

**North Schuylkill
Elementary Center**



**Student Handbook
2016-2017**

TABLE OF CONTENTS

CONTENTS	Page #
Spartan Pledge/Mission Statement	3
School Board, Administration, Counselors	4
School Calendar	5
Emergency School Closing	6
District Phone Directory	6
Student Responsibilities	7
Time Schedule	8
Attendance Policy	8
Educational Trips	9
Enforcement of Attendance Issues	10
Leaving School	11
Absence/Tardiness	11
ACADEMICS	
Evaluation of Pupil Progress	12
Homework	13
Gifted	13
Honor Roll	14
Title 1	14
Guidance	15
ESAP	15
CODE OF CONDUCT	
Bullying Prevention	16
Positive Behavior Support	16
Discipline	17
Detention	18
Discipline Guide	20
Dress Code	23
Transportation	25
GENERAL POLICIES	
Search	28
School Health	28
Educational Trips	29
Cafeteria Procedures	30
Parent Conferences	30

Cell Phones/BYOD	30
Technology	31

SPECIAL EDUCATION PROGRAMS

Individuals with Disabilities Education Act (IDEA)	31
Services for Protection of Handicapped Students	32
Gifted Education	32
Screening and Evaluation	32
English Language Learners (ELL)	33

DISTRICT INFORMATION

Summary of Safety Standards	34
Child Find Notification Statement	35
FERPA	37



SPARTAN PRIDE PLEDGE

I will always be **RESPONSIBLE**.

I will always show **RESPECT**.

I will always be **SAFE**.

I have Spartan PRIDE!

NORTH SCHUYLKILL SCHOOL DISTRICT

MISSION STATEMENT

The North Schuylkill School District will graduate students who have a passion for learning and are empowered to be self-sufficient and successful.

SUPERINTENDENT

Dr. Robert J. Ackell

SCHOOL BOARD

Charles J. Hepler, President

Roy Green, Vice President

Thomas Fletcher, Member

Douglas R. Gressens, Member

Edward Balkiewicz , Member

Suzanne O'Neill, Member

MaryAnne Woodward, Treasurer

Janine Simms, Member

Glenn H. Weist, Member

Merri Lynn Craig, Board Secretary

Attorney Michael O'Pake , Solicitor

ADMINISTRATIVE STAFF

Mrs. Janel Hansbury, Acting Co-Elementary Principal

Mrs. Ashley Palubinsky, Acting Co-Elementary Principal

Mrs. Kimberly Groody, Supervisor of Curriculum and Federal Programs

Mr. Knute Brayford, Supervisor of Special Education

Mr. James Gross, Athletic Director

GUIDANCE COUNSELOR

Ms. Michelle Hull

District Calendar

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 Black Board/Ed Connect phone and computer 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.

WAVT	POTTSVILLE	T 102 FM
WNEP	SCRANTON/W.B.	CH 16 TV
WYOU	SCRANTON/W.B.	CH 22 TV
WBRE	WILKES-BARRE	CH 28 TV

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. For more information please visit our website under Parent Resources:

DISTRICT TELEPHONE DIRECTORY

Dr. Robert Ackell, Superintendent	874-0466 – Ext. 1100
Merri Lynn Craig, Superintendent Secretary	874-0466 – Ext. 1100
	Fax: 874-3334
Robert Amos, Business Manager	874-0466 – Ext. 1102
Kimberly Groody, Supervisor of Curriculum & Federal Programs	874-0466 – Ext. 2700
Knute Brayford, Supervisor of Special Education	874-0466 – Ext. 1141
Ashley Palubinsky, Acting Elementary Co- Principal	874-3661 – Ext. 3010
Janel Hansbury, Acting Elementary Co-Principal	874-3661 – Ext. 3010
Ken Roseberry, JSHS Principal	874-0466 – Ext. 2109
Liza Ulceski, JSHS Assistant Principal	874-0466 – Ext. 2111
Frank Brennan, Director of Buildings & Grounds	874-0466 – Ext. 1154
Mark Andrewcavage, Coordinator of Computer Services & Technology	874-0466 – Ext. 1173
Michael Evans, Social Worker	874-0466 – Ext. 2129
Kara Knecht, School Psychologist	874-0466 – Ext. 1143
Dr. James Meadows, School Psychologist	874-0466 - Ext 1143
James Gross, Athletic Director	874-0433 – Ext. 2113
Kim Shatalsky, Cafeteria Manager	874-0466 – Ext. 2124
North Schuylkill High School Office	874-0466 – Ext. 2112
	Fax: 874-1531
North Schuylkill Elementary School Office	874-3661
	Fax: 874-2857
Ms. Tracy Thurs, Secretary	874-3661 –Ext. 3010
Mrs. Lisa Idacavage, Secretary	874-3661—Ext. 3036

STUDENT RESPONSIBILITIES

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.

