

**HANDBOOK IS SUBJECT TO CHANGE  
BASED ON REVISIONS OF DISTRICT  
POLICIES**

## NORTH SCHUYLKILL SCHOOL DISTRICT MISSION STATEMENT

The North Schuylkill School District will provide all students a rigorous, meaningful and relevant education which will prepare them to thrive in the 21<sup>st</sup> Century global community, whether they go on to college or career prep or the workplace.

## NORTH SCHUYLKILL SCHOOL DISTRICT SUMMARY OF SAFETY STANDARDS

The North Schuylkill School District has always considered the safety of our students and staff to be a paramount concern. In light of recent events and the public awareness they have caused regarding school safety, we feel it necessary to state our commitment to the following standards:

1. Parents and students will be asked to sign verification that they have reviewed the student handbook and understand the rules, regulations, procedures, and consequences for various violations that have been established. This sign-off page can be found at the back of the student handbook.
2. All building entrances are kept locked including the main entrance area. All students, and visitors must use the main entrance in to the building at all times. **Visitors must report to the main office. All visitors will be required to sign in and show a form of photo I.D. and wear an identification badge. If the visitor leaves the main office, car keys will be kept until the visitor returns.**
3. All staff must wear identification badges at all times.
4. At no time are \* weapons of any kind allowed on school grounds, at any school function, in school or personal vehicles, parking lots, and bus stops.

\*A "weapon" shall include, but not be limited to any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle or any other tool, instrument or implement capable of inflicting serious bodily injury. The definition of weapon also includes any object in circumstances in which the object has been, or is likely to be used as a weapon.

Possessing a weapon, whether a student or staff member, will result in severe disciplinary action.

5. Secondary teachers shall be at their doors during the passing of classes in order to monitor hallway activity. Elementary teachers will escort their classes to creative art classes, assemblies, lunch, and other events.
6. Student lockers are school property and may be searched at any time with reasonable cause.
7. Video cameras will be used both on school buses and on school buildings and grounds for security monitoring and to discourage inappropriate activity.
8. Students not obeying all traffic laws and signs when driving on school grounds will have their driving privileges revoked immediately for the school year.
9. All employees are subject to criminal background checks prior to hiring.
10. All staff, students, and parents will be made aware of safety and security guidelines as they are developed and implemented.
11. In the event of a crisis or emergency situation, local television and radio announcements will be made.
12. Administration will involve local law enforcement in any matters when considered appropriate.

## CHILD FIND NOTIFICATION STATEMENT

The North Schuylkill School District engages in identification procedures designed to ensure that eligible students in the school district receive a Free Appropriate Public Education at no cost to the parent or guardian. A full continuum of special education services is provided to eligible students. These services that are calculated to yield meaningful educational benefit and progress are provided in compliance with federal and state law. Any parent or guardian who believes their child may be eligible for special education services may request a comprehensive educational evaluation from the principal of the building where the child attends school. Additional information, related to special education services, as

well as the procedural safeguards notice outlining the rights of students and parents may also be obtained from the building principal.

### **Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)**

PPRA affords parents and students who are 18 or emancipated minors (“eligible students”) certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- **Consent** before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED):
  1. Political affiliations or beliefs of the student or student’s parent
  2. Mental or psychological problems of the student or student’s family
  3. Sex behavior or attitudes
  4. Illegal, anti-social, self-incriminating, or demeaning behavior
  5. Critical appraisals of others with whom respondents have close family relationships
  6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers
  7. Religious practices, affiliations, or beliefs of the student or parents or
  8. Income, other than as required by law to determine program eligibility.
  
- **Receive notice and an opportunity to opt a student out of:**
  1. Any other protected information survey, regardless of funding
  2. Any non-emergency, invasive physical exam or screening required as a condition of attendance administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law
  3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
  
- **Inspect**, upon request and before administration or use:
  1. Protected information surveys of students
  2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes and
  3. Instructional material used as part of the educational curriculum.

The North Schuylkill School District has developed and adopted policies, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales or other distribution purposes. **The North Schuylkill School District will directly notify parents and eligible students of these policies at least annually at the start of each school year) and after any substantive changes.** The North Schuylkill School District will also directly notify parents and eligible students, such as through U.S. Mail or E-mail, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

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

Parents/eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-4605

## **NORTH SCHUYLKILL SCHOOL DISTRICT**

### **NOTICE OF RIGHTS UNDER FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT ("FERPA")**

North Schuylkill School District protects the confidentiality of personally identifiable information gathered about its students in accordance with federal and state law. FERPA affords parents and students eighteen years of age and older certain rights with respect to the student's educational records. These rights are summarized as follows:

- (1) The right to inspect and review the student's educational records within 45 days of the date that the District receives a request for access.  
Parents should submit a written request to the school principal identifying the record(s) that they wish to inspect. The principal will make arrangements for access and notify the parents of the time and place where the records may be inspected.  
Parents have the right to request copies of the records and the District may charge a reasonable copying fee as long as it does not prevent the parents from exercising their right to inspect and review their child's records.
- (2) The right to request the amendment of the student's educational records that the parents believe are inaccurate, misleading or violate the privacy or other rights of the student.  
Parents may request that the District amend a record by writing to the school principal, clearly identifying the part of the records they would like to change, and specifying why the change is warranted. The District will notify the parents in writing of the decision and advise them of their right to a hearing regarding their request for the amendment. Additional information regarding the hearing procedures will be provided to the parents upon notification of the right to a hearing.
- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that federal and state law authorizes disclosure without consent. The district must release directory information: student names, addresses, and telephone listings when requested. Additionally, under federal laws, the district must release directory information: student names, addresses, and telephone listings to military recruiters for recruiting purposes upon request. If you do not wish this directory information to be released, you must notify in writing no later than September 1<sup>st</sup> at the North Schuylkill School District Office located at 15 Academy Lane, Ashland, PA 17921.
- (4) The right to file a complaint with the U. S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

Complaints may be made by contacting the Family Policy Compliance Office at the following address:

U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-4605

A copy of the Confidentiality Procedural Guidelines is available for inspection at the Administrative Office of the North Schuylkill School District. Additional information regarding student records, including access request information, is available by calling the District at (570) 874-0466.

