

North Schuylkill Elementary School



**Student Handbook
2023-2024**

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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

Our mission is to provide our students with opportunities designed to meet individual needs and to ensure that every child has experiences that promote growth and excellence in all academic and social development areas. Through mutual respect, our students will grow and learn in a positive atmosphere, where faculty, staff, parents and students together are enthusiastic about the learning process.

Anti-Discrimination

At North Schuylkill, we strive to ensure welcoming, inclusive and safe learning environments for all our students and families. Our pledge is to provide all of our students with inspiring and relevant experiences so they may live meaningful, purposeful and impactful lives. We are committed to promoting a nurturing school environment where each child is respected and valued as an individual regardless of skin color, gender identity, gender, sexual orientation, religion, ability or disability. We support ideals of free speech, freedom, equality, non-discrimination and equal opportunity in the school setting. We stand united against discrimination, injustice and prejudice. We support positive, constructive and peaceful change in society including the areas of protection of human rights, human dignity and respect for all people; and we endorse principles of diversity, fairness, equality and impartiality for all. This is not an open forum. It is our statement to promote greatness in all within our District and what it means to be a Spartan.

Title IX

The North Schuylkill School District does not discriminate in any manner, including Title IX sexual harassment, in any District education program or activity. The District has established Title IX personnel to promptly respond to concerns and reports of sexual harassment and assault. All investigations into reports of sexual harassment and assault will be impartial, free of bias and conflicts, and will not prejudice the facts for either side. The District strives to maintain an environment where all students, staff, and greater community feel safe.

Documents found on our website at www.northschuylkill.net

Board Policy 247 Hazing

Board Policy 247 Attachment 1 DISCRIMINATION/SEXUAL HARASSMENT/BULLYING/HAZING/DATING VIOLENCE/RETALIATION REPORT FORM

Board Policy 249 Bullying/Cyber Bullying

Board Policy 249 Attachment 1 DISCRIMINATION/SEXUAL HARASSMENT/BULLYING/HAZING/DATING VIOLENCE/RETALIATION REPORT FORM

For more information, please contact the District's Compliance Officer and Title IX Coordinator:

Kimberly Groody

Curriculum Director

North Schuylkill School District

15 Academy Lane

Ashland, PA 17921

kgroody@northschuylkill.net

570-874-0466

SUPERINTENDENT

Dr. Robert J. Ackell

SCHOOL BOARD

Charles J. Hepler, President

Roy Green, Vice President

Thomas Fletcher, Member

Douglas R. Gressens, Member

Michael Kiehl, Member

Mary Anne Woodward, Treasurer

Janine Simms, Member

Glenn H. Weist, Member

Randy Lattis, Member

Merri Lynn Craig, Board Secretary

Attorney Brian Urban, Solicitor

ADMINISTRATIVE STAFF

Janel Babatsky, Elementary Principal

Roobhenn Smith, Elementary Assistant Principal

Kimberly Groody, Curriculum Director

Knute Brayford, Director of Special Education

Deneen Reese, Supervisor of Special Education

James Gross, Athletic Director

GUIDANCE COUNSELOR

Michelle Hull

2023-2024 SCHOOL CALENDAR

August 14	New Teacher Orientation
August 15 – 17	Teacher In-Service Days – NO STUDENTS
August 23	Wednesday – First Day of School
September 4	Monday – Labor Day – SCHOOL CLOSED
October 6	Friday – Act 80 - HALF DAY FOR STUDENTS
October 9	Monday – Teacher In-Service Day – NO STUDENTS
October 27	Friday – 2 nd Marking Period Begins
November 3	Friday – Act 80 Full Day – NO STUDENTS
November 6	Monday – Act 80 Full Day – NO STUDENTS
November 22	Wednesday – Early Dismissal for Students
November 23 – 27	Thanksgiving Recess – SCHOOL CLOSED
December 22	Friday – Early Dismissal for Students
December 25 – January 1	Christmas Holidays – SCHOOL CLOSED
January 2	Tuesday – SCHOOL REOPENS
January 11	Thursday-3 rd Marking Period Begins
January 15	Monday – Teacher In-Service – NO STUDENTS
February 16	Friday – Act 80 Full Day – NO STUDENTS
February 19	Monday – Presidents’ Day – SCHOOL CLOSED
March 18	Friday – 4 th Marking Period Begins
March 28 – April 5	Spring Break – SCHOOL CLOSED
April 8	Monday – SCHOOL REOPENS
May 27	Monday – Memorial Day – SCHOOL CLOSED
May 29	Tuesday – Early Dismissal for Students
	Tuesday – GRADUATION
May 30	Wednesday – Teacher In-Service Day – NO STUDENTS

Weather Emergency Make-Up Days Scheduled as Follows

1 st Makeup Day	Friday – April 5, 2024
2 nd Makeup Day	Thursday – April 4, 2024
3 rd Makeup Day	Wednesday – April 3, 2024
4 th Makeup Day	Tuesday – April 2, 2024
5 th Makeup Day	Thursday – March 28, 2024
6 th Makeup Day	Monday – April 1, 2024
7 th – additional days added to end of calendar if needed	

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, www.northschuylkill.net, under Parent Resources.

