way Northwestern promotes this concept is with our three-way contract. Each year teachers, parents and students renew their conscious commitment to work together to promote school success.

TEACHER REQUESTS

Northwestern Elementary appreciates your parent involvement in your child's education, but we regret not being able to accept requests for certain teachers. Thank you for your understanding in this matter.

CUSTODY AND GUARDIANSHIP

Parents have an obligation to inform the school anytime the custody of a child changes. Without official papers, the school shall presume that a student may be released into the care of either parent. A divorce does not change the rights of a natural parent to their child's records. Step parents have no rights to records unless conferred on them by the custodial parent. If there are custody papers, we MUST have copies on file in a child's record.

FIELD TRIPS

A field trip that coordinates with a curriculum area may be scheduled for your child's class during the school year. Each child who participates in the field trip must have a signed permission slip. No child is denied the opportunity to participate for failure to contribute. However, if sufficient funds are not collected, it will be necessary to cancel the field trip. If parents are invited to accompany a child on the trip, they are NOT permitted to bring younger siblings.

GRADING-REPORTING TO PARENTS

Northwestern Elementary School staff continually check each student's progress so that instructional activities can be planned that add to improvement. Progress is reported to parents every nine weeks. Interim progress reports are issued at midpoint of each grading period unless a parent conference is held. Parent-teacher conferences are scheduled twice each year. The 2018-2019 parent-teacher conferences are scheduled Nov. 5 & 8, 2018 and Feb. 5 & 7, 2018.

We regard parents as partners in education. This reporting system emphasizes the need for a close working relationship between home and school. If there are any questions or concerns about your child's progress, please request an additional conference. Students are promoted based on mastery of Academic Knowledge and Skills.

You may access your child's progress at any time by logging on to your account on Progress Book. Account numbers and passwords are sent home at the beginning of each school year.

GRADING SCALE

• A+ 99 – 100	• C+ 81-82
A 94 – 98	C 76-80
A- 92-93	C- 74-75
B+ 90-91	D+ 72-73
B 85 – 89	D 67-71
B- 83-84	D- 65-66
	F Below 65

HOMEWORK

Homework is a crucial part of the school program. It is important for reinforcement of concepts, information review, and a great way to teach responsibility. All students are expected to complete homework in a neat and complete fashion. Teachers reserve the right to refuse late assignments and assess a penalty. It is not easy to estimate the exact time needed to complete an assignment, but if the time seems excessive please communicate with your child's teacher.

LATE ARRIVAL/TARDIES

The student day is 8:50 a.m. to 3:25 p.m. Students should arrive at school not more than 15 minutes before and need to be picked up no more than 15 minutes after school dismisses. Please arrange for childcare outside those hours as the school cannot be responsible for the supervision of children before or after school.

Students arriving after 9:05 a.m. will be marked tardy. An adult must come to the school office with the child and sign in. The student may then enter their class.

LIBRARY

The school library contains over 14,000 volumes. Students visit the library with their class on a weekly basis. Students must return books that are due to be permitted to borrow additional books. Students in grades 3-5 are permitted to borrow three books each week. Students in grades 1-2 can borrow two books, and kindergarten children may borrow one book each week. Students are responsible to pay for lost or damaged books.

LOST AND FOUND

Please label outer clothing and lunch boxes with your child's name. All items found in the school will be placed in the Lost and Found.

DRESS CODE POLICY

Students are to appear in school and at school-sponsored activities in clothing that is clean, in good repair, and in good taste. Student dress may be regulated if the administration deems said attire to be bizarre, offensive,

disruptive or distracting to the educational process. Students who choose not to abide by the dress code will be subject to disciplinary action. In addition, students will be required to call home to ask for a replacement. It is important to remember that a dress code exists to ensure that the educational environment will not be disrupted and so that the majority of the students will not be adversely affected by the actions of a few. In addition, it is the position of the Northwestern Local School District that **OUR MANNER OF DRESS, AMONG OTHER THINGS, WILL DETERMINE THE REPUTATION OF OUR PARTICULAR SCHOOL, OUR SCHOOL DISTRICT, AND OUR COMMUNITY.**

The following guidelines shall constitute the Northwestern Local School District student dress code:

SHOES All students must wear shoes at all times. Sandals and open-toed shoes may be worn as long as the majority of the foot is covered or there is an arch strap, ankle strap, and/or back strap that secures shoes to feet. Flip-flops and similar type shoes such as plastic and rubber slip-ons are not permitted. Shoes with cleats, slippers, or rollers in them and/or shoes intended as sleep wear, or look-alike sleepwear may not be worn. It is highly recommended that students wear socks and gym shoes at all times since they have regularly scheduled outdoor recess.