No student has the right to interfere with the education of his/her 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.

Students should express their ideas and opinions in a respectful manner so as not to offend or slander others.

IT IS THE RESPONSIBILITY OF STUDENTS TO:

- Be aware of all rules and regulations for student behavior and conduct themselves in accordance with them.
- Be willing to volunteer information in matters relating to the health, welfare, and safety of the school community.
- 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.
- Assume that until a rule is waived, altered, or relented it is still in full effect.
- Assist the school staff in operating a safe school for all students enrolled within.
- Be aware of and comply with state and local laws.
- Exercise proper care when using public facilities and equipment.
- Attend school daily, and be on time for all classes and other school functions.
- Make all necessary arrangements to make up work when absent from school.
- Pursue and attempt to complete satisfactorily the courses of study prescribed by state and local school authorities.
- Avoid indecent or obscene language at all times.
- Assume financial obligation for any and all damage to public facilities and equipment and personal property (example: textbooks, athletic uniforms, etc.)

TIME SCHEDULE

Children will be admitted to the building at 8:20 AM for breakfast and/or will report to the cafeteria. Children will be dismissed from the cafeteria at 8:30 to report to their homerooms. Children should be in their classrooms by 8:45 AM, the Tardy Bell is at 8:50 AM

DISMISSAL Time is 3:15 PM

Please refrain from having your child dismissed prior to 3:15 unless they have an appointment. If a student is to be a parent pick-up, a note must be sent into the teacher.

LUNCH SCHEDULES

Kindergarten	11:00 -11:30
1 st Grade	11:30 - 12:00
2 nd Grade	11:45-12:15
3 rd Grade	11:15-11:45
4 th Grade	12:15-12:45
5 th Grade	12:45-1:15
6 th Grade	12:00-12:30

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.**

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)

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.

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 10th 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.northschuylkill.net> 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 office in order to make arrangements for obtaining school work. Students who are illegally absent or unexcused from school will not have the opportunity to make up assignments/quizzes, tests that were missed for credit and will receive a zero for any such assigned test quiz for that day.

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 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 elementary 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 11:15 for grades K-6, you will be considered unexcused/illegal half day absence.**

ABSENCE/TARDINESS

Please call us if your child is going to absent/tardy from school. This will ensure that we know where he/she is and that nothing has happened to him/her on the way to school.

Your call to let us know your child is not going to be in school does not take the place of an excuse note.

We need the excuse note on file in accordance with our state compulsory school attendance law. **A written excuse from a parent/guardian with the date of absence, student's first and last name and grade, reason for absence, and parent's/guardian's signature must be returned within 3 days to the student's homeroom teacher when the child returns to school; otherwise the absence is considered illegal.**

Five tardies constitute a ½ day illegal absence.

PLEASE NOTE: If a student enters school after 11:15 AM or is excused before 12:45 PM, he/she will be considered present for a half day only.

EVALUATION OF PUPIL PROGRESS

Pupil progress will be automatically reported to the student and parent/guardian four times a school year for 5th and 6th grades: after the 45th day of school, after the 90th day of school, after the 135th day of school, and at the conclusion of school. The following scale will be used for grading:

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

GRADING

ESchoolData is the program that is used for student grading. Grades must be posted in ESchoolData within 7 days, as parents, guidance counselors, and administrators view the grades. Any grade given to a student by a teacher should reflect the student's achievement in the subject according to his/her ability and effort. Teachers should be prepared to explain a student's grade to the student, his/her family or the administration upon request. Teachers cannot take points off a student's grade as a consequence for discipline violations.