DISTRICT TELEPHONE DIRECTORY

Dr. Robert Ackell, Superintendent	874-0466 – Ext. 1100
Merri Lynn Craig, Administrative Assistant to the Superintendent	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, Director of Special Education	874-0466 – Ext. 1141
Deneen Reese, Supervisor of Special Education	874-0466 – Ext. 1145
Janel Babatsky, Elementary Principal	874-3661 – Ext. 3011
Roobhenn Smith, Elementary Assistant Principal	874-3661 – Ext. 3009
Ken Roseberry, JSHS Principal	874-0466 – Ext. 2109
Nicholas Sajone, JSHS Assistant Principal	874-0466 – Ext. 2111
Robert Amos, Director of Buildings & Grounds	874-0466 – Ext. 1102
Mark Andrewcavage, Coordinator of Computer Services & Technology	874-0466 – Ext. 1173
Michael Evans, Social Worker	874-0466 – Ext. 2129
Dara Moucheron, School Psychologist	874-0466 – Ext. 1143
James Gross, Athletic Director	874-0433 – Ext. 2113
Karen Antonelli, Food Service Director	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
Lisa Idacavage, Secretary	874-3661 – Ext. 3010
Karen Wasilus, 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.)
- Individual chromebooks will be assigned to each student. Chromebooks are the responsibility of the student. They are responsible to replace if it is lost, stolen, damaged, etc.

TIME SCHEDULE

Children will be admitted to the building at 8:20 AM. If a child is getting breakfast, they will get their breakfast from one of the breakfast carts and report directly to their homeroom. 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	11:25 -11:55
1 st Grade	12:00 -12:30
2 nd Grade	12:40 - 1:10
3 rd Grade	10:50 -11:20
4 th Grade	11:00 -11:30
5 th Grade	11:40 -12:10
6 th Grade	12:20 -12:50

FLEXIBLE INSTRUCTIONAL DAYS (FID)

Professional staff will prepare and post learning activities and assignments to their Google Classroom Site. Accommodations must be made for students that do not have home internet access and/or have special learning needs as identified in an Individualized Education Plan (IEP), Gifted Individualized Education Plan (GIEP), and/or 504 Plan. English Learners (EL) will also have accommodations provided as necessary. The assignments may include enrichment activities, planned instruction, extensions of the current lesson, or a review of concepts and skills in an upcoming lesson. All assignments must be aligned to the district curriculum and be planned to allow students to complete it independently. Professional staff must accept all assignments received within the three-day window and must grade and record the results of each student's FID assignment.

When a Flexible Instructional Day is called, teachers are expected to have their lesson for the day posted in the Google Classroom by 9:00 a.m. All teachers will be available from 9:00a.m.-12:00 p.m. and 1:00-3:00 p.m. to answer any questions through Google Classroom (virtual office), email or accessing their school phone messages and then responding back to the parents or students.

Special and regular education teachers will work together to design lessons that incorporate any modifications, specially designed instruction, and paraprofessionals and services identified in student's IEP, GIEP, and/or 504 Plan. Any related services (PT, OT, Speech, etc.) scheduled during the FID will be rescheduled in make-up sessions according to the frequency requirements of the students' plan. Student's roster teacher will discuss FID's at the students' annual IEP, GIEP and/or 504 meeting where the team will consider if your child needs additional support due to the nature of a FID and will include those additional supports in the IEP, GIEP and/or 504 Plan. If an IEP, GIEP and 'or 504 team determines that a student cannot receive appropriate education on an FID day or if the related services are not able to be made up in a reasonable time frame, the students will be provided compensatory education in conjunction with the Extended School Year Services.

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.**

TRUANCY

Step 1

After 4 unlawful absences (4 total) – Student Attendance Improvement Plan (SAIP)

Step 2

After the SAIP meeting and 3 more absences (7 total) – courtesy community with parent (phone or email) – remind them of the SAIP that was agreed upon.

Step 3

After SAIP and phone call home and 3 more absences (10 total)– Fine and sent to Judge Tarantelli

Compulsory School Age: Period of a child's life from the time the child's parents elect to have the child enter school, which shall not be later than age of 6 years, until the age of 18 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.

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.

ENFORCEMENT OF ATTENDANCE ISSUES

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

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 Student Attendance Improvement 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 schoolwork.

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 appearances 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.

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 be 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.

ACADEMICS

EVALUATION OF PUPIL PROGRESS

Pupil progress will be automatically reported to the student and parent/guardian four times a school year for 1st through 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 the school year.

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%

Standards Based Report Card: Academic Scale (K)

ADV: Advanced

PROF: Proficient

BAS: Basic

BEL: Below Basic

Successful Learner/Special Subject Area Scale

4=Advanced

3=Proficient

2=Basic

1=Below Basic

GRADING

ESchoolData is the program that is used for student grading. 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 because of 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 (K through 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.**

Homework Policy

The purpose for assigning homework is to give students the opportunity to extend lessons, practice skills, engage in critical thinking and develop good work habits. Homework can also serve as one form of communication between the teacher and the family. It is important that homework does not add stress to family life. Therefore, it is up to the student, family, and teacher to share the responsibilities for homework. Homework is an important part of each student's academic year.

Student's Responsibilities:

- To understand all homework assignments by listening to directions, asking questions when something is unclear, and reading directions
- To gather all materials necessary to complete assignments before leaving the classroom
- To complete all assignments to the best of his/her ability
- To return materials and assignments on time
- To make up any missed homework that the teacher requires

Family's Responsibilities:

- To provide a routine and environment that is conducive to doing homework (i.e. a quiet and consistent place and time, necessary materials, etc.)
- To offer assistance to the student, but not do the actual homework
- To check that your child has edited his/her homework for spelling (Kindergarten and First Graders may use invented spelling as appropriate), punctuation, neatness, etc.
- To notify the teacher when homework presents a problem
- To read school notices and respond in a timely manner. Homework and school notices will travel home in the student's folder. Regular backpack clean-ups can be useful in helping students to organize their materials.