*June 2, 2010*

## **NORTH SCHUYLKILL SCHOOL DISTRICT**

### **ANNUAL PUBLIC NOTICE OF SPECIAL EDUCATION PROGRAMS AND SERVICES AND GIFTED EDUCATION PROGRAMS**

#### **I. INDIVIDUALS WITH DISABILITIES EDUCATION IMPROVEMENT ACT OF 2004**

The North Schuylkill School District is required by the Individuals with Disabilities Education Improvement Act of 2004 ("IDEA") to provide a free, appropriate, public education ("FAPE") to "children with disabilities." Pursuant to the IDEA, students are considered to be children with disabilities if they need special education and related services and have one or more of the following physical or mental disabilities:

- Autism
- Deaf-Blindness
- Emotional Disturbance
- Hearing Impairment including Deafness
- Mental Retardation
- Multiple Disabilities
- Orthopedic Impairment
- Other Health Impairment
- Specific Learning Disability
- Speech or Language Impairment
- Traumatic Brain Injury
- Visual Impairment including Blindness

The IDEA further requires the provision of FAPE to children with disabilities between the age of three and the school district's age of beginners known as "eligible young children." The Schuylkill County Intermediate Unit provides early intervention services and programs to eligible young children located within the North Schuylkill School District. Children who are developing more slowly than other children their age may need Early Intervention Services. Delays in the following developmental milestones can alert parents to the potential need for Early Intervention Services:

1. Physical Development (ability to move, see, and hear)
2. Language Development (ability to talk or express needs)
3. Social and Emotional Development (ability to relate to others)
4. Self-Help Development (ability to eat, dress, and take care of themselves)
5. Cognitive Development (ability to think and learn)

Parents who feel their young child may not be reaching developmental milestones should contact the Schuylkill Intermediate Unit at 544-9131 x 1229 for the purpose of screening, evaluation and appropriate program and services if necessary. Eligible young children are afforded the same rights as school age children.

#### **II. SERVICES FOR PROTECTED HANDICAPPED STUDENTS**

The North Schuylkill School District must provide services to and may not discriminate against "protected handicapped students" in accordance with Section 504 of the Rehabilitation Act. A protected handicapped student is a student who has a physical or mental impairment which substantially limits one or more major life activities, has a record of such an impairment or is regarded as having such an impairment. Protected handicapped students may qualify for special services to ensure equal opportunity to participate in the school program and extracurricular activities to the maximum extent appropriate for the individual student.

#### **III. GIFTED EDUCATION**

In Pennsylvania, school age students qualify to receive specially designed instruction when they have been identified as "mentally gifted." A student is mentally gifted when he or she has outstanding intellectual and creative ability that requires specially designed programs or support services not ordinarily provided in the regular education program. The North Schuylkill School District will determine whether a student is mentally gifted based upon multiple criteria, including I.Q. score. The determination of gifted ability will not be based on I.Q. score alone.

#### **IV. SCREENING AND EVALUATION**

The North Schuylkill School District uses procedures to help identify children who may qualify for services, including parent/teacher referrals, review of student records and screening for hearing, vision and speech and language problems. Pre referral intervention through the Instructional Support Team Process is available in grades K through 6, along with Child Study/SAP Team interventions in grades K through 12. If you believe that your child may be eligible for special education and related services, or gifted education, screening and evaluation services designed to assess the needs of your child and his/her eligibility are available to you at no cost. You may request screening and evaluation at any time, whether or not your

child is enrolled in the district's public school program.

Requests for screening and evaluation may be made in writing to the District address listed below or to your child's building principal. All requests will be kept confidential.

**North Schuylkill School District**  
Special Education Department  
15 Academy Lane  
Ashland, PA 17921  
(570) 874-0495 x 1141

June 2, 2010

### **English As A Second Language, Limited English Proficiency**

The North Schuylkill School District shall provide a program for each student whose dominant language is not English for the purpose of facilitating the student's achievement of English proficiency and the academic standards. The program shall include bilingual - bicultural or English AS A Second Language Instruction.

The Home Language Survey shall be completed for every student in the district and filed in the student's permanent record folder through graduation. For students whose dominant language is not English, assessment of the student's English proficiency level must be completed to determine the need for English as a second language instruction.

The ESL program shall be designed to provide instruction to meet each student's individual needs based on the assessment of English proficiency in reading, writing, listening and speaking. Adequate content area support shall be provided while the student is learning English to ensure achievement of academic standards.

Students shall have access to and should be encouraged to participate in all academic and extracurricular activities available in the district.

Communication with parents shall include information about assessment, academic achievement and other related education issues in the language understood by the parent whenever possible.

If you have any questions about the English As A Second Language/LEP Program, please contact the Superintendent's office.

### **SCHOOLS AND PARENTS WORKING TOGETHER**

#### **Statement of Basic Beliefs:**

We are firmly committed to the belief that good discipline, more often than not, begins at home. The parent is the first teacher of his/her child and should develop positive behaviors and the proper attitudes towards school. **It is also necessary that parents:**

- Recognize that the teacher, in accordance with Pennsylvania school law, takes the place of the parent while the child is in school or is being transported by the school district.
- Teach their child respect for authority, the law, the rights of others, and for private and public property.
- Realize that a disruptive student not only hinders his/her educational progress, but also the educational rights of the others around him/her.
- Insure prompt and regular school attendance as well as comply with state attendance laws and procedures.
- Work with the school in carrying out recommendations, including discipline, made in the best interest of the student.