SHIRTS/TOPS The length of all shirts/tops must cover the midriff at all times including when a student is sitting, raising his/her hands or arms, bending over, or leaning forward, etc. Sleeveless shirts may be worn as long as armholes are hemmed. All shirts/tops must have a shoulder width of no less than three (3) inches. Man-made/commercial cut-off or tattered shirts/tops, semi-bare or bare shoulders, bare midriffs, tube tops, low cut, side-vented, transparent or semi-transparent, backless or semi-backless, sleep wear or look-alike sleep wear are not permitted. Mesh tops may be worn over an appropriate shirt. Any garment designed as underwear or look-alike underwear may not be visible at any time.

PANTS Pants are to be worn without any garment designed as underwear or look-alike underwear visible. **All pants must have a hem; slits in pants to accommodate shoes must also be hemmed. Pant legs should not drag on the floor.** Warm-ups and sweatpants may be worn but must be neat, clean and not made of clinging or skin-fitting material. Flannel pajamas and sleep wear/lounge type pants may not be worn.

SHORTS Shorts, including those used for physical education classes, are to be worn without any garment designed as underwear or look-alike underwear visible. **All shorts must be hemmed with front and back length no more than 6-1/4 inches from the middle of the knee (this is the same length as a dollar bill).**

SKIRTS Skirts are to be worn without any garment designed as underwear or look-alike underwear visible. Skirts must have a hem and skirt lengths must be the same in front and back as for those of shorts.

DRESSES Dresses are to be worn without any garment designed as underwear or look-alike underwear visible. Dress lengths must be the same as for those of shorts and skirts. Spaghetti straps and/or sun dresses are not permitted unless arms and shoulders are covered by an appropriate shirt/top. Directives for shirts/tops apply to dresses as well.

UNDERWEAR Appropriate underclothing must be worn. Garments designed as underwear or look-a-like underwear will not be worn as visible outer apparel. In addition, any writing, symbols, etc. on the buttocks or other inappropriate areas that might bring undue attention are not permitted.

OTHER Hats, bandanas, headbands on foreheads, or head coverings of any type (e.g. "doo rags") are not permitted.

Clothing that has manufactured, man-made, and/or worn-out holes or tears and clothing that is clinging or tight-fitting are not to be worn.

Choke chains, large belt chains, chains on wallets or keys, spiked or excessively large jewelry (e.g. hoop or other large earrings), and any accessories that could be used to inflict serious harm may not be worn. Any body piercing other than those in the ear, is not permissible; e.g. piercing covered by a part of or an entire Band-Aid is not permissible.

Sunglasses are not to be worn unless prescribed by a physician. A physician's note must be on file in the school office.

Dress, hair, nail, or facial coloring or style that is considered excessive or that draws undue attention or disrupts the educational process as determined by the school administration is unacceptable. What is appropriate for one sex may not be acceptable for the other. They must be called to the office to be checked by administration. Please help us protect your children by following these procedures.

Outdoor clothing such as coats, jackets (except for sport coats or suit jackets), gloves or other hand coverings of any type, and other similar garments are not appropriate for indoor or school use and are not permitted in classrooms, hallways, and other places in the school during

school hours. Students should dress according to the weather and keep a sweater or sweatshirt in their lockers for times when they may feel cold. Tattoos, designs, clothing or other apparel/accessories that advertise or can imply illegal and/or inappropriate activities, use of drugs, tobacco, alcohol, promiscuity/sex, or references to cults and/or gangs are inappropriate. Likewise, any blatant or implied display of obscene and/or offensive language or gestures, racial or cultural slurs and/or put-downs are never permitted at any time.

MAKE UP WORK

It is the responsibility of the student to make arrangements to make up work missed when absent. If your child is absent two or more days, you may call the school office and request that assignments be sent for you to pick up in the office. If your child will only miss one day, the work can be made up the next day. If your child will be gone for the 5 day allowed vacation with parents, you must make prior arrangements with the homeroom teacher.

MEDICAL EMERGENCY

A student medical emergency form must be completed for each student and be on file in the office. Please notify the office immediately during the school year if there is a change of address, phone number, or other information on this form. Parents are responsible for including any information that an emergency room physician would need to know. Include medications, health conditions, allergies and what their reaction was like.