Teacher's Responsibilities:

- To provide purposeful homework
- To provide clear directions and instructions
- To implement a system for routinely checking homework
- To communicate to the student and family what is expected for completing homework successfully
- To communicate with families when students are not consistently completing assignments

Homework includes reading every night as we help each student develop the habit of being a lifelong reader. Written assignments over the course of a week may include a balance of assignments in other content areas such as writing, spelling, math, social studies, science, and long-term projects.

In Kindergarten, the homework is for families and children to spend time together with books. Often, especially in the beginning of the year, this will mean parents and family members reading aloud to children. As the year progresses and Kindergarten children bring more books from school to home, students may be reading to and with family members.

Recommended Time Allotments for Homework

At North Schuylkill Elementary School, we know that the amount of time it takes each student to complete homework assignments will vary. The following chart indicates what we believe is approximately the appropriate amount of time for children in each grade to spend on homework. If your child diligently does his/her homework for the maximum allotted time and does not complete it, you may write a note to the teacher explaining the situation. If this is an on-going problem, please make arrangements to talk to the teacher. If your child thoroughly and neatly completes the homework very quickly and you believe that your child needs additional homework, extra reading or writing in a Writers Notebook, or additional practice with Mathematics skills is recommended.

Grade	Reading	Written	Total
Kindergarten	Families and children spend time together reading books 15 minutes	None	15 minutes
First	15 minutes	15 minutes	30 minutes
Second	20 minutes	15 minutes	35 minutes
Third	20 minutes	20-25 minutes	40-45 minutes
Fourth	20-30 minutes	25-35 minutes	45-60 minutes
Fifth	25-30 minutes	35-40 minutes	60-70 minutes
Sixth	25-30 minutes	40-45 minutes	65-75 minutes

Detention Due to Missed Assignments:

If a child misses three homework assignments in one month a parent conference will be scheduled. If a child misses four 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 1 through 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 a “1” 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 1 through 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 “2” 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 “2” 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 “2” 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 and 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 month. Anyone who has a concern, including students, can refer a student to the team.

Our ESAP team personnel include:

Janel Babatsky	Megan Rollenhagen
Devon Sinkovich	Michelle Hull
Carolyn Fishburn (SAP Liaison)	CSBBH personnel
Roobhenn Smith	

CODE OF CONDUCT

LIVESTREAMING

Recording of live stream lessons is not permitted without permission from the teacher being recorded. Any use of such recordings taken with the permission of the teacher being recorded shall be limited to review for educational purposes only. Recording shall not be distributed or viewed in public.

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 their homeroom teacher, the guidance counselor, or the principal. It is also encouraged for parents to follow the above chain of command if there are issues of concern.

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

See Something – Say Something

Bully Tip Line: (570) 874-1847 (1TIP)

Online Bully Box at www.northschuylkill.net



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 expectations 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 following the “**SPARTY**” way:

S- safe

P- participate

A- act

R-respectful

T-team work

Y-because you are worth it!



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.

Excessive disciplinary referrals to the principal may result in a student not being permitted on the field trip. This is at the discretion of the principal and on an individualized basis.

DETENTION

Detention will be on Tuesday and Thursday from 3:40 p.m. – 4:40 p.m.
Depending on the type of infraction committed, weekly detention may be assigned.

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.

JUNIOR SPARTAN ACADEMY

Junior Spartan Academy will be utilized as an In School Suspension (ISS) Room and for the replacement of an offense that normally would have had the consequence of after school detention. Students who commit an offense of Level 2 or higher will go directly to Junior Spartan Academy for the remainder of that subject being taught and will independently complete the rest of their work for that subject while there. In addition to serving the rest of the subject time, they will also serve their lunch and recess times there for that day. If a student is sent to the Junior Spartan Academy, the teacher who is writing the student up should: 1) send the student to the Academy; 2) contact the parent; 3) write the student up and send the referral to the office.

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.

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 initiated by school officials. 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/dishonesty• 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 Use of social media which may adversely affect the school community	<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• Student Assistance Team Referral	<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"> • Severe/pervasive/persistent bullying or threats • 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) • Use of social media which may substantially impact the school community adversely 	<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

221.1

Standard Dress Code
Legal

1. 24 P.S. 1317.3
2. 22 PA Code 12.11
3. Pol. 218

Pol. 221
Adopted - March 12, 2009
Last Revised - April 13, 2022
Last Reviewed - April 13, 2022

Purpose

The North Schuylkill Board of Education recognizes every student's right to freedom of expression in speech, written or oral, as that right is guaranteed by the United States Constitution and the United States Supreme Court.

The Board also recognizes its obligation to provide schools where the health, safety, and welfare of the students who attend our schools are given paramount consideration and where a positive learning environment must be maintained.

The Board is aware of its obligation to make every effort to minimize the opportunities for student disruption and/or distraction in the school.

The Board believes that a standard dress code policy will address the issues related to the health, safety, and welfare of the students attending its school and will further aid in the maintenance of a positive learning environment.

Authority

The North Schuylkill School District, by the authority granted to it under the law, hereby immediately imposes a standard dress code policy for grades K-12 for the 2022-2023 school term and all upcoming terms during instructional hours and during any school day related activities (i.e., field trips).[\[1\]\[2\]](#)

During instructional hours and at any school-sponsored event on or off school property, no student shall wear any apparel or jewelry that by words, signs, pictures, or combination thereof appearing on the said clothing or jewelry advocates or promotes gang activity, weapons, sexual activity, violence, or the use of alcohol, tobacco, or drugs, or demeans or degrades another because of race, sex, religious persuasion, national origin, handicap or disability.

Guidelines

The Board of Education is cognizant of the diversity of the students within the school district and that certain students may have a religious preference/medical condition which precludes the adherence to the standard dress code policy.