**Student Responsibilities:**

- A. Student responsibilities include regular school attendance, conscientious effort in classroom work, and conformance to school rules and regulations. Most of all, students share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living.
- B. No student has the right to interfere with the education of his fellow students. It is the responsibility of each student to respect the rights of teachers, administrators, and all others who are involved in the education process.
- C. Students should express their ideas and opinions in a respectful manner so as not to offend or slander others.
- D. It is the responsibility of students to:
  - 1. Be aware of all rules and regulations for student behavior and conduct themselves in accordance with them.
  - 2. Be willing to volunteer information in matters relating to the health, welfare, and safety of the school community.
  - 3. Dress and groom themselves so as to meet fair standards of safety and health and so as not to cause substantial disruption to the educational process.
  - 4. Assume that until a rule is waived, altered, or relented it is still in full effect.
  - 5. Assist the school staff in operating a safe school for all students' enrolled within.
  - 6. Be aware of and comply with state and local laws.
  - 7. Exercise proper care when using public facilities and equipment.
  - 8. Attend school daily, and be on time for all classes and other school functions.
  - 9. Make all necessary arrangements to make up work when absent from school.
  - 10. Pursue and attempt to complete satisfactorily the courses of study prescribed by state and local school authorities.
  - 11. Avoid indecent or obscene language at all times.
  - 12. Assume financial obligation for any and all damage to public facilities and equipment and personal property (example: textbooks, athletic uniforms, etc.)

**Parent Responsibilities:**

- 1. Instill an enthusiastic attitude in your child from his/her first day of school.
- 2. Build a good working relationship between yourself, your child, his teacher, and the school.
- 3. Accept financial responsibility for their children's misdeeds.
- 4. Insist upon prompt and regular attendance.
- 5. Keep in mind that parental attitudes and opinions often influence children.
- 6. Recognize that a teacher deserves the same consideration and respect that we insist upon as parents.
- 7. Encourage your child to take pride in his appearance.
- 8. Insist that your child bring home promptly all communications from the school. Be certain to read them and if necessary discuss them with your child.
- 9. Help your child understand that rules are a necessary part of society. Should your child become involved with an infraction, cooperate with the school in resolving the problem.

## CALENDAR

### **SCHOOL BOARD**

Robin Hetherington, President  
Kelly Moran, Vice President  
Roy Green, Member  
Deborah Hampton, Treasurer  
Charles Hepler, Member  
Daniel Holderman, Member  
Mark Kessler, Member  
Suzanne O'Neill, Legislative Chairperson  
Raymond Reichwein, Member  
Merri Lynn Craig, Board Secretary  
Attorney James Caravan, Solicitor

### **ADMINISTRATIVE STAFF**

Dr. Andrew Smarkanic, Superintendent  
Robert Amos, Business Manager  
Mark Andrewcavage – Coordinator of Computer Services and Technology  
Eleanor Sanayka, Director of Special Education  
Dennis Kergick - Supervisor of Curriculum & Federal Programs  
Frank Brennan, Director of Buildings and Grounds

### **N.S. JR./SR. HIGH SCHOOL**

Christian T. Temchatin, Principal  
Maggie A. Manofsky, Assistant Principal  
James Gross, Athletic Director

### **N.S. ELEMENTARY CENTER**

Neall Jones, Principal  
Amy Hannis-Miskar, Assistant Principal

### **SPECIAL EDUCATION DEPARTMENT**

Kara Knecht, Psychologist  
Michael Evans, Social Worker  
Amy Ryder, Speech Therapist  
Catherine Shearn, Occupational Therapist  
Gayle Sokoloski, Secretary

### **GUIDANCE STAFF**

Joseph Tomtishen, High School Counselor  
Melissa Lorady, High School Counselor  
Michelle Hull, Elementary Counselor  
Susan Prushinski, Elementary Counselor  
Laurie Seip, Intervention Counselor

### **NURSING STAFF**

Michelle Smarkanic, High School Head Nurse  
Mary Shuttlesworth, Elementary Head Nurse  
Nicole Green, High School Nurse Aide  
Michelle O'Hearn, Elementary School Nurse Aide

### **SECRETARIES**

Cynthia Shadle, High School Office  
Lorie Smith, High School Office  
Lisa Cuccurullo, High School Guidance Office  
Lisa Idacavage, High School Guidance Office  
Nancy Murray, Elementary School Office  
Tracy Thurs, Elementary School Office

## ATTENDANCE POLICY

Regular attendance in school is of the utmost importance to ensure satisfactory course progress and awarding of credit for a particular subject. Successful completion of tests does not indicate that a student has mastered a particular subject. Instructors' lectures, in-class discussions, successful completion of homework assignments, and class participation are all factors that determine satisfactory course completion and credit attainment.

### COMPULSORY SCHOOL ATTENDANCE

It is the duty of the Commonwealth to require that every educable child within its jurisdiction receive at least an elementary and secondary education in so far as such level may be attained. **If the parent will not insist that child take advantage of the free educational opportunities offered, it becomes the duty of the state to require that this be done so that a democratic government may be assured of a population sufficiently well educated to appreciate the responsibilities of citizenship.**

*Definitions-PA state laws, regulations, standards, and policies.*

**Compulsory School Age:** Period of a child's life from the time the child's parents elect to have child enter school, which shall not be later than age of 8 years, until the age of 17 years (does not apply to kindergarten). (Ref. PA School Code, Article XIII, Section 1326)

**Absence:** Nonattendance of a pupil on days and half days when school is in session.

**Unlawful Absence:** Unexcused absence for all pupils of compulsory school age.

**Unexcused Absence:** Absence for a pupil for one of the following reasons:

- Truancy-Nonattendance of pupil on day(s) or half day(s) of school without the permission of school administration and/or parents or guardians
- Illegal Employment
- Parental Neglect - i.e. Visiting, shopping, car trouble, missed ride to school, working on school assignments, oversleeping, etc.
- **Students who are truant from school will face disciplinary actions when they return to school.** (Ref. PA School Code Article XIII, section 1329)

### Enforcement of Attendance Issues

Enforcement of the compulsory attendance laws in North Schuylkill School District shall be in strict accordance with the school laws of Pennsylvania and the Department of Education.

PDE has recommended procedures for school districts when responding to student absences. The law states that a parent/guardian must send in a note within three days of the child's absence or the child will have an unlawful absence. A note explaining your child's absence may be written on any paper. You do not need the school absence form. After ten (10) days of absenteeism, your child will need a note from the doctor. **THE STUDENT MUST BE SEEN BY A DOCTOR, NO NOTES WILL BE ACCEPTED FROM A DOCTOR-STATING THAT THE STUDENT IN QUESTION WAS NOT SEEN BY A DOCTOR.**

Parents/guardians will be responsible for being aware of how many days their child has been absent. A courtesy letter will be sent, however the policy will be in effect after the 10<sup>th</sup> day absent.