ATTENDANCE POLICY

Violations of this policy can result in both disciplinary and legal action as outlined here and in the *Student Discipline Code of Conduct*. NES is committed to the successful education of all its students. This requires that students be in school every day and on time. NWES is also committed to helping students develop necessary life skills in preparation for the world of work. Such life skills include the development of an attitude by students to attend school, and eventually work, regularly and on time. Unexcused absences from school often result in missing schoolwork and lowered grades.

According to Ohio law, schools are obligated to account for all students. Ohio's compulsory attendance law states that students under the age of 18 must be in school for regular attendance unless excused by school personnel.

NES is committed to the successful education and graduation of all its students. This requires that students be in school every day and on time. **NES is also committed to helping students develop necessary life skills in preparation for the world of work.** Such life skills include the development of an attitude by students to attend work and school regularly and on time.

Initial unexcused absences from school often result in missing schoolwork and lowered grades. This can easily snowball into a habit of truancy and failing grades and the inevitable end of a student dropping out of high school. NES is committed to being proactive with regard to excessive absences and doing all that is possible to help students attend school regularly and succeed in high school.

According to Ohio law, schools are obligated to account for all students. Ohio's compulsory attendance law states that students under the age of 18 must be in school for regular attendance unless excused by school personnel.

A. Excused Absences

A phone call from a parent or guardian should be made the morning of absence and/or a note from a parent or guardian must be presented to the school office on the day of return.

Absences from school that will be "excused" are those provided for by law with the following conditions:

1. Personal illness (after 60 hours absences in a school year, not including absences covered with an official document, a medical note or other official document will be required to excuse the absence)
2. Serious or long-term illness requiring 3 or more days out of school/Hospital Stay/ Quarantine (written medical evidence of illness required stating student may return to school)
3. Death of an immediate family member for purposes of travel, funeral, and/or support. This should be verified by a parental note, giving name of deceased, date of death, date/time/place of services, etc.
4. Essential work at home due to absence of parent or guardian. (Contact with principal in advance of absence)
5. Delay or absence of school bus
6. Other - circumstances judged as sufficient cause by school authorities (Contact with principal is required).

Failure to follow these directives will result in the absence being marked as unexcused.

In order to leave school grounds, all students must have parent or guardian permission and must sign out in the main office. For instances of illness during school, the student's parents or guardian will be telephoned in order to receive permission for student to leave school.

If parent or guardian cannot be reached, the student is required to remain at school. Any student who leaves school grounds in violation of this policy is truant and subject to disciplinary actions.

B. Student Absence Procedure

1. Parents/guardians are to call the school on days that the student is absent from school.
2. Calls are to be made before 9:00 a.m. to the elementary school office or voice mail system at (419) 846-3519 ext. 3101.
3. Student absence will be marked as unexcused until contact with the parent/guardian is made and/or a note signed by the parent or guardian to the main office is submitted the first day student returns to school.
4. If the absence is due to a medical appointment, the student is required to obtain proof from their doctor of the time of the appointment and the time student leaves the office.
5. When a student has missed any part of school or class for an excused reason, it is the responsibility of the student to contact the teacher for missed work. For an excused absence, a student will be given the number of days absent plus one to complete any missed work given during the absence. If the student had prior knowledge of the assignment before his/her absence, the assignment is due the day he/she returns. Failure to complete the assigned work will result in a grade of "F" or score of "0."

School Tardiness/Partial Day Absence Procedures

It is important that students arrive to school on time every day. Students who arrive late to school are accumulating a negative school record, developing a poor habit for future success in any endeavor and causing a disruption to the educational process for those students who arrive on time.

All students entering school after 8:50 a.m. must enter through the main office and be signed in by parents.

1. **TARDIES** - Students arriving within 60 minutes of the start of the school day will be marked TARDY to school.
 - a. The first two tardies in a quarter will be considered excused and should be reserved for unforeseeable circumstances.
 - b. More than two tardies in a quarter, regardless of the reason, will result in disciplinary consequences. A tardy letter will be sent home each quarter when the student has had over two tardies in that grading period. The administration reserves the right to include half-day absences with the compilation of tardies.

2. PARTIAL DAY ABSENCES

- a. Arrival to or departure from school more than 60 minutes will be marked as ½ day absence, or
- b. Loss of 120 minutes or less of each school day for medical or court appointments covered by official document, or principal approval, will not impact the student's attendance record.