The student's parent(s)/guardian(s) may submit documentation reasonably requested by the Board of Education to establish their objection.

Penalties

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 in-school suspension room, until proper attire is provided by the parent/guardian.

Second Offense: Parent/Guardian meeting is required. Student will remain in the in-school suspension room and will be assigned detention.

Third Offense: Parent/Guardian meeting is required. Student will be assigned a 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.[3]

Standard Dress Code

Wearing of Shorts/Skirts/Dresses -

Secondary - Shorts of mid-thigh length or longer may be worn during the school year with consideration given to temperature and weather conditions.

Skirts/Dresses of mid-thigh length or longer may be worn during the school year.

Elementary - Shorts of mid-thigh length or longer may not be worn during the school year from **November 15 through March 15**, providing the weather is appropriate for such attire.

Skirts/Dresses of mid-thigh length or longer may be worn during the school year.

Inappropriate Dress –

The clothing items noted below are considered inappropriate and are not permitted to be worn in school. This is not an all-inclusive list as the administration maintains the right to determine articles of clothing that may be disruptive to the educational process:

- Tops that expose the mid-section of the body
- Tops that expose bare shoulders
- Spaghetti straps
- Any sleeveless clothing
- Tank tops and muscle shirts
- Outerwear coats
- Any holes in jeans/pants/shorts
- Pajamas
- Leggings
- Biker shorts or spandex
- Bathing suits or swimwear
- Clothing which hangs from the body and/or may drag on the floor
- Clothing purposely exposing undergarments
- Spiked jewelry and wallet chains
- Hats or Head Coverings (except for religious beliefs)
- Kerchiefs or bandanas
- Roller sneakers
- Sunglasses

- Gloves
- No open toe shoes or open heel shoes

Delegation of Responsibility

Principals will use their discretion on any individual issues regarding the standard dress code; 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.

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 elementary dean of students.
2. 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.
3. If destruction or misconduct occurs toward the end of the school term, discipline will continue into the following school year.
4. **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.

5. No parent, guardian, care-giver or adult may enter a school bus for any purpose without prior authorization from the School District and/or the consent of the bus driver.

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 student's laps.
9. Cooperate 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

ASSEMBLIES

At all times a 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. Unacceptable conduct includes whistling, uncalled for clapping, boisterous behavior, sleeping, use of cell phone, reading books and talking during a program. These types of behavior may result in disciplinary action.

BOOK LOSS AND DAMAGE

School Books are loaned to students and become their responsibility until returned to the teacher. A record is kept of the number of each book distributed to students. Students must make restitution for any loss or damage that occurs to the book.

BRING YOUR OWN DEVICES (BYOD)

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

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 always abide by the following rules while in the cafeteria.

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. Adults 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.
11. Parents are responsible for keeping their children's lunch accounts current with the amount for which the child is going to eat.

CLOTHING SALES PROCEDURES

All clothing designs need to be approved by the administration.

All clothing sales to students and staff from groups, clubs or team selling NS apparel must be approved by administration before advertising.

FIELD/CLASS TRIP REGULATIONS

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.

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.

LUNCH ACCOUNTS

MY SCHOOLBUCKS Cafeteria lunch accounts must be paid through a MySchoolBucks account online. The cafeteria will not accept cash to pay for lunches. MySchoolBucks is a secure, online payment service that provides a quick and easy way to add money to your student's meal account using a credit/debit card or electronic check. This service allows you to deposit money directly into your child's school meal account and view balance/purchase information for the past ninety days. You can also view recent purchases, check balances, and set-up low balance alerts for free. Please visit www.myschoolbucks.com to register your child's account.

MONEY AND VALUABLES

The school district will not be responsible for the personal property of pupils, employees, or other personnel using the school facilities. Articles of clothing, jewelry, money, and any other items of the personal nature or constituting personal property are the responsibility of the student, employee, or person while he or she is in the school facility. Students should be reminded not to leave money and/or valuables in an area that is unattended.

PARTIES

Classroom parties are sponsored by the PTO with the help and cooperation of the classroom teacher. Most parties begin at 2:00PM and end at 3:15PM. Homeroom parents help serve a simple treat and direct either games or a craft. Judging of contests and awarding of prizes is not permitted (example: judging for Halloween costumes, drawings, etc.).

Families may want to send a birthday treat for their child's classroom. All treats must be store-bought items or purchased from the cafeteria. Birthday treat ideas can be stickers, pencils, cookies, candy, a coloring sheet, ice cream, and of course cupcakes. These are only a few ideas. If you do send a birthday treat, please send enough for your child's classroom only. Any extra treats will be sent home. Summer birthdays are celebrated in April and May.

Children may distribute birthday party invitations only if every child in the class will be invited. You may not send invitations if you are limiting your guest list to only a select few. The school cannot provide parents with addresses or phone numbers of students.

PARENT CONFERENCES

Parent conferences will take place in November but can be scheduled at any time during the year. 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 USAGE

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.

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 or school security officers, where the school administrator has determined that a reasonable suspicion exists that a student is in possession of illegal substances, 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. Parents/Guardians have the right to opt-out of the provisions (Board Policy 210.1) related to the administration of a stock Epinephrine Auto-Injector. To opt-out, a parent/guardian shall sign and return the district's exemption form to the school nurse. Forms are available in the main offices and on the district's web site.

STATE ASSESSMENTS

Students will be administered PSSA tests during the testing window listed below. Testing dates, years and subjects will vary based on a student’s grade level and schedule. Individual student assessment results will be provided to students and/or parents as per FERPA requirements. Parents may request, in writing, to view the test materials for religious beliefs/religious exceptions. Written requests should be given to the applicable school principal.

