



Northwestern School District

100 Harthan Way, Albion, PA 16401-1368

Phone: (814) 756-9400

Fax: (814) 815-8604

Website: www.nwsd.org

Gregory J. Lehman, Superintendent

Jonathan R. Hannon, Business Manager

Annual Notification of Rules, Regulations and Policies

Student

- **Admission of Beginners** – [Policy 200](#) (*Enrollment in District*); [Policy 201](#) (*Admission of Students*)
- **Attendance, excusals and truancy** – [Policy 204](#) (*Attendance*)
- **Withdrawal from school** – [Policy 208](#) (*Withdrawal from School*)
- **Student Discipline** – [Policy 113.1](#) (*Discipline of Students with Disabilities*); [Policy 218](#) (*Student Discipline*)
- **Suspension and Expulsion of Students** – [Policy 233](#) (*Suspension and Expulsion*)
- **Searches** – [Policy 226](#) (*Searches*)
- **Audio Interception on School Buses or School Vehicles for Disciplinary or Security Reasons** – [Policy 810](#) (*Transportation*), **Administrative Regulation 810-AR-4** (*Student Conduct on Busses*)
- **Retention, maintenance and access to student records** – [Policy 215](#) (*Promotion and Retention*); [Policy 216](#) (*Student Records*) explains rights to parents/guardians and eligible students.
 - o The right to inspect and review the student's education record within forty-five (45) days of the district's receipt of the request for access.
 - o The right to request amendment of the student's education records that the parent/guardian or eligible student believes are inaccurate, misleading or otherwise violate the privacy rights of the student.
 - o The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that law authorizes disclosure without consent.
 - o The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest if the district discloses certain materials without prior consent.
 - o The right to refuse to permit the designation of any or all of the categories of directory information.
 - o The right to request that information not be provided to military recruiting officers.

Special Education, Gifted Education and Chapter 15/Section 504 Service Plan documents include but are not limited to: Permission to Evaluation (Consent), Permission to Evaluate (Request), Permission to Re-evaluate (Consent), Permission to Re-evaluate (Request), Gifted Written Report, Evaluation Report, Re-evaluation Report, Individualized Education Programs, Gifted Individualized Education Program, Invitation to attend IEP meeting, Invitation to attend GIEP meeting, Notice of Recommended Education Placement, Notice of Recommended Assignment, Chapter 15 (504 Service Agreement), and other related document and records which have been maintained by the district and were considered by the district and/or the IEP team in making any FAPE decision, including but not limited to decisions regarding eligibility, evaluation, necessary services and accommodations, content of individualized education programs and/or Section 504/Chapter 15 service plans, placement, etc., of any eligible student.

The administration shall annually destroy special education records no longer relevant and necessary for the provision of Special Education and related services to a student who has attended the district. However, a written record of a student's personally identifiable

information, such as name, address, telephone number, grades, attendance records, classes attended, grade level completed and year completed shall be maintained for one hundred (100) years from the date the student attains twenty-one (21) years of age. The district will destroy all other Special Education records, except for the personally identifiable information records, for all students under the Individuals with Disabilities Education Act and/or Section 502 of the Rehabilitation Act no earlier than six (6) years after those students reached the age of twenty-one (21) years.

If, however, a parent/guardian or eligible student (within the meaning of the Family Education Rights and Privacy Act) request that a student's special education records be destroyed prior to these established times, the district shall undergo a case-specific investigation, consistent with 34 C.F.R. §300.624, to determine whether those records are needed to provide educational services to the child and whether they should be destroyed per the parent's/guardian's eligible student's request.

- **Use of Personal Electronic Devices** – [Policy 237](#) (*Electronic Devices*)
- **Dress and Grooming** – [Policy 221](#) (*Dress and Grooming*)
- **Student Complaint Process** – [Policy 219](#) (*Student Complaint Process*)
- **Participation by Home School Students in School District Extracurricular Activities** – [Policy 137.1](#) (*Extracurricular Participation by Home Education Students*)

Educational Programs

Curriculum Review by Parents and Students – [Policy 105.1](#) (Review of Instructional Materials by Parents/Guardians and Students)

Promotion and Retention – [Policy 215](#) (Promotion and Retention)

Graduation Requirements – [Policy 217](#) (Graduation Requirements)

Student Health

Communicable Diseases and Immunization – [Policy 203](#) (Communicable Diseases and Immunization)

Health Examinations and Screenings – [Policy 209](#) (Health Examinations/Screenings)

Student Use of Medications – [Policy 210](#) (Use of Medications)

Student Wellness Policy – [Policy 246](#) (Student Wellness)

School Property

Use of School Property and Facilities – [Policy 707](#) (Community Use of School Facilities)

School Visitation Policies – [Policy 907](#) (School Visitors)

Integrated Pest Management Plan – [Policy 716](#) (Integrated Pest Management)

Community

Public Participation in School Board Meetings – [Policy 903](#) (Public Participation in Board Meetings)

Parental Involvement Policy for Parents and Guardians – [Policy 917](#) (Parental/Family Involvement) and [Policy 918](#) (Title I Parent and Family Engagement)

Public Access/Use of School Facilities – [Policy 707](#) (Community Use of School Facilities)

Public Complaint Process – [Policy 906](#) (Public Complaints)