A. Unexcused Absences

Transportation problems, over-sleeping, haircut or tanning appointments, baby-sitting Younger children, shopping, truancy, removal from class/school and unexplained "needed at home" are not considered to be valid excuses for absences. Students with unexcused absences receive no credit for makeup work and disciplinary action may be invoked.

B. Suspended/Expelled Students

Students suspended from school for any length of time will receive grades of "F" for any work missed during the suspension. Expelled students will not receive any credit for work during the expulsion period. The student must repeat the entire course from which expelled and earn passing grades in order to receive credit for the class.

C. 10/20 Day Absence Policy

According to the Board of Education policy JED, a limitation is placed on the number of absences from class.

1. After a student accumulates 7 absences in a course, students will not be permitted to make up work unless a medical excuse has been provided resulting in the absence being excused.
2. After a student accumulates 20 unexcused absences from a year long course, or 10 unexcused absences from a semester course, the student will receive no course credit.
3. Students with unexcused absences, or who have missed 10% of the school days to date, may be denied permission to attend field trips, hunting, fair days or other release days. The 10/20 days missed will not include days missed due to administrative discipline. Also, the following absences will not be counted in the 10/20 rule: a) serious or prolonged illness while under a physician's care (appropriate medical evidence must have been provided to the office); b) an absence due to a class or school sponsored activity; or c) any particular circumstances the principal deems valid.

D. Planned Absences Procedure

(NOTIFY SCHOOL ONE WEEK IN ADVANCE)

Parents are strongly encouraged to plan family vacations during school vacation times. An excused absence of up to five days for a family vacation may be granted if the following criteria are met:

1. Written notification of planned vacation must be presented to the main office a week in advance of trip.
2. Student is accompanying one or both parents on this vacation.
3. A Planned Absence Form must be obtained from the main office, fully completed and returned **NO LESS THAN THREE SCHOOL DAYS IN ADVANCE** to allow teachers time to provide assignments.
4. Only one (1) planned absence will be approved per semester with no more than a total of five (5) days per school year. The administration reserves the right to deny these requests if a student has excessive absences, failing grades, etc. and the absence is deemed to be against the best academic interest of the student. All time absent from school used for vacations will count in the 10/20 day absence policy limit. **PLANNED ABSENCES DURING THE FINAL WEEK OF SCHOOL WILL NOT BE EXCUSED.**

E. Hunting Absence Procedure

Students are permitted one (1) day excused absence for hunting during the fall season only. One day advanced written parental notice with presentation of student's hunting license is required for the day to be marked as excused. Time absent from school used for hunting will count in the 10/20 day absence policy limit.

F. Fair Attendance Procedure

The Board of Education policy permits students involved in either Wayne or Ashland County Fair 4-H projects that require some time from the regular school day, to be excused. Such students must have their name appear on a fair list submitted by the Extension Service in advance to the school indicating a need to be excused for fair work for a certain time on certain day or days. Such absences will not be counted against the attendance record nor against the days noted in the Board's adopted attendance policy. **Misuse of fair attendance will count as days of unexcused absences and will count in the 10/20 day absence policy limit.**

TRUANCY POLICY

The Board endeavors to reduce truancy through cooperation with parents, diligence in investigating the causes of absence, and use of strict guidelines in regard to tardiness and unexcused absence. When the Board determines that a student has been truant and that the parent, guardian, or other person having care of a child has failed to ensure the child's attendance at school, State Law authorizes the Board to require the parent to attend a specified educational program. This program has been established according to the rules adopted by the State Board of Education for the purpose of encouraging parental involvement in compelling the child's attendance at school.

⇒ **A student is considered truant if he/she: leaves school without signing out in the main office; leaves school at lunch without a pass to go to a certain place and does not report there; becomes ill/uptset and goes home or stays in restroom without reporting to the office; comes to school but does not attend classes.**

On the request of the Superintendent, or when it comes to the attention of the school attendance officer or other appropriate officer of the District, the designated officer must investigate any case of supposed truancy within the District and must warn the child, if found truant, and the child's parent in writing of the legal consequences of being a "habitual" or a "chronic" truant.

The parent or guardian is required to have the child attend school immediately after this notification. If the parent or guardian fails to get the child to attend school, the attendance officer or other appropriate office, if directed by the Superintendent or the Board, must send notice requiring the child's parent to attend a parental education program.