PA STATE TESTING WINDOW 2023-2024 SCHOOL YEAR:

PSSA English Language Arts	Grades 3, 4, 5, 6	April 22 – 26, 2024
PSSA Mathematics	Grades 3, 4, 5, 6	April 29 – May 10, 2024
PSSA Science	Grade 4	April 29 – May 10, 2024

STUDENT MEDICAL EVALUATION FORMS

To preserve confidentiality of sensitive student information, all Student Medical Evaluation Forms from a doctor’s office (Geisinger, Hershey, etc.) must come through the Guidance Office. The forms will then be distributed to and collected from the student’s teachers. Once collected, a copy of the forms will be kept, and the original will be mailed to the appropriate facility. These forms are often given to the student’s parents to assist the medical professional in evaluating a student for a specific condition such as: ADHD (Attention Deficit Hyperactivity Disorder), OCD (Obsessive Compulsive Disorder), ODD (Oppositional Defiance Disorder), etc.

STUDENT INSURANCE

Each year the opportunity is given to students to purchase low-cost group insurance that 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.

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 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.

SPECIAL EDUCATION PROGRAMS

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

1. 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)

Parents who feel their young child may not be reaching developmental milestones should contact the Schuylkill Intermediate Unit at 570-544-9131 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.

2. 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.

3. 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.

4. 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 Shield/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. The North Schuylkill School District has an LIEP Program Plan which describes our EL Program. We also have a service agreement with IU29. The IU has a handbook for EL teachers.

DISTRICT INFORMATION

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 into 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.**
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.
 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

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.

- (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.

In accordance with 34 CFR § 300.624, please be advised of the following retention/destruction schedule for the Pennsylvania Alternate System of Assessment (PASA), Pennsylvania System of School Assessment (PSSA), and Keystone Exam related materials:

- PSSA, Keystone Exam, and PASA test booklets will be destroyed one year after student reports are delivered for the administration associated with the test booklets.
- PSSA and Keystone Exam answer booklets and PASA media recordings will be destroyed three years after completion of the assessment.

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.



North Schuylkill School District Chromebook Damage Repair Plan



The North Schuylkill School District is self-funded, so please help us keep premiums and deductibles low by taking very good care of the Chromebook. The provisions in this Plan restrict coverage. Please read the Plan to understand your family's rights and responsibilities and what is covered.

A. Costs

1. Yearly premium of \$25.00. This premium is good for one school year.
2. If there is a claim under this Repair Plan, there is a standard **per-breakage deductible of \$25.00** for the second claim. The first claim is covered by the Repair Plan Premium.
3. Students who have Repair Plan claims on their Chromebook more than two times during a school year, for their regular, loaner, or replacement Chromebook, will face higher per-breakage deductibles. **The deductible for the third Repair Plan claim, and any claims, thereafter, will be the total cost of the repair per claim. Lost power cord replacement cost will be \$30.00.**
4. The school administration has the final say in determining Repair Plan coverage and repair situations.
5. After September 15, 2023, no refunds will be issued.
6. Repair Plan Premiums are due 10 (ten) school days following student enrollment date.

B. Covered Equipment

1. The coverage provided applies to any Chromebook issued to your child by the North Schuylkill School District, whether it is the originally issued Chromebook, a loaner, or a replacement.
2. The deductible is the same, whether the machine is the original, a loaner, or a replacement Chromebook.
3. There will not be an additional premium for the use of a Chromebook loaner. Your child's yearly \$25.00 premium covers their original Chromebook and any other Chromebook issued to your child for the current school year.

C. Exclusions

The North Schuylkill School District will **not** pay for loss or damage resulting from the following:

1. Not informing the Main Office **immediately** of damage to the device may void the Repair Plan coverage for that incident. Examples being: damage from a liquid spill, dropping of the device that may expose internal parts.
2. Damage caused maliciously/on purpose to the device.
3. Dishonest, fraudulent or criminal acts.

D. Claim Procedures

1. Go directly to your school's main office.
2. The Technology Department will examine the Chromebook to determine if there is a qualified Repair Plan claim.
3. If there is a claim, the computer technician will fill out the appropriate paperwork and inform the office staff. You will receive a telephone call, letter and/or email from office staff when a claim is filed on your child's Chromebook.
4. Once the claim is in process, a loaner will be issued to the student.
- 5.

Chromebook Repair Cost Schedule (with Damage Repair Plan Paid Premium)

Incident	Damage	Cost
1st	Accidental	\$0
2nd	Accidental	\$25.00
3rd	Accidental	Cost of repair or replacement of device (\$290.00 as of June 2023)
Any	Misuse, neglect, intentional damage or loss	Cost of repair or replacement of device (\$290.00 as of June 2023)

How to Care for your North Schuylkill School District Chromebook

General Precautions

- Chromebooks should not be placed on soft surfaces or laps during use due to potential overheating.
- No food or drink should be next to Chromebooks.
- Cords, cables and removable storage devices (e.g. thumb drives) must be inserted carefully into the appropriate port on the Chromebooks.
- Chromebooks should not be used or stored near pets.
- Chromebooks should not be used with the power cord plugged in when the cord may be a tripping hazard.
- Heavy objects should never be placed on top of Chromebooks.
- Chromebooks should never be loaned to another student or individual during the school day or otherwise.

Carrying Chromebooks

- Always transport Chromebooks with care.
- Students should hold the Chromebooks (cover closed) with two hands if they need to carry the Chromebook.
- Never lift a Chromebook by the screen.
- Never carry a Chromebook with the screen open.