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 (5th-6th). **Parents are also encouraged to utilize the CSIU Parent Portal for more frequent updates on their child's progress or to contact the teachers or guidance office directly if they have any concerns.**

Pupil progress will be automatically reported to the student and parent/guardian 3 times a school year (trimesters) for grades K-4: after the 60th day of school, after the 120th day of school, and at the conclusion of the school year. The following scale will be used for grading:

Standards Based Report Card: Academic Scale (K-4)

ADV: Advanced

PROF: Proficient

BAS: Basic

BEL: Below Basic

Successful Learner/Special Subject Area Scale (Computers will be Pass (P) or Fail (F))

O=Outstanding

G=Good

S=Satisfactory

N=Needs Improvement

U=Unsatisfactory

Please NOTE: Book Exchange (K-3) and Study Island (4-6) will be opposite of Library in the ten day cycle.

HOMEWORK

The Administration and Faculty believe that assigning homework is an acceptable practice which should be given in order to benefit the student by strengthening basic skills, reinforcing learning, and developing responsibility when working towards meeting PA Core and Academic Standards.

Homework is any work planned or approved by the teacher to be completed by the student outside of the regular classroom, without the immediate and direct supervision of the teacher. Homework should be completed within the teacher-set timeline to ensure proper credit.

The objectives of homework are:

- To promote good study and work habits.
- To develop responsibility for working independently.
- To aid in the mastering of a skill and meeting a grade level standard.
- To enrich or extend what has been learned in the classroom.
- To practice skills taught to the student.
- To prepare for the next day's class work that will focus on measuring standards.

Detention Due to Missed Assignments:

If a child misses three homework assignments in one month, that child will be assigned a lunch detention and/or an after-school detention by the teacher. Teachers will keep parents informed of missed assignments by writing them in the student's agenda (homework) book.

If a student misses an after-school detention, he/she will receive either an in-school or out-of-school suspension.

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.

HONOR ROLL (Grades 5 and 6 only)

To obtain honor roll status, the following must apply:

Distinguished Honors-All A's

High Honors- 93% average with no C's, D's or F's

Honors- 85% average with no C's, 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.

AWARDS FOR THE END OF THE YEAR (Grades 5 and 6 only)

Distinguished Honors: Each of the subjects must have a FINAL AVERAGE of 93% or HIGHER. Each of the specials (Physical Education, Music, and Art) must have a FINAL GRADE of "S" or HIGHER.

High Honors: The student's FINAL AVERAGE for all subjects must be a 93% or HIGHER. ALL FINAL GRADES must be 85% or HIGHER. Specials, as mentioned above, must each have a FINAL GRADE of "S" or HIGHER.

Honors: FINAL OVERALL AVERAGE of 85% or HIGHER. ALL FINAL GRADES must be 85% or HIGHER. Specials must each have a FINAL GRADE of "S" or HIGHER.

TITLE I

The Federal Government provides each year for the Title I Reading and Math Programs. The teachers in the program are certified reading and math specialists. The students are selected on the basis of test scores and teacher recommendations.

The Title I Reading and Math Programs are specifically designed to provide students with appropriate instruction in areas where they are experiencing difficulties. The type of instruction varies among grade levels. Some students receive the extra help in a small group in the reading and math rooms, while others are instructed simultaneously in their classroom.

It is hoped that by strengthening skills in reading and math, the students will find their other classes will become easier to cope with and school will be a place where they can enjoy more success.

GUIDANCE

The purpose of the guidance program is to help each individual student achieve his/her highest growth mentally, emotionally, and socially. We try to do this in several ways:

1. Helping students develop communication skills.
2. Helping students find early solutions to their problems
3. Helping students make school a successful experience.
4. Helping students develop appropriate behavior patterns for dealing with classroom activities and relationships with peers, teachers, etc.
5. Encouraging students to develop new interests so they can become confident individuals.
6. Including the parents in their child's education.
7. Standardized Test administered: PSSA

ESAP

The North Schuylkill School District personnel value each member of the school community and believe that all individuals have the right to develop to their fullest potential. The Elementary Student Assistance Program (ESAP) is designed to help students who are experiencing disciplinary, personal, family, social, or chemical dependency problems that may interfere with academic performance. ESAP is a method for intervening and referring these students to appropriate community services. ESAP is an intervention program, not a treatment program.