PDE recommends a notice be sent to the parent/guardian after the first illegal absence. This letter is intended to inform the parent/guardian of consequences of more than three (3) absences and to notify the school with any truancy concerns. PDE also recommends a notice to be sent home after the third illegal absence. In addition to sending a notice to the parent/guardian, if the student is thirteen (13) or older, notice is also sent to the student. After three (3) illegal absences the district is required by PDE to offer to meet with the parents/guardian and student to complete a Truancy Elimination Plan. These letters are intended to address any truancy concerns before making referrals to outside agencies or to the magisterial district judge.

Please understand that we are all stakeholders in providing the best education for your child. Regular attendance at school is the first step in giving your child the best opportunity for academic achievement.

**Students who are legally absent from school will have the opportunity to make up missed assignments.** The amount of time to make up assignments will be calculated by taking the number of absent days plus one day to turn in the work when they return to school. Legally absent students should consider going to <http://www.northschuykill.net/homehot.html> or friends in order to keep up with homework assignments. Students who are seriously ill and will be out a significant amount of time should have their parent(s) contact the guidance office in order to make arrangements for obtaining school work. Students who are illegally absent or unexcused from school over three times in one school year will not have the opportunity to make up assignments/quizzes, tests that were missed for credit.

## LEAVING SCHOOL

Students are not permitted to leave the school campus at any time during the school day without permission from the principal or designee. Students may be permitted to leave school for medical or dental appointments, court appearance or family emergencies. If you wish to be excused early during the school day, you must present a note to the high school office by 8AM and the elementary office by 9AM the morning of the early dismissal. The note should indicate: (1) the date and time of dismissal; (2) the reason for dismissal; (3) your parent's/guardian's signature. The secretary will then authorize the early dismissal and you should present the note to your teacher to be dismissed from that class. Upon returning to school, report to the office to sign in and present your doctor's note. If no note is presented, the absence will be considered as illegal/unexcused.

## EARLY MORNING APPOINTMENTS

If you have an early morning appointment (e.g.; orthodontist, doctor, etc.) a doctor's note must be presented to the high school office upon your arrival for you to be marked excused tardy. If no note is presented, the absence will be considered as unexcused tardy. **If you arrive after 9:15AM for grades 7-12 and 11:15 for grades K-6, you will be considered unexcused/illegal half day absence.**

## ACADEMIC POLICY

### EVALUATION OF PUPIL PROGRESS

Pupil progress will be automatically reported to the student and parent/guardian four times a school year: after the 45<sup>th</sup> day of school, after the 90<sup>th</sup> day of school, after the 135<sup>th</sup> day of school, and at the conclusion of school. The following scale will be used for grading:

	<u>Letter Grade</u>	<u>Point Value</u>
Excellent	A	93-100%
Good	B	85-92%
Fair	C	77-84%
Poor	D	70-76%
Failure	F	Below 70%

In addition, progress reports will be sent to the homes of all students in danger of failing a subject at the middle of every marking period. **Parents are also encouraged to utilize eSchoolBook for more frequent updates on their child's progress or to contact the teachers or guidance office directly if they have any concerns.**

**NOTE: Students must attain a minimum final grade of 50% in order to be eligible to make up that course in the credit recovery program.**

## HONOR ROLL POLICY

To obtain honor roll status, the following must apply: **Distinguished Honors** - All A's; **High Honors** 93% average with no D's or F's; **Honor Roll** - 85% average with no D's or F's. At the elementary level, an "N" or "U" in a special class will eliminate a student from the honor roll.

Honor rolls are sent to local newspapers at the end of each marking period and are published at their discretion.

## TECHNOLOGY

North Schuylkill School District has made it a priority to encourage students to use technology as an additional learning tool. With this technology comes responsibility. Every student must honor their commitment to the Acceptable Use Policy they and their parents signed in order for the student to be allowed access to the Internet. Those students who do not have signed acceptable use policies, will not be able to access the Internet. It is also our expectation that you will take care when using all computers in the school. They are specifically for *your* use, to make *your* work easier; if they are abused, you will be directly affected. In this respect, the following rules have been set forth:

1. No food (this includes lollipops) or drink at the computer at any time.
2. Appropriate language must be used for log in ID and password.
3. Do not give your log-on I.D. or password to anyone, even your friends. Misrepresentation or failure to follow this procedure will result in disciplinary action.
4. Do not use excessive force on the keyboards.
5. Absolutely no changing computer configurations.
6. Absolute compliance with the District Acceptable Use Policy is necessary in order to keep computer privileges.
7. Anyone found maliciously damaging the computers will be prosecuted to the fullest extent of the law.

## STUDENT CONDUCT

### DISCIPLINE

The goal of the North Schuylkill School District is to provide each student with the finest education possible. In order for the North Schuylkill School District to achieve this goal, the school must be safe, orderly, and free of unnecessary disruptions. Students share the responsibility with teachers and administrators to develop a positive educational climate.

The Discipline Code of the North Schuylkill School District is a clearly defined document that identifies types of student behavior that are considered to be unacceptable and also states consequences for such acts.

The following are types of behaviors that distract others in the learning environment and will not be tolerated by your teachers. They include, but are not limited to:

1. Blatant Defiance/Insubordination - a failure to comply with legitimate requests from employees of the North Schuylkill School District. The entire school staff (secretaries, custodians, cafeteria employees, bus drivers, teachers, counselors, and administrators) expects that our students cooperate fully in order to achieve success. Students are prohibited from being defiant and/or disruptive which causes a concern for the well-being of the school employees and/or students. Such behavior is unacceptable and will result in disciplinary action.
2. Obscene Language, inappropriate gestures, defiant/disruptive behavior - students are prohibited from using obscene language/inappropriate gestures. Obscene language/inappropriate gestures which are directed toward school employees and students is unacceptable and will result in disciplinary action. Students who use obscene language and are defiant/disruptive may be subject to charges of Disorderly Conduct (Crimes Code of PA: Section 5503(a)[(2) or (3) or (4)] or other appropriate charges with the local magistrate's office (up to a \$300 fine).
3. Classroom disturbances - words or behavior which cause interference with normal classroom and/or school routine.