Opening and Closing Chromebook

- Open and close the Chromebook only when it is resting on a flat surface such as a table or desk.
- Do not attempt to force open the screen beyond its angle, as the screen will break if forced.
- Before closing the screen, make sure there is nothing on the keyboard to prevent the full closure of the device.
- Obstacles on the keyboard could cause broken screens or damaged hinges.
- Close the screen gently using two hands – one at either corner of the screen.

Screen Care

The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents and other liquids. The screens are particularly sensitive to damage from excessive pressure.

- Do not put pressure on the top of a Chromebook when it is closed.
- Make sure there is nothing on the keyboard before closing the lid (e.g., pens, pencils, or disks).

Student Name:

Chromebook Name:

North Schuylkill School District
15 Academy Lane
Ashland, PA 17921

Agreement for Loaned Chromebook

Grade:
Homeroom:

Parent/Guardian:

By signing this form, I understand that this equipment is being loaned to the North Schuylkill family listed below for educational purposes only. Since this equipment is being used off school grounds, the student and the student's family understands that:

1. The parent and/or student is financially responsible for loss, damage or theft of equipment. In the event of loss, theft or damage to this equipment, the parent and/or student will contact their school's main office as soon as possible to report the event.
2. The computer is and shall remain the property of the North Schuylkill School District. **North Schuylkill Chromebooks must be used for school related activities ONLY. Use of Chromebooks is subject to the laws of Pennsylvania, North Schuylkill School Board Policies, District administrative regulations, rules, practices, and protocols.**
3. North Schuylkill reserves the right to demand the immediate return of the equipment at any time. **Technology must only be used by North Schuylkill students. The District reserves the right to file legal action against the parent/guardian and/or student for failure to timely return Chromebook or associated equipment including for replacement costs.**

Student Name:

Chromebook Name:

Printed Parent/Guardian Name

Signature of Parent/Guardian

Date

☐ By checking this box I acknowledge that I am declining the North Schuylkill School District Chromebook Repair Plan. By declining this plan, I assume all financial responsibility for all Chromebook damage.

North Schuylkill School District
Student Repair Plan Fee

The Repair Plan Fee is due 10 days after enrolling in the District or receiving your Chromebook. If the fee is not paid by the due date, you agree to be financially responsible for all repair and/or replacement costs to the Chromebook.

Financial Hardships:

If the technology fee creates a financial hardship on the student or parent, please contact the District Office about payment options.

Office Use Only

Student Name:

Chromebook Name:

Parent Name: _____

Payment Type: ☐ Check (Payable to North Schuylkill School District) # _____ ☐ Money Order ☐ Cash

Payment Date: _____

Received By: _____

North Schuylkill School District Homeless Student Resources

The North Schuylkill School District believes that homeless youth should have access to free and appropriate public education and wishes to limit the barriers that homeless students may face. Our goal is to have the educational process continue as uninterrupted as possible while children are in homeless situations. Homeless students are defined as individuals lacking a fixed, regular, and nighttime residence, which include students living in the following conditions:

1. Sharing the housing of other persons due to loss of housing or economic hardship.
2. Living in motels, hotels, trailer parks or camping grounds due to lack of adequate alternative accommodations.
3. Living in an emergency, transitional or domestic violence shelters.
4. Abandoned in hospitals.
5. Living in public or private places not designed for or ordinarily used as a regular sleeping accommodations for human beings.
6. Living in cars, parks, public spaces, abandoned buildings, substandard housing, transportation stations, or similar settings.
7. Living as migratory children in conditions described in previous examples.
8. Living as runaway children.
9. Being abandoned or forced out of homes by parents/guardians or caretakers.
10. Living as school age unwed mothers in houses for unwed mothers if they have no other living accommodations.

Should you have any questions, you can contact the NSSD Homeless Liaison, Mr. Michael Evans mevans@northschuylkill.net or 570-874-0495 x 2129.

[Pennsylvania Department of Education - Homeless Education](#)

[Pennsylvania Department of Education - Children and Youth Experiencing Homelessness Program](#)

[Schuylkill Community Action Resource Directory](#)

North Schuylkill School District - [Homeless Students - Policy 251](#)

North Schuylkill School District - [Enrollment in District - Policy 200](#)

North Schuylkill School District - [Special Education - Policy 113](#)

Appendix B

PBIS Manual North Schuylkill Elementary 2023/2024



SPARTY'S Mission is to ensure our students achieve their greatest potential by promoting Safe, Participate, Act Respectful, Teamwork, and "You are Worth It" attitudes in the best learning environment possible.

At NSE, we show our "SPARTY" spirit everyday by following the SPARTY WAY!

S_{afe} **P**_{articipate} **A**_{ct} **R**_{espectful} **T**_{eamwork} **Y**_(Because you are worth it)

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NSE PBIS Mission Statement

SPARTY'S mission is to ensure our students achieve their greatest potential by promoting Safe, Participate, Act Respectful, Teamwork and "You are worth it" attitudes in the best learning environment possible.

Purpose

What is Positive Behavior Interventions and Supports (PBIS)?

PBIS is an evidence-based, cost-effective, systems approach for establishing the social culture needed for school to be an effective learning environment for all students. PBIS eliminates barriers to learning, creates and maintains a safe and effective learning environment in schools, and ensures all students have the social and emotional skills needed to succeed in school and beyond. PBIS helps schools instruct students expected behaviors and social skills, creates support systems for students' academic and behavioral health, and applies data-based decision-making to discipline, academics, and social/emotional learning. PBIS uses the three-tiered approach of universal interventions (for all students and settings), secondary interventions (for students who are at risk, and tertiary interventions (for individual students needing specialized assistance). North Schuylkill Elementary is recognized by PaTTan as a Tier 1 and Tier 2 bannered school due to the dedication of our PBIS team.