Excessive Absences is defined as:

- a. a student who is absent 38 or more hours in one school month with or without a legitimate excuse;
 - b. a student who is absent 65 or more hours in one school year with or without a legitimate excuse.
- District responsibilities when a child has excessive absences**
1. NES will notify the student's parent/guardian in writing within seven days of the triggering absence.
 2. NES will follow the district plan for absence intervention.
 3. NES may refer the student and family to community resources.

HABITUAL TRUANCY

Habitual truancy is defined as

- a. a student who is absent 30 or more consecutive hours without legitimate excuse;
- b. a student who is absent 42 or more hours in one school month without legitimate excuse;
- c. a student who is absent 72 or more hours in one school year without legitimate excuse.

District responsibilities when a child is habitually truant

1. **NES will select members of the absence intervention team and contact the student and the student's parent/guardian, inviting them to be on the team, within seven days of the triggering absence.**
2. **NES will develop the student's absence intervention plan within 14 days of the triggering absence and will begin implementation of the plan.**
3. **If a student does not make progress on the plan or continues to be excessively absent, the district will file a complaint to the juvenile court.**

CHRONIC TRUANCY

1. A "chronic" truant is a child of compulsory school age who is absent without a legitimate excuse for seven or more consecutive days, ten or more days in one month, or fifteen or more days in a school year.
2. **A chronic truant or habitual truant with one or more truancies is considered delinquent.**
 - a. Regarding "habitual" truants, the Board must take as an intervention strategy appropriate action contained in the Board policy, or the Board may file a complaint in juvenile court jointly against the child and the parent(s)/guardian(s).
 - b. The complaint must state that the child is an "unruly child" by virtue of being a "habitual truant" and that the child's parent(s)/guardian(s) violated the School Attendance Law.
 - c. The complaint must state that the child is a "delinquent child" by virtue of being a "chronic" truant and that the parent(s)/guardian(s) has violated the School Attendance Law.
3. Ohio's Truancy Law allows the Board of Education to file a truancy complaint in Juvenile Court jointly for any student who is considered a "chronic" truant and the parent(s)/guardian(s). The complaint will state that parent(s)/guardian(s) have violated the School Attendance Law.

IMPORTANT NOTE TO PARENTS: JUVENILE COURT HAS SOLE JURISDICTION OVER PARENTS OF TRUANT CHILDREN.

1. The Court may order one or more of the following if a parent(s)/guardian(s) is found guilty of failing to send their child to school:
 - a. Pay up to \$500 plus court costs.
 - b. Complete 70 hours of community service.
2. The Court may order one or more of the following if a parent(s)/guardian(s) is found guilty of contributing to neglect:
 - a. Pay up to \$1000 plus court costs.
 - b. Six (6) months in jail or probation.
3. The Court may order one or more of the following if a parent(s)/guardian(s) is found guilty or failed to attend a Parental Education Program:
 - a. Pay up to \$250 plus court costs.
 - b. Thirty (30) days in jail.

DUE PROCESS

A term generally used to describe a procedure or specific steps and measures to which a person is entitled, in order to protect his/her rights.

EARLY PICK UP OF STUDENTS

If it becomes necessary for parents to pick up students before the end of the school day, parents should report to the front office for check-out. The child will be paged while the parent signs the child out on the sign out sheet in the office. Children can only be released to adults identified on the registration forms. Students may not be released directly from classrooms.

OUT OF SCHOOL SUSPENSION (OSS) AND EXPULSION

A suspension is the removal by the principal or superintendent of a student from school curricular and/or extracurricular activities for a period of not more than 10 days. An "expulsion" is the removal by the superintendent of a student from school curricular and/or extracurricular activities for a period of more than 10 days. Students may be expelled from school for a period not to exceed 80 days and may have the expulsion continued into the following year. The expulsion may also be extended pursuant to R.C. 33132.66(f) related to permanent exclusion. Students shall be afforded due process of law both preceding and following suspension or expulsion in accordance with federal and state law and policies and regulations adopted by the Board of Education.

Students who violate the terms of his/her suspension or expulsion may, at the discretion of the superintendent and under appropriate circumstances, be referred to the proper law enforcement agencies. The superintendent may require a student to perform community service, in conjunction with or in place of, a suspension or an expulsion.

Right of Appeal

In cases of suspension, the right of appeal shall be:

⇒ A student or his/her parents or guardian may appeal a suspension by the superintendent or principal to the Board of Education or its designee. The superintendent or his/her designee is designated by the Board to hear the suspension appeal.