4. Horseplay - bodily contact with another person in a joking manner (knocking another student books down, stepping on another's heels, pushing, spitballs, etc.)
5. Loitering - unauthorized or prolonged use of an area (for example, halls, cafeteria, or lavatory)
6. Not prepared for class - failure to bring the necessary materials to class.
7. Disrespect - socially unacceptable words or actions directed toward another individual
8. Harassment of others - any violation of student's rights (physical and/or verbal harassment, intimidation of other students)
9. General Safety Concerns - thoughtless acts that could endanger one's self or others (shooting paper clips, rubber bands, poking with pencils)
10. Electronic devices including but not limited to - Radio/tape/CD players, ipods, ipads, mp3 players, hand held game systems, headsets, beepers, cell phones, electronic readers and cameras may not be used during school hours. Beepers are permitted with the authorization of the building administrator. These items must be secured in the student's locker for use after school. The school will not be **responsible for these items being lost or stolen**. If a student is found in possession of these devices during school hours (school hours is defined as that time a student gets on the bus in the morning through the time a student gets off the bus in the afternoon; or if a student is transported by private car school hours is defined as the time the student arrives at school through the time they depart the entire item and all components will be confiscated and held in the school office until the following school day at which time a parent/guardian may pick up the device. The device will not be returned to the student. A detention will also be assigned to the student. A second offense will result in the device being confiscated for one week at which time a parent/guardian may pick up the device. The student will be assigned two detentions. A third offense will result in the item being confiscated for the remainder of the school year. The student will be assigned a Saturday detention.
  - **National School Safety and Security Services – Cell Phones** can detract from school safety and crisis preparedness.
    - a. Cell phones have been used for calling in bomb threats to schools and, in many communities, cell calls cannot be traced by public safety officials.
    - b. Student use of cell phones could potentially detonate a real bomb if one is actually on campus.
    - c. Cell phone use by students can hamper rumor control and, in doing so, disrupt and delay effective public safety personnel response.
    - d. Cell phone use by students can impede public safety response by accelerating parental response to the scene of an emergency during times when officials may be attempting to evacuate students to another site.
    - e. Cell phone systems typically overload during a real major crisis (as they did during the Columbine tragedy, WTC attacks, etc.), and usage by a large number of students at once could add to the overload and knock out cell phone systems quicker than many normally occur. Since cell phones may be a backup communications tool for school administrators and crisis teams, widespread student use in a crisis could thus eliminate crisis team emergency communications tools in a very short period of critical time.
11. Public Display of Affection - Public demonstrations of affection are never in good taste and certainly out of place in school corridors, classrooms, and assemblies, as well as on buses or in any other area within the confines of the school district.

## **FIGHTING**

To engage in physical force with another student and/or member of the administration and staff of the North Schuylkill School District; to hit, punch, kick or use other physical means against another student or member of the staff and administration of the NS District.

Students involved in fights will be suspended from school and school related activities. These students may also be subject to legal prosecution including a fine. The Principal may recommend that habitual offenders be removed from school permanently.

It is understood that unacceptable behaviors of any type will be dealt with in accordance with the North Schuylkill District School Discipline Code. Please refer to the discipline code in this book for details.

## CAFETERIA PROCEDURE

The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well balanced lunch is offered at a reasonable price. All students must abide by the following rules while in the cafeteria at all times.

1. Report to the cafeteria on time. Tardiness will not be tolerated and may result in disciplinary action.
2. No backpacks or other bags allowed in the cafeteria.
3. Beverages brought in to the cafeteria **must be in unopened cans**.
4. No student is allowed to go through the serving line a second time until all students have been served once.
5. Form and maintain single files lines at all times when entering the serving area.
6. Follow proctor's directions regarding seating (assigned seats). They will let you know when to get in line and when to leave.
7. Stay at your assigned table or booth. Do not visit other tables without permission from the proctors.
8. Do not yell or shout while in the cafeteria.
9. Deposit all litter in wastebaskets. Students having litter on or around their table will be expected to pick it up prior to being dismissed, whether they are responsible for it being there or not.
10. Return all trays and utensils to the dishwashing area.
11. Wait for the proctor to be dismissed.
12. Food or drinks are only permitted in the cafeteria.

## ASSEMBLIES

At all times the student's behavior should be refined and courteous. An indication of the cultural level of a school is the conduct of the student body at an assembly. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole. Unacceptable conduct includes whistling, uncalled for clapping, boisterous behavior, sleeping, and talking during a program. These types of behavior may result in disciplinary action.

## LIBRARY

The purpose of our library is to provide educational materials and information needed by our students for curriculum, personal knowledge and general reading in both written and electronic form. Everyone must follow procedures established by the librarian.

### Library Rules

1. Students must use their ID's for all library services.
2. No food allowed.
3. No excessive noise.
4. Students coming to library are to use it appropriately.
5. Students are expected to listen and follow instructions the first time they are given.
6. Students must follow the Acceptable Use Policy for computer usage.
7. Failure to comply with these rules may result in loss of library privileges and/or disciplinary action in accordance with the North Schuylkill Discipline Policy.

## **TRANSPORTATION (School Board Policy #810)**

Transportation is provided for all children who do not live within reasonable walking distance of the school or must cross busy or unsafe roadways. The following rules are designed to serve as guides to ensure safe transport to and from school. Inappropriate behavior on the bus will result in disciplinary action that may include suspension of bus riding privileges.