Improving student academic and behavior outcomes is about ensuring all students have access to the most effective and accurately implemented instructional and behavioral practices and interventions possible. School-Wide PBIS provides an operational framework for achieving these outcomes. More importantly, School-Wide PBIS is NOT a curriculum, intervention, or practice, but IS a decision-making framework that guides selection, integration, and implementation of the best evidence-based academic and behavioral practices for improving important academic and behavior outcomes for all students. (PAPBS.org)

PBIS Members:

Janel Babatsky	Principal
Megan Rollenhagen	Social Worker
Leanne Mogish.....	Occupational Therapist
Allison Lesher.....	Special Education
Amy Dower.....	PTO/Mother
Jessica Borden.....	Kindergarten
Meghan Artley.....	Kindergarten
Susan Burns.....	1 st Grade Teacher
Amanda Muraczewski.....	1 st Grade Teacher
Kayla Witt.....	2 nd Grade Teacher
Teresa Lynch.....	3 rd Grade Teacher
Janelle Staudenmeier.....	4 th Grade Teacher
Matt Wislosky.....	5 th Grade Teacher
Steve Wolfgang.....	5 th Grade Teacher
Jen Bennett.....	Substitute
Lori Corinchock.....	6 th Grade Teacher
Devon Sinkovich.....	Special Education
Alex Tedesco.....	Special Education

Committee Members:

Co-Coaches: Megan Rollenhagen, Leanne Mogish
Finance: Leanne Mogish
Fundraising: Janelle Staudenmeier, Jen Bennett, Teresa Lynch,
Data: Jess Borden, Susan Burns, Megan Rollenhagen
Principal's 200 Club: Megan Rollenhagen
Purchases for School Store: Grade levels
Purchases for District Reward Days/Fundraising: The Team

Grade Level Expectations

Kindergarten, 1st and 2nd Grade

Our Kindergarten to 2nd grade teams display their expectations for the S.P.A.R.T.Y. way. Teachers and staff members are handing out tickets and/or DOJO points to reinforce positive behaviors. Points and tickets will NEVER be removed from a student after they are earned. Teachers and staff are acknowledging the student for displaying Safe, Participate, Act Respectfully, Teamwork, and You are Worth It behaviors in every environment during the school day. Students can shop in their grade level stores. Each store has a menu of items that students can use their tickets for, and each grade level has set shopping days.

Students will carry a SPARTY calendar with clear expectations listed. If the student is not exhibiting the SPARTY way, the student will have a note on their behavior calendar. Parents/guardians are aware of the area where their child's behavior needs to improve. At the end of the month, students who have earned enough positive days will earn the grade level reward.

The percentage goal will be:

- 1st marking period months students will earn 75% and higher.
- 2nd marking period months students will earn 80% and higher.
- 3rd marking period months students will earn 80% and higher.
- 4th marking period months students will earn 85% and higher.

Grade Level Expectations

3rd- 4th Grade

Our 3rd and 4th grade teams display their expectations for the S.P.A.R.T.Y. way. Teachers and staff members are handing out tickets to reinforce positive behaviors. Points and tickets will NEVER be removed from a student after they are earned. Teachers and staff are acknowledging the student for displaying Safe, Participate, Act Respectfully, Teamwork, and You are Worth It behaviors in every environment during the school day. Students can shop in their grade level stores. Each store has a menu of items that students can use their tickets for, and each grade level has set shopping days.

Students will carry a SPARTY calendar with clear expectations listed. If the student is not exhibiting the SPARTY Way, the student will have a note on their behavior calendar. Parents/guardians are aware of the area where their child's behavior needs to improve. At the end of the month, students who have earned enough positive days will earn the grade level reward.

Monthly Reward Expectations-

- Students will have a reference sheet of the SPARTY WAY behavior expectations and monthly calendars in a folder.
- When a student does not exhibit one of the SPARTY behaviors, the student will be responsible to mark their calendar with the rule that they are not following.
- Students that don't follow the SPARTY WAY will have retraining time during monthly rewards. The percentage goal will be:
 - 1st marking period months students will earn 75% and higher.
 - 2nd marking period months students will earn 80% and higher.
 - 3rd marking period months students will earn 80% and higher.
 - 4th marking period months students will earn 85% and higher.
- Rewards will be grade wide.
- There will be a monthly re-training during grade wide rewards only. Students' time at the reward will be based off the time they have earned for positive behaviors. Mr. Glessner will handle non-negotiable behavior and consequences will be determined.

Grade Level Expectations

5th-6th Grade

Our 5th and 6th grade teams display their expectations for the S.P.A.R.T.Y. way. Teachers and staff members are handing out tickets to reinforce positive behaviors. Points and tickets will NEVER be removed from a student after they are earned. Teachers and staff are acknowledging the student for displaying Safe, Participate, Act Respectfully, Teamwork, and You are Worth It behaviors in every environment during the school day. Students will use their tickets toward monthly raffles for gift cards.

Students will carry a SPARTY calendar with clear expectations listed. If the student is not exhibiting the SPARTY Way, the student will have a note on their behavior calendar. Parents/guardians are aware of the area where their child's behavior needs to improve. At the end of the month, students who have earned enough positive days will earn the monthly grade level reward.