The heart of the program is the ESAP Team, which is a core group of school personnel who are specially trained to work with the support these students. The team is composed of teachers, administrators, the school nurse, guidance counselors, social workers and intervention counselors.

The team meets at least one time every week. Anyone who has a concern, including students, can refer a student to the team.

Our ESAP team personnel include:

Mrs. Jennifer Bell	Mr. Paul Koropchak
Ms. Amanda Brobst	Mrs. Nancy Nestor
Mr. Christopher Glessner	Mr. Brian Wolfe
Mrs. Kim Groody	Mrs. Ashley Palubinsky
Mrs. Michelle Hull	Mrs. Angel Kempsey
Mrs. Janel Hansbury	Mrs. Mary Shuttlesworth

BULLY PREVENTION

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 at 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.

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



NORTH SCHUYLKILL ELEMENTARY POSITIVE BEHAVIOR SUPPORT PLAN

Positive Behavior Support will allow the opportunity to provide a fair and consistent behavior plan. This plan will benefit the entire student body. Research indicates that students achieve at a higher level when they know they are in a safe environment, as well as knowing the expectations for their behavior. Positive Behavior Support will help attain these goals.

The plan provides detailed expectation in every area of the school while emphasizing safety.

The success of the plan is also dependent on the participation of our families. Research demonstrates that school behaviors that are followed in the home greatly improve effectiveness in the school.

The plan will focus on three areas:

1. **Responsibility**
2. **Respect**
3. **Safety**

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.

In order to offer the best possible educational climate in which students are free to learn and teachers are free to teach, an organized set of rules of social conduct must be established. Likewise, this set of rules must be communicated to all parties in the educational process. Uniform and consistent enforcement of the rules is also essential. The policy serves as the student's Code of Conduct, setting forth the rules for social interaction in the North Schuylkill School District and is intended to offer direction to students, parents/guardians, teachers, and administrators. Emphasis shall be on courteous cooperation in all aspects of this policy. It is the responsibility and the discretion of the building administrator to utilize an appropriate disciplinary option available to achieve desired changes in student behavior.

Students have certain responsibilities regardless of age, including regular attendance, conscientious efforts in the classroom, and compliance with school rules, regulations, and expectations. Students also have the responsibility to make positive contributions to the school climate. No student has the right to interfere with the educational process of any other person. Students are expected to be courteous, cooperative, and respectful of the rights of other persons in the educational process. An individual student's rights end when that student's actions detract from the rights of other persons.

A list of disciplinary infractions, interventions, and disciplinary options, while not all inclusive, is noted below to assist students to achieve a good understanding of prohibited behavior. Disciplinary infractions are delineated into three (3) levels. Each successive level is considered to be of a more serious nature. The failure of a student to meet the behavioral expectations of the District will result in an appropriate form of disciplinary action. Possible interventions and disciplinary options are specified for each level.

DETENTION

Detention will be on Tuesday and Thursday from 3:40pm-4:40pm.

- Depending on the type of infraction committed, weekly or Saturday detention may be assigned. The detention will be held at the HS from 8am to Noon.

SATURDAY DETENTION PROCEDURES

Saturday detention will be scheduled during the third Saturday of the month from 8AM to 12PM. 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.

IN SCHOOL SUSPENSION (ISS) / ALTERNATIVE LEARNING EDUCATIONAL PLACEMENT (ALEP)

ISS/ALEP is designed to be both educational and disciplinary. ISS/ALEP allows a student to continue his/her educational progress while being disciplined for violating school rules. If a student serves any ISS or OSS for two or more offenses, that student will not be permitted on the field trip.

OUT OF SCHOOL SUSPENSION (OSS)

Out of school suspension will mean that a student is not permitted in school or on school property for the term of the suspension. The student has the responsibility to complete assigned school work and make up exams. It is the responsibility of the student to make arrangements with the teachers for make-up work.

Out of school suspension is an exclusion from school for a period of one to ten consecutive school days. Suspensions may be given by any appropriate school administrator.

Parent(s)/guardian(s) will be notified by the administration of a suspension and may be required to meet in a conference regarding the re-admission of their child.

When the suspension exceeds (3) consecutive days, the student and parent will be given the opportunity for an informal hearing. A suspended student may not attend or participate in after school activities including practices and rehearsals. Multiple day suspensions that involve weekends will prohibit students from participating in school activities over the weekend. If a student serves any ISS or OSS for two or more offenses, that student will not be permitted on the field trip.