⇒ The request for appeal must be made in writing to the superintendent's office within 3 days after the first day of the suspension.

⇒ The student and his/her parent or guardian shall have the right to be represented at the appeal hearing and shall be granted a hearing before either the designee or board, whichever is required, in order to be heard with regard to the suspension

⇒ At the request of the student or his/her parents or guardian or attorney, the designee or board, whichever is required, shall hold the hearing in executive session.

⇒ Formal action on the appeal may only be taken in a public meeting.

⇒ By the action of either the designee or board, whichever is required, the order of suspension may be affirmed or the student may be reinstated, or the action otherwise reversed, vacated, or modified.

⇒ The Board or designee, whomever is required, will have 5 school days following the hearing to issue a written decision.

⇒ Either the Board or designee, whichever is required, shall make or cause to be made a verbatim record of appeal hearings. The record shall not be reduced to writing except at the request, cost, and arrangement of the party requesting the written record.

⇒ A student shall remain suspended for the duration of the suspension unless and until action modifying the suspension is taken on appeal, except that the principal or superintendent shall have the discretion to hold a suspension in abeyance pending appeal.

PARENT GUIDELINES

All visitors to Northwestern Elementary School MUST go directly to the school office upon entering the building, and officially register as a guest. You will receive and wear a visitor's sticker during this visit. All students will walk to their classrooms without parent assistance after the first week of school, if needed. Parents are expected to respect the teacher's duty to provide instruction from 9:05 a.m. – 3:35 p.m. All classroom visits are to be prearranged with the teacher/administrator.

Parents need to be aware of educational expectations and the progress of their children, and teachers need to know their students' parents. A conference is an ideal way for parents and teacher to get to know one another so that the best interest of the child is realized. Teachers may be available for conferences before or after hours of student's attendance. Conferences must be scheduled via telephone call or a note to the teacher.

Many parents value the opportunity to have lunch with their child during the school day. A parent, guardian, grandparent may visit their child in the cafeteria during the lunch period provided the following policy is followed. These guidelines are intended to provide a safe and positive lunch experience for all children in the school. Parents/guardians are required to report to the office to sign in. State issued photo identification is required. Lunch guest procedures:

1. Only your child will be allowed to eat lunch with you. Adults visiting for lunch must be listed on the student EMA and it must be indicated that contact is allowed during the school day.
2. You may purchase the school lunch or bring one from home. Children may not share food or purchase food for another child. Bringing in restaurant food is discouraged.
3. The visitor's badge given to you by the office staff when you check in must be worn on your shirt and must be easily visible by lunch room monitors.
4. The lunchroom visit must take place during the child's regularly scheduled lunch time.
5. The lunchroom visitor needs to sit inside the lunchroom.
6. The student is required to follow all cafeteria procedures including:
 - a. sitting in their own seat, not on visitor's lap
 - b. remain seated during the visit
7. Visitors will not be allowed to remain in the cafeteria for an extended lunch time.
8. The visitor is not allowed to take pictures, video, or make audio recordings during the visit.
9. Any questions or concerns must be directed to the principal or assistant principal. The visitors must not direct concerns to the staff or monitors as these employees are focused on student safety and monitoring.
10. Lunchroom visitors may not visit other areas of the campus without prior approval.

PHYSICAL RESTRAINT

Section 319.41 of the Ohio Revised Code specifies that: a person employed or engaged as a staff member, teacher, principal or administrator in a school, whether public or private, may, within the scope of their employment, use and apply such amount of force and restraint as is reasonable and necessary to quell a disturbance threatening physical injury to others, to obtain possession of weapons or other dangerous objects upon the person or within the control of the pupil for the purpose of self-defense, or for the protection of persons or property.

PLAYGROUND

The playground is a place to have fun and to exercise in the open air. Rules will be enforced to insure a happy and safe playground.

Students are required to abide by the following playground rules:

1. Students must remain outside for their entire recess unless they have a note from the supervising teacher to enter the building.
2. To prevent broken bones, no sticks or stones are to be thrown.
3. Students are required to go outside when there is outside recess. To remain inside, a physician's excuse may be required.

- The adult responsible for recess duty will determine the appropriateness of games and activities and the areas of the playground in which they may be played.
- Students will be instructed of the proper use of equipment and playground rules during the first physical education class of the school year.