### **DO NOT LOSE YOUR BUS PRIVILEGE! FOLLOW THESE SCHOOL BUS RULES**

1. Observe classroom conduct on the school bus
  2. No excessive noise
  3. Do not distract the bus driver
  4. Be courteous, use no profane language
  5. Eating and drinking are not permitted on the bus
  6. Keep the bus clean - no littering
  7. Aisles must be kept clear at all times. Keep arms, legs and book bags in the seat area.
  8. Student projects, musical instruments must be held on students laps
  9. Co-operate with the driver
  10. Show respect for the driver at all times.
  11. Do not smoke or use any kind of tobacco
  12. Do not damage bus or equipment, students will be responsible for vandalism to the bus.
  13. Stay in assigned seat
  14. Do not stand or walk while the bus is in motion
  15. Keep head, hands and feet inside the bus
  16. Do not throw anything from the school bus window
  17. Do not push, fight or shove
  18. Do not tamper with bus equipment
  19. Do not bring pets on the bus
  20. Do not bring flammable material on the bus
  21. The bus driver is authorized to assign a seat
  22. All students must sit properly and face the front of the bus
  23. Be on time for bus pick up
  24. Board and depart your assigned bus at your assigned bus stop
  25. School permission must be obtained before a student may ride a different bus
  26. Students must show respect for private property at the bus stop - Do not litter, push, shove, fight or make excessive noise
  27. In the afternoon, students are to proceed to the sidewalk immediately and go directly home from the bus stop
  28. Students are to cross the street **in front of the bus only** and be alert to any instructions from the bus driver
  29. Parents are reminded to be certain that their child does not have any inappropriate material or possessions in their back packs either in school or on the school bus
  30. Seatbelts are to be worn whenever they are available
  31. School buses are video camera capable. Student behavior can and will be monitored
- Have a safe trip

### **SCHOOL BOARD POLICY #810**

#### **POLICY REGARDING DISCIPLINE ON BUSES ITEM: 9:2-3.1**

The North Schuylkill School District through its administration and teaching staff advocates and supports good discipline throughout the educational environment, when it is administered fairly and taken through the proper channels.

Whenever there is a discipline problem on a district vehicle (bus, van) which cannot be immediately resolved by the bus or van driver, the driver will report the student(s) committing the offense to the high school or elementary principal for disciplinary action. The bus driver **is** the responsible adult in the supervisory role on the bus from the beginning to the end of the trip.

## **Steps initiated before Disciplinary Action is taken**

1. Bus driver reports incident to the assistant high school principal/elementary principal.
2. Conference with student - 1<sup>st</sup> offense: student will be denied bus riding privilege for three days; 2<sup>nd</sup> offense: student will be denied bus riding privilege for ten days (parent/guardian conference requested); 3<sup>rd</sup> offense: student will be denied bus riding privilege for the remainder of the school term.
3. For each offense a copy of a Bus Conduct Report will be sent to parent/guardian of student. Student will not be denied bus riding privilege until parent/guardian has been notified.
4. If destruction or misconduct occurs toward the end of the school term, discipline will continue into the following school year. If destruction or misconduct is caused by a senior, his/her diploma may be withheld.
5. Bus changes are not permitted. Students who are transported to school must board the bus at their assigned stop and will be returned only to that stop at the end of the day. Students denied transportation for disciplinary reasons will not be permitted to board a bus at any other location throughout the duration of the disciplinary action.

## **STUDENT SAFETY**

### **EMERGENCY EVACUATION**

Teachers and staff are familiar with the established procedures for evacuation of the building. Students should follow the instructions of and stay with the teacher in charge of them from the time the alarm sounds until they reach the designated assembly area. It is important that all students are accounted for at all times. Students can expect evacuation and lockdown drills throughout the school year. Leave the building in an orderly manner through the exit designated by your teacher without loud talking.

**Lockers are school district property and subject to searches at any time.**

### **SEARCH POLICY**

The North Schuylkill School District has a vested interest and a responsibility in protecting the health, welfare and the safety of all students, staff and the public in maintaining discipline in the classroom and on school grounds. Accordingly, students and their personal belongings may be searched by school administrators where the school administrator has determined that a reasonable suspicion exists that a student is in possession of illegal substance, weapons, or other materials which are prohibited by school district policy, rules, or regulations by law.

## **STANDARD DRESS CODE**

The students at North Schuylkill School District are required to be dressed according to the standard dress code policy while in school or at school directed activities. This may be a combination of the following options:

1. Shirts will be a collared long or short sleeve golf/polo shirt, a button-down dress shirt, or a turtleneck/mock turtleneck, with or without school logo. All button-down shirts must be buttoned to the base of the neck. A sweatshirt, fleece, vest, track style jacket, or sweater without a hood or pocket is permissible, with or without the school logo. All shirts will be solid colored or striped. Vests, sweaters, sweatshirts, or blazers can be worn over the approved shirt, with or without the school logo. LOGO: Spartan Head with North Schuylkill Insignia including any North Schuylkill sponsored activity. (ex: North Schuylkill Baseball, Spartan Band, North Schuylkill Student Council, North Schuylkill Elementary, etc.). No other lettering or insignia, tape, or objects covering unapproved lettering and/or insignia will be permitted. This includes any means of altering clothing to hide a logo and/or insignia.
2. Dress or casual slacks will be in solid navy, black, brown, gray, white, or khaki (tan). Capri pants or dress/casual shorts no more than three (3) inches above the knee in solid navy, black, brown, gray, white, or khaki (tan) are permitted.
3. Students will be permitted to wear skirts and jumpers that are knee-length or longer in solid navy,

black, brown, gray, white, or khaki (tan).

4. Appropriate footwear must be worn at all times. Shoes, sneakers, boots or dress sandals in any color are permitted.
5. For physical education classes in grades K-12, sweatpants, shorts, athletic pants and appropriate sleeved T-shirts with or without Spartan/North Schuylkill logo will be permitted. No other writing/insignias will be permitted on shirts.

K-6 may wear physical education attire on designated physical education days.

Elementary students are permitted to wear shorts to school from day one of the school year until the calendar change to Standard Time. Students may resume wearing shorts at the calendar change back to Daylight Savings Time.

In any co-ed swimming class, all students will need to wear a t-shirt over their bathing suits until entering the pool.