EXPULSION

Expulsion is the exclusion from school for a period exceeding (10) consecutive school days and may be a permanent expulsion from the school rolls. Expulsions are invoked against students who consistently violate school rules and regulations or commit acts, which endanger the safety, health, or welfare of others.

HEARINGS

Hearings are fundamental elements of due process to which all students are entitled. Hearings are basically of two types:

1. The informal hearing enables the student to meet with the appropriate school official to explain the circumstances surrounding the event for which the student is being suspended.
2. The formal hearing is required in all expulsion actions. This hearing may be held before the Board of Directors, a duly authorized committee of the Board, or a qualified Hearing Examiner appointed by the Board.

DISCIPLINE GUIDE

Level I:

Acts which constitute a violation of rules and regulations or acts which impede orderly classroom procedures and/or interfere with orderly operation of the school will be considered level one offenses.

The order of listed disciplinary actions is not ranked or sequential, nor is it to be considered an all-inclusive list. The type and duration of discipline are within the discretion of the administration, based on the severity of the offense.

Examples (not exclusive)	Intervention(s)	Disciplinary Options
<ul style="list-style-type: none"> • Bullying • Bus misconduct • Cheating • Damage to property (unintentional) • Disrespect • Disruptive behavior • Improper use of District equipment, facilities, and/or resources • Indecent/Obscene behavior • Late to class • Lying • Possession of any type electronic device, without permission (Pol. 237) • Presence in unauthorized area • Tardiness • Unacceptable clothing • Unacceptable language • Unsafe behavior • Use/Possession of personal cell phone without permission 	<ul style="list-style-type: none"> • Staff action • Referral to administration • Notification to parent/guardian • Referral to School Counselor • Informal hearing • Log of infraction 	<ul style="list-style-type: none"> • Behavioral contract • Detention • Guidance/Health services • Loss of make-up privilege and/or credit • Parental conference • Rearrangement of seating • Restitution for damage (replacement/repair of damaged property) • School/Community service • Special assignment • Suspension • Temporary removal from class • Verbal reprimand • Warning • Withdrawal of privileges

Level II:

Acts whose frequency or seriousness disrupt the learning climate of the school as well as acts, which may constitute a threat to the health, safety, property and/or welfare of students and/or staff are considered level II infractions..

Level II infractions may require the intervention of outside agencies, including the police.

The order of listed disciplinary actions is not ranked or sequential, nor is it to be considered an all-inclusive list. The type and duration of discipline are within the discretion of the administration, based on the severity of the offense.

Examples (not exclusive)	Intervention(s)	Disciplinary Options
Bullying Class cut Computer vandalism/ physical damage to computer resources, purposeful deletion of information stored by others Disruption/Threat of disruption or harassment, caused by use of any type, electronic devices (Pol. 237) Extortion Failure to serve detention or other disciplinary action Fighting Forgery of a document Harassment (Pol. 248) Indecent/Obscene behavior or possession/use of indecent/obscene material Insubordination (failure to follow directives) Leaving school property (without permission) Plagiarism Stalking Theft Truancy Vandalism/Destruction of property Violation of probation	<ul style="list-style-type: none"> • Staff action • Referral to administration • Notification to parent/ guardian • Referral to School Counselor • Informal hearing • Police/Agency referral • Counselor 	<ul style="list-style-type: none"> • Administrative probation • Detention • Expulsion • Guidance/Health services • Parental conference • Police/Agency referral • Restitution for damage (replacement/repair of damaged property) • School/Community service • Alternative Education • Citation • Suspension • Withdrawal of privileges (replacement/repair)

Level III:

Acts which result in violent actions directed toward another person, destruction of property, or which pose a clear and present threat to the health, safety, and/or welfare of others in the school are considered level III infractions.

Level III infractions are in violation of laws or regulations established by various government agencies, and will involve the police.

The order of listed disciplinary actions is not ranked or sequential, nor is it to be considered an all-inclusive list. The type and duration of discipline are within the discretion of the administration, based on the severity of the offense.