Monthly Reward Expectations-

- Students will have a reference sheet of the SPARTY WAY behavior expectations and monthly calendars in a folder.
- When a student does not exhibit one of the SPARTY behaviors, the student will be responsible to mark their calendar with the rule that they are not following.
- Students that don't follow the SPARTY WAY will have retraining time during monthly rewards. The percentage goal will be:
 - 1st marking period students will earn 75% and higher.
 - 2nd marking period students will earn 80% and higher.
 - 3rd marking period students will earn 80% and higher.
 - 4th marking period students will earn 85% and higher.
- Rewards will be grade wide.
- There will be a monthly re-training during grade wide rewards only. Students' time at the reward will be based off the time they have earned for positive behaviors. Mr. Glessner will handle non-negotiable behavior and consequences will be determined.

Classroom

Time Needed:

Grade Level:

K-6th

Safe

Skill:

- Keep work area clean and organized
- Keep hands, feet, objects to yourself
- Sit correctly on chairs
- Use walking feet
- Use classroom equipment and materials appropriately
- Use peaceful solutions

Participate

- Complete assignments on time
- Be on time
- Follow directions
- Be honest
- Take care of personal belongings

Act Respectful

- Respect others and their property
- Use voice level 0-2 as per teacher
- Follow all adult or leader rules/directions
- Listen when others are speaking
- Speak when it is your turn
- Use kind words and actions
- Treat others how you would want to be treated

Teamwork

- Listen to the adult in the classroom
- Helping peers in need
- Be prepared to engage with peers
- Respect differences in others

Y

YOU ARE WORTH IT

Materials:

- Posters
- Videos
- Handouts (re-teaching/review)
- Jeopardy game (re-teaching/review)

Procedure:

- Review rules from the poster
- Model appropriate behaviors
- Ask students to model appropriate behavior
- When reviewing "Y", have students volunteer their personal goals (jobs, friends, strengths etc.)
- Re-teaching/Review
- Handouts or Jeopardy game to review expectations

Restroom

Time Needed:

Grade Level:

K – 6th

Safe

- Keep feet on the floor
- Keep water in the sink/toilet
- Throw paper towels in the trash can

Participate

- Use in a timely manner
- Use the bathroom and supplies for intended purpose
- Wash hands with soap and water

Act Respectful

- Flush the toilet
- Keep bathroom clean
- Report problems
- Clean up after yourself
- Respect the privacy of others
- Use a level 1 voice

Teamwork

- Encourage others to keep the area neat and clean
- Alert staff if an issue arises
- Respect differences in others

Y

YOU ARE WORTH IT

Materials:

- Posters
- Videos
- Handouts (re-teaching/review)
- Jeopardy game (re-teaching/review)

Procedure:

- Review rules from the poster
- Model appropriate behaviors
- Ask students to model appropriate behavior

Re-teaching/Review

- Handouts or Jeopardy game to review expectations

Cafeteria

Time Needed:

Grade Level:

K-6th

Safe

- Stay seated when eating
- Raise hand/ask permission to leave seat
- Wait patiently in line

Participate

- Clean up after yourself
- Place trash in the trash can
- Use utensils and napkins properly
- Touch only your food/belongings

Act Respectful

- Listen to and follow adult directions
- Use appropriate and positive language
- Use table manners
- Use a level 1 voice

Teamwork

- Hold each other accountable
- Listen to the adults in the cafeteria; they are in charge in the lunch room
- Respect differences in others

Y

YOU ARE WORTH IT

Materials:

- Posters
- Videos
- Handouts (re-teaching/review)
- Jeopardy game (re-teaching/review)

Procedure:

- Review rules from the poster
- Model appropriate behaviors
- Ask students to model appropriate behavior

Re-teaching/Review

- Handouts or Jeopardy game to review expectations

Hallway/Stairwells

Time Needed:

Grade Level: K-6th

Safe

- Keep hands, feet and objects to yourself
- Walk at a safe pace with quiet feet
- Walk in a single file line
- Keep hands and feet away from the wall

Participate

- Walk on the right side of hallway and stairwell
- Move with a purpose
- Carry backpack on back
- Keep an elbow length from the wall

Act Respectful

- Use quiet feet
- Walk silently and do not disturb classrooms
- Respect all hallway displays
- Level 0 voice

Teamwork

- Help others keep hallway neat
- Keep alert for safety
- Be a good role model
- Hold the door for others
- Respect differences in others

Y

YOU ARE WORTH IT

Materials:

- Posters
- Videos
- Handouts (re-teaching/review)
- Jeopardy game (re-teaching/review)

Procedure:

- Review rules from the poster
- Model appropriate behaviors
- Ask students to model appropriate behavior

Re-teaching/Review

- Handouts or Jeopardy game to review expectations

Playground/Recess

Time Needed:

Grade Level: K-6th

Safe

- Keep hands and feet away from the wall
- Keep hands, feet and objects to yourself
- Walk on the right side of the hallway
- Walk at a safe pace with quiet feet
- Walk in a single file line

Participate

- Share equipment with peers
- Put all materials away
- Report accidents and injuries to an adult
- Take turns on equipment

Act Respectful

- Use a level 2+ voice for outdoor recess
- Use a 1-2 voice level for indoor recess
- Follow all adult or leader rules/directions
- Be a good sport
- Be friendly
- Use positive and appropriate language

Teamwork

- Hold the door for others
- Hold others accountable
- Include everyone in activities
- Check the buddy bench
- Respect differences in others

Y

YOU ARE WORTH IT

Materials:

- Posters
- Videos
- Handouts (re-teaching/review)
- Jeopardy game (re-teaching/review)

Procedure:

- Review rules from the poster
- Model appropriate behaviors
- Ask students to model appropriate behavior

Re-teaching/Review

- Handouts or Jeopardy game to review expectations

Special Events/Fire Drill

Time Needed:

Grade Level: K-6th

Safe

- Keep hands, feet, objects to yourself
- Stay with class

Participate

- Reports to designated area
- Eyes watching, ears listening, mouth silent, body still