6. Students may carry purses during the school day. Purses may not exceed 5"x7" in size.

Any manner of attire, appearance, or grooming which causes interferences with the learning process or creates classroom or school disorder shall be subject to disciplinary action according to the penalties set forth. This includes, but is not limited to the following:

1. Tank tops, sleeveless tops, shells, mesh tops, sheer tops, bare midriffs, sweatshirts/fleece with hoods or pockets or any other garments that expose the upper torso will not be permitted. Shirts shall not be see-through; any type of garment or clothing accessory worn underneath will not be visible through the shirt. Camisoles may not be visible. All shirts must have sleeves that cover the shoulders. Shirts should fit comfortably and should be no more than one (1) size larger than needed or extend no more than four inches (4") below the waist. Any shirt worn under the approved standard dress shirt may not be visible below the hemline.
2. Garments worn so as to expose underwear will be in defiance of the dress code. Cargo or baggy-style pants/shorts are not permitted. Pants/shorts must be worn at the waist and fit comfortably. Excessively tight or baggy pants/shorts will not be permitted. Pants/shorts must be of an appropriate length as to not drag on the floor. Mesh shorts are only permitted for physical education class.
3. Denim of any color is not permitted.
4. Pajamas or flannel pants are not permitted.
5. Flip flops, shoes with wheels, bedroom slippers, and shoes with heels in excess of two inches are not permitted.
6. Hats, handkerchiefs, scarves, bandanas, headbands across the foreheads, arm bands, leg bands, chains, pins, safety pins, or sunglasses are not permitted.
7. Ties must be solid colored or striped with or without the school logo.
8. Clothing should be clean and free from tears, holes, and fraying.
9. Outerwear, including vests and coats, or gloves with or without fingers are not permitted to be worn during the school day.
10. Offensive tattoos must be covered.
11. Accessories/apparel deemed to be distracting, disruptive, offensive in nature, or deemed to pose a danger to the safety and welfare of the student or to the other students or staff are not permitted.
12. Spartan Spirit Days, which shall be designated by the building principals, will allow students to have the option to wear any Spartan/North Schuylkill short or long sleeve t-shirt or Spartan/North Schuylkill team uniform shirt with appropriate school standard dress pants/capris/shorts.

If the uniform shirt is sleeveless, a shirt must be worn underneath.

## **DELEGATION OF RESPONSIBILITY**

Principals will use their discretion on any individual issues regarding the standard dress code including the designation of specific days that permit students to wear other types of clothing; all principals' decisions are final.

The administration of the North Schuylkill School District reserves the right to amend the dress code for clothing styles that become trends which are associated with anti-social behavior or have a disruptive influence.

Any student who violates the school standard dress code policy shall be subject to the following:

**First Offense:** Notify parent/guardian to bring in appropriate clothing. Student will remain in the ALEP Room, until proper attire is provided by the parent/guardian.

**Second Offense:** Students will remain in the ALEP Room, and will be assigned detention.

**Third Offense:** Parent/Guardian meeting is required. Student will be assigned a Saturday detention, or such other appropriate discipline as determined by the building principal

**Further Offenses:** Parent/Guardian meeting is required. Student will be assigned Out of School Suspension.

Repeated violations of the standard dress code shall be treated as disruptive behavior as noted in the discipline policy.

## **STUDENT GUIDELINES CONCERNING APPROPRIATE HAIR AND DRESS**

Student's hair shall be kept clean and well groomed at all times. It is the position of the North Schuylkill School District that these guidelines are in place to insure the safety of all students, as well as to provide a positive learning environment for all students that is free from disruption and distractions from the learning process.

1. Safety concerns regarding the length of hair includes: the ability to see a students eyes - hair worn covering a students' eyes will be construed as a safety hazard.
2. Spiking of hair and other types of distracting hair styles are not permitted.

Accessories/jewelry worn in piercings may be worn only in the ears. Accessories/jewelry worn in facial piercings must be removed. Clear plastic spacers may be placed in piercings. Students in violation of this policy will face disciplinary action.

Any violation of this piercing/jewelry policy will be subject to disciplinary action according to our dress code policy.

## **INDIVIDUAL STUDENT INSURANCE**

Each year the opportunity is given to students to purchase low-cost group insurance which provides protection in the event of an accident in school, going to and from school, or for any scheduled school activity. A full explanation of the coverage provided is included in the brochures distributed by the company and made available to each student. All students are encouraged to take this insurance. In addition, a whole year, 24 hour plan is also available.

**Since the school is not liable for injuries incurred during the normal school day, including physical education classes and intramural sports, parents should determine whether their own insurance covers the costs associated with such injuries when deciding whether or not to purchase this insurance.**

Students who participate in athletics and band are covered by an All-Sport Policy purchased by the school.

**It is the responsibility of the insured party to file all claims with the insurance company. All notice of claims should be given to the company promptly after the accident and the procedures to be followed in filing a claim are:**

1. Obtain a claim form from the nurse.
2. Take claim form to the doctor or hospital treating the injury for completion of their section of the form.
3. Send claim directly to the insurance company.

### **SCHOOL HEALTH PROGRAM**

The school health program considers the physical well-being of the students and his/her education for healthful living. Services provided include but are not limited to physicals, eye screening, and hearing testing.

Except in case of extreme emergency, students should report to their classroom teacher for a pass before reporting to the nurse.

**All medication both over the counter and prescription that must be taken during school hours must be given to the school nurse before homeroom. Prescriptions must be in the labeled container from the pharmacy. The prescription container must be in a sealed envelope with the parent's/guardian's signature across the sealed area. The student's name and the number of pills must be written on the envelope. Students are not allowed to take or possess medication of any type during school hours without the nurse's knowledge.**

PA State law prohibits the dispensing of any medicines (aspirin, Tylenol, Midol, etc.) directly by school officials without written permission from a parent or guardian. For prescription medication, the name of the prescribing physician must be included in the written consent form.

### **EDUCATIONAL TRIPS**

The North Schuylkill Board of Education believes that students must be in regular attendance in order to benefit fully from the educational programs and services offered by the North Schuylkill District.