Examples (not exclusive)	Intervention(s)	Disciplinary Options
<ul style="list-style-type: none"> • Arson • Assault – verbal or physical • Possession/Use of drug or controlled substance, look-alike, alcohol/being under the influence (Pol. 227) • Possession/Use of weapon or look-alike (Pol. 218.1) • Selling/Distributing/ Trafficking drug or controlled substance, look-alike, alcohol (Pol. 227) • Possession/Use of a tobacco(Pol. 222) • Threatening/Terroristic statements or actions (Pol. 218.2) • Unauthorized use of fire alarm system • Use of computer resources for obscene, threatening, violent or illegal purposes (Pol. 815) • Use of electronic device which may pose a danger to the safety of others (Pol. 237) 	<ul style="list-style-type: none"> • Staff action • Referral to administration • Verification of offense • Student removal from situation • Student/Parent/ Guardian conference with administrator • Informal hearing • Police/Agency referral • Board hearing • Student Assistance Team referral • Drug/Alcohol evaluation • Mental health evaluation • Log of offense 	<ul style="list-style-type: none"> • Administrative or Board probation • Expulsion • Police/Agency referral • Restitution for damage (replacement/repair of damaged property) • Suspension • Withdrawal of privileges • Alternative Education • Citation • School/Community service

DRESS CODE

1. APPROVED SHIRTS

- Collared long or short sleeve polo shirt (solid colors or striped) with or without school logo – must be buttoned to base of neck.
- Button-down dress shirt (solid colors or striped) with or without school logo* - must be buttoned to base of neck.
- Turtleneck/mock turtleneck (solid colors or striped) with or without school logo*
- Sweatshirt, fleece, vest, jacket, or sweater (solid colors or striped) with or without school logo*-- without a hood or pockets may be worn over a polo or dress shirt. No lace or any shirt that does not meet the dress code should be worn over a polo.

2. APPROVED PANTS-SHORTS-SKIRTS

- Dress or casual pants in solid navy, black, brown, gray, white, or khaki (tan)
- Capri pants or dress/casual shorts no more than 3 inches above the knee in solid navy, black, brown, gray, white, or khaki (tan)
- NO yoga style/tight fitting (spandex) pants are permitted
- 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).

3. APPROVED FOOTWEAR

- Appropriate footwear must be worn at all times. Shoes, sneakers, boots or dress sandals in any color are permitted.

4. APPROVED PHYSICAL EDUCATION CLASS ATTIRE (K-12)

- Sweatpants, shorts, athletic pants, plain t-shirts, t-shirts with Spartan logo* NO other t-shirts with any writing/insignias are 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.

5. APPROVED PURSES AND BACKPACKS

- Students may carry purses during the day. Purses should not exceed 5"x7" in size.
- If students are using backpacks to bring items from home to put in their locker for the day, they can be of any style (High School and Elementary)
- If students plan on carrying their backpacks to classes throughout the day, rather than keeping them in their locker, the backpacks must then be clear or any mesh color.

*Definition of logo: Spartan head with North Schuylkill insignia including any North Schuylkill-Spartan sponsored activity.

GENERAL/ADDITIONAL INFORMATION REGARDING THE DRESS CODE

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:

- Tank tops, sleeveless tops, shells, mesh tops, sheer tops, lace 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 not be tight fitting or 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.
- 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 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.
- Denim of any color is not permitted.
- Pajamas or flannel pants are not permitted.
- Flip flops, shoes with wheels, bedroom slippers, and shoes with heels in excess of two inches are not permitted.
- Hats, handkerchiefs, scarves, bandanas, headbands across the foreheads, arm bands, leg bands, chains, pins, safety pins, or sunglasses are not permitted.
- Ties must be solid colored or striped with or without the school logo.
- Clothing should be clean and free from tears, holes, and fraying.
- Outerwear, including vests and coats, or gloves with or without fingers are not permitted to be worn during the school day.
- Offensive tattoos must be covered.
- 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.
- 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.

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 student's 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.
3. 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.

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.

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 transport.

BUS MISCONDUCT

1. Bus driver reports incident to the assistant elementary principal/elementary principal.
2. Conference with student - **1st offense:** student will be denied bus riding privilege for three days; **2nd offense:** student will be denied bus riding privilege for ten

days (parent/guardian conference requested); **3rd 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.
5. If a student is kicked off the bus for 3 or more days during the 2016-2017 school year, they will not be permitted on the field trip.
6. **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.