SCHOOL CLOSINGS

Unusual weather may cause schools to be closed. School closings are determined by the Northwestern Local School District Superintendent. In the event of inclement weather, flooding or other conditions that warrant early closing or delay of school, information will be noted with area radio and TV stations as early as possible. Listen to Wooster WKCT FM 104.5, Wooster WWST AM 960, or Ashland WINCO FM for school information. Be aware of conditions that might warrant a change of normal school hours. Make prior arrangements with neighbors and babysitters to prepare for the eventuality of school delays, early dismissals or closings.

Northwestern Local Schools offers texting to your cell phone of school closing information. You may sign up for that by going to (<http://www.northwestern-wayne.k12.oh.us/SchoolAlerts1.aspx>) . Make sure you get District Alerts AND your child's Building Alerts.

STANDARDIZED TESTING

The 2018-19 testing dates are below. The Ohio State Testing (AIR) are administered in the spring. The Ohio State Testing (AIR) 3rd grade reading is given in the fall and spring. The Ohio Test of English Language Acquisition and the Alternate Assessment for Students with Significant Cognitive Disabilities are in the spring.

Test Windows for Ohio State Tests

- Math & Lang: Arts for Grades 3-5:
 - Fall 2018: Grade 3 English Lang. Arts: Oct. 22-Nov.2
 - Spring 2019: Grade 3-5 English Lang. Arts: Mar. 25, April 26, Math: April 1 to May 10
- Science for 5th Grade, Social Studies for 4th Grade:
 - Science, Grade 5, April 1-May 10

Third Grade Reading Guarantee

The ability to read is the foundation of learning. Research shows that children who are not reading at a third grade level by the end of grade three will likely have trouble learning in all classroom subjects in higher grades.

About the Third Grade Guarantee

Ohio's Third Grade Guarantee ensures that every struggling reader gets the support he or she needs to be able to learn and achieve.

How it Works

In kindergarten through grade three, schools will evaluate all children to determine if they are reading as well as they should be. If a child appears to be falling behind in reading, the school will immediately start a reading improvement plan.

Reading Improvement Plan – This plan will address each student's unique reading problems. Schools will monitor the plan to make sure the student's reading is improving.

Schools will work closely with parents to help create a remedy and for parents to be able to support the plan.

Advancing to Fourth Grade

Except for students with special circumstances, students must meet a minimum score on the state reading test to move on to the fourth grade. This score must be attained either in the Fall or Spring administration of the state reading test.

If the student remains in the third grade, the school must provide a high-performing reading teacher and 90 minutes of reading instruction each school day.

A student can still take fourth grade classes in all other subjects, if the student is ready.

Schools can move students to the fourth grade in the middle of the year, if the student's reading improves.

How it Helps

Studies on Florida's version of the Third Grade Guarantee show that students who remained in the third grade and received intensive reading instruction, improved dramatically in overall school performance in years following.

Resources to Help Your Child

Struggling readers greatly benefit from their families' involvement and help at home. The following links will give you the tools you need. Take special note of the Third Grade Reading Guarantee *Parent Roadmaps* for Grade 1-4 families. These will tell you what to expect and how to help at every point.

Third Grade Reading Guarantee Parent Roadmaps
(http://getattachment/Tops/Early-Learning/Third-Grade-Reading-Guarantee/Third-Grade-Reading-Guarantee-Family-Resources/TGGRG_Parent_Roadmap.pdf.aspx)

Reading First Ohio (<http://www.readingfirstohio.org/page/how-help-your-child>)

Parents' Guide to Student Success
(<http://ipa.org/parents/content.cfm?itemNumber=2583>)

CogAt Ability Testing

- The CogAt is a cognitive abilities test administered to all students in 2nd grade. The CogAt identifies superior cognitive gifted students.

New Ways to Determine Kindergarten Readiness

Understanding a child's learning and development is critical to both families and educators. Ohio's New Kindergarten Readiness Assessment (KRA) will give kindergarten teachers a comprehensive picture of a child's learning and development at kindergarten entry, pinpointing where each child is in physical well-being and motor development, language and literacy, mathematics, science, social studies and social foundations.

Teachers will have from the first day of school until Nov. 1, 2018 to complete the assessment.

Your child will be taking a STAR assessment during the school year.

What are computer-adaptive tests?

All STAR assessments are computer-adaptive tests (CATs). Computer-adaptive tests continually adjust the difficulty of each child's test by choosing each test question based on the child's previous response. If the child answers a question correctly, the difficulty level of the next item is increased. If the child misses a question, the difficulty level is decreased. CATs save testing time and spare your child the frustration of items that are too difficult and the boredom of items that are too easy.