Students and parents are encouraged to schedule educational trips and tours when school is not in session. Parents who are planning to take their children on an educational trip during the time that school is in session may request an excused absence if the following conditions are met:

1. The pupil's parents or guardian at least a week prior to the trip submits to the school principal's office a written request for the excusal on a district form (available in the school office).
2. The student must present to each of the student's teachers a written request for assignments expected to be completed during the period of the student absence.
3. The parent accepts total responsibility for the education of the student during the period of absence.
4. The student completes the educational trip assignment requested by the school principal and hands in this assignment to the high school office after completion of the educational trip.
5. A total of 10 days will be approved. A student must not have a record of excessive absences.

**The North Schuylkill School District will not approve any educational trips during the first two weeks of school or during the last two weeks of the school year, or during 7-12 mid-term exams.**

## EMERGENCY SCHOOL CLOSING

School will be closed in case of extreme adverse weather conditions which create hazards to the safe operation of school buses. **Notification regarding the closing of school will be made via announcements on the radio and television stations as well as the district “Alert Now” phone notification system.**

In the event that it becomes necessary to close school early, delay opening, or cancel classes for any reason, the following radio and television stations will be notified.

WBLJ	SHAMOKIN	95.3 FM
WAVT	POTTSVILLE	T102 FM
WILQ	SUNBURY	99.3 FM
WNEP	SCRANTON/W.B.	CH 16 TV
WYOU	SCRANTON/W.B.	CH 22 TV
WBRE	WILKES-BARRE	CH 28 TV
WKOK	SUNBURY	94.1 FM
WZTA	TAMAQUA	105.5 FM/1410AM

Please tune in to one of the above stations for closing information. *Do not call the stations or the schools.* Announcements will be made as early as possible. Your cooperation will be greatly appreciated.

## BULLYING/CYBERBULLYING POLICY

North Schuylkill School District is committed to providing a safe, positive learning environment for district students. The district recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. North Schuylkill School District prohibits bullying by district students.

Bullying/Cyberbullying means an intentional electronic, written, verbal, or physical act or series of acts directed at another student or students, which occurs in a school setting which includes in the school, on school grounds, in school vehicles, at a designated bus stop, or an any activity sponsored, supervised or sanctioned by the school. Bullying/cyberbullying is severe, persistent, or pervasive and may have the effect of substantially interfering with a student’s education, creating a threatening environment, or substantially disrupting the orderly operation of the school.

North Schuylkill District encourages students who are being bullied to promptly report such incidents to the building principal or designee.

North Schuylkill continues to develop and implement anti-bullying prevention and intervention programs. Such programs shall provide district staff and students with appropriate training for effectively responding to, intervening in, and reporting incidents of bullying/cyberbullying.

A student who violates this policy shall be subject to appropriate disciplinary action consistent with the North Schuylkill Discipline Code.

## ALEP

### Alternative Learning Education Program - ALEP

The Alternative Learning Educational Placement is designed to be both educational and disciplinary. Alep allows a student to continue his/her educational progress while being disciplined for violating school rules. The following procedures will guide a student's time in ALEP.

1. Students who are assigned ALEP will report directly to the ALEP room in the Library by 7:40 AM. Do not report to homeroom.
2. Students will use computers to take a standards based test to identify individual areas of weakness in Math and Language Arts.
3. Following the test, students will complete assignments from the regularly scheduled teachers.
4. Either when assignments are completed or at the beginning of 6<sup>th</sup> Period, students will participate in remediation assignments from the ALEP instructor addressing the identified areas of weakness from the standards benchmark assessment.
5. Beginning 7<sup>th</sup> period, students will complete assignments from the ALEP instructor addressing the identified areas of weakness from the standards benchmarking assessment.
6. Student will have fulfilled their ALEP requirements when they have completed the assigned number of days and demonstrated proficiency in the addressed standards.
7. Students may be required to take physical education.

Students are **not** permitted to:

1. Read magazines or newspapers unless it is a classroom assignment, or unless given the approval of the teacher covering ALEP if they have completed all other course work they have been assigned for that day.
2. Chew gum, eat candy, etc.
3. Leave their seat without permission
4. Sleep
5. Write notes to friends
6. Draw unless it is a classroom assignment
7. Talk or socialize

ALEP Procedures:

1. Students must bring **all** of their books.
2. The ALEP monitor will contact the teachers of students in ALEP for class work. The monitor will check the academic progress of these students twice each day.
3. ALEP proctor will monitor the academic progress of each student.
4. North Schuylkill have prepared additional work for students who complete teacher's assignments.

### Saturday Detention Procedures

Saturday detention will be scheduled two Saturdays per month from 8AM to 12PM. Students must provide their own lunch. Transportation is the responsibility of the student. Students must be on time or admittance will be refused. Students will be provided with assignments. Failure to attend an assigned Saturday Detention on time or behavior of an uncooperative/disruptive nature is a serious violation of school rules and will be cause for dismissal from Saturday Detention and suspension from school. Detention will be assigned in the following time structure: 1 hour 11AM-12N, 2 hours 10AM-12N, 4 hours 8AM-12N.

## **Anti - Tobacco Program**

North Schuylkill School District is a tobacco free school. The Board recognizes that the use of tobacco in any form presents a health hazard, which can have serious consequences for both the tobacco and non-tobacco user. Therefore, the purpose of the policy is to protect the health and welfare of all students, employees, and visitors to the North Schuylkill School District and to abide by the laws of Pennsylvania.

School Board Policy #222 and section 3.5 of Act 128 of 2000 indicate that tobacco use or possession by pupils is prohibited in school buildings, on school buses, vans or other vehicles and on property owned, leased by or under the control of a school district and at school-sponsored events held off school premises. For further information please see Board Policy #222.

Consequences for students in possession or use of tobacco may include:

- Attending one Cessation class sponsored by Clinical Outcomes Group.
- Restrictive Lavatory Privileges. Students will sign in at the main office to use the lavatory.
- Citation: A student who commits an offense under Act 145 of 1996 shall be subject to prosecution initiated by the local school district and shall, upon conviction, be sentenced to pay a fine for the benefit of the school district in which such student resides, and to pay court costs.
- Saturday in-school suspension.