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

GENERAL POLICIES

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.

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.

FIELD/CLASS TRIP REGULATIONS-added (add to table of contents)

1. Each student going on a field trip must have a parental permission slip signed and on file in the office.
2. All chaperones need to have updated clearances and must be in good standing with PTO and their requirements
3. Parents who would like to chaperone will pay their own way and follow the bus, unless otherwise specified by grade level coordinator.

4. **The school reserves the right to deny the participation to individual students.** If a student is kicked off the bus for 3 or more days during the 2016-2017 school year, they will not be permitted on the field trip. If a student serves any ISS or OSS for two or more offenses, that student will not be permitted on the field trip.

Class trips are an exceptional privilege supported through the fund raising projects of the Parent/Teacher Organization. Since they are an extension of school, students are expected to obey all school rules while on the trip. Destinations are determined by the grade level teachers. Sites will be chosen in conjunction with expanding the class experience throughout the school year. The school reserves the right to deny the participation to individual students. Students not attending the field trip must report to school and complete alternate assignments prepared by the classroom teacher.

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. 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.

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. All students enter or exit the cafeteria in an orderly fashion.
2. All students return trays in an orderly fashion.
3. Seating in the cafeteria should allow students that are packing lunches or eating in the cafeteria to sit together in an orderly fashion.
4. Behavior in the cafeteria should reflect growth and development toward the establishment of social graces. Throwing of food, screaming, unnecessary movement or physical activities should be checked immediately. A happy relaxed atmosphere with a respectful attitude toward others' needs should be the cornerstone of our mealtime setting.
5. All students are to be dismissed in manageable groups, and are to follow teacher directions to discard trash. Children should place garbage and utensils in the designated containers.
6. All children should be instructed to clean up their place on both the table and the floor. No table should be dismissed until the floor and the table is free of garbage and papers.
7. All students are to go to their designated lines and get quiet. Teachers on duty will assess the behavior.
8. Dismissal will be in an orderly fashion – walking at all times.
9. Soda and energy drinks are not permitted.
10. Teachers should take positive actions to encourage good behavior and good table manners.

PARENT CONFERENCES

Parent conferences are often necessary in order to understand and help many of our students. Conferences should be arranged at the convenience of the involved parties. Parents should not interrupt a teacher for the purpose of conducting a conference while class is in session or while students are entering or leaving the building. Please contact your child's teacher by note or call the school office to schedule a meeting time.

PERSONAL CELL PHONE USE

Students are not permitted to have cell phones out during the school day, nor on the school bus. For emergency situations, cell phones must be kept in student book bags and turned off.

BRING YOUR OWN DEVICES (BYOD)

Electronic communication devices will follow Board Policy 237 and students must submit the Student Electronic Communication Devices Permission Form.

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 can be disciplined.

NORTH SCHUYLKILL SCHOOL DISTRICT **ANNUAL PUBLIC NOTICE OF SPECIAL EDUCATION PROGRAMS AND SERVICES** **AND GIFTED EDUCATION PROGRAMS**

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
- Orthopedic Impairment
- Deaf-Blindness
- Other Health Impairment
- Emotional Disturbance
- Specific Learning Disability
- Hearing Impairment including Deafness
- Speech or Language Impairment
- Intellectual Disability
- Traumatic Brain Injury
- Multiple Disabilities
- 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)
6. 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.

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.

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.

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 or to your child's building principal. All requests will be kept confidential.

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. More information about ESL/ELL procedures can be obtained in the NSHS Special Education Office.

DISTRICT INFORMATION
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. School police officers will be on duty in order to maintain a safe school environment. They maintain high visibility on school property to prevent and respond to situations when needed. 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 front 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. Upon entering the building, all coats must be hung on the coat rack to the right of the main entrance. **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, nun chuck, 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. Elementary teachers will escort their classes, assemblies, lunch, and other events.
6. Video cameras will be used both on school buses and on school buildings and grounds for security monitoring and to discourage inappropriate activity.
7. All employees are subject to criminal background checks prior to hiring.
8. All staff, students, and parents will be made aware of safety and security guidelines as they are developed and implemented.
9. 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.

- **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 1st

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