How long does it take to complete a STAR assessment?

STAR tests are designed to be as efficient as possible. On average, students will complete the STAR Math Enterprise test in about 20 minutes, the STAR Reading Enterprise test in about 15 minutes, and the STAR Early Literacy Enterprise test in 15-20 minutes. However, some students may require more time.

What are STAR assessments used for?

The STAR assessments are often used to screen students for their reading and math achievement levels. STAR Reading and STAR Math assessments help determine reading and math achievement levels in order to place students into the Accelerated Reader and Accelerated Math programs. STAR Early Literacy Enterprise assessments help educators monitor students' growing literacy skills and students' progress toward becoming independent readers. STAR Enterprise assessments can also be used to monitor student growth throughout the year, to estimate students' understanding of state standards, and predict students' performance on the state test. In addition, STAR can help teachers determine appropriate instructional levels and skills that students are ready to learn.

What kind of score does my child get?

For every STAR assessment, your child receives a **scaled score (SS)**, which is based on the difficulty of the questions and the number of correct answers. Scaled scores are useful for comparing your child's performance over time and across grades. STAR Reading and STAR Math scaled scores range from 0-1400. STAR Early Literacy Enterprise scaled scores range from 300-900.

STAR offers educators a variety of scores and reports. Some STAR scores compare your child's performance to a specific criteria or to a standard (criterion-referenced scores). STAR Enterprise reports also include scores which compare your child's performance to other students who have taken the same test (norm-referenced scores). The criterion- and norm-referenced scores are based on the scaled score.

K-2 Diagnostic Assessments

The primary purpose of Ohio's Diagnostic Assessments, which are lined to Ohio's new learning standards, is to provide a tool to check the progress of students towards meeting the standards. These assessments will be given to grades 1-3 students before Sept. 30th these assessments are used to identify students on or off track according to the Third Grade Guarantee Law.

STAR Reading Enterprise is an assessment of reading comprehension and skills for Independent Readers grades 3-12. STAR Reading Enterprise tracks development in five domains:

- Word Knowledge and Skills**
- Comprehension Strategies and Constructing Meaning**
- Analyzing Literary Text**
- Understanding Author's Craft**
- Analyzing Argument and Evaluating Text**

STAR Math Enterprise is an assessment of math achievement for students in grades 3-12. STAR Math Enterprise tracks development in four domains:

- Numbers and Operations**
- Algebra**
- Geometry and Measurement**
- Data Analysis, Statistics, and Probability**

STUDENT RECOGNITION

Student recognition is a vital part of our climate at Northwestern Elementary School. Honor and Merit Roll students are recognized at the end of each grading period. Students of the Month will be awarded a certificate and names displayed in the hall.

Honor Roll: A student must receive all A's on their report card for recognition. Honor Roll will be calculated every nine (9) weeks.

Merit Roll: A student must receive all A's and B's on their report card for this recognition. Merit Roll will be calculated every nine (9) weeks.

Attendance Awards: Northwestern Elementary School awards Certificates of Attendance to students who are present every school day. To be counted

as present, students must attend at least one-half day of instruction. Students who have more than 3 early check-out and/or tardies will not be eligible for attendance awards. On early release days students must be present 1 hour and 45 minutes to be counted present.

TUTORING PROGRAM

Before and/or after-school tutoring programs, as well as summer school, are offered to students who need additional time to master the Academic Knowledge and Skills. Your child's teacher will send home specific information about the programs if additional reinforcement is needed.

VOLUNTEERS

Parents and community members, are welcomed and encouraged to act as volunteers at Northwestern. We appreciate the contributions of our many "unpaid staff", and our students benefit greatly from their presence. Opportunities for volunteerism are many and varied! Please see your child's classroom teacher or the office about ways you can help out in the school. To be sure that volunteers and the school have a mutually satisfying experience, the following guidelines apply:

1. Volunteers need to sign in at the office upon arrival
2. Volunteers must sign the volunteer waiver form
3. Volunteers must make other arrangements for preschool children
4. Volunteers should avoid the staff room during teacher lunch times
5. Volunteers must maintain confidentiality of students and staff
6. Volunteers who serve as chaperones will be oriented by teachers as to their duties. Chaperones must focus on the safety and learning of the children in their supervision; therefore, **preschoolers are not permitted on school trips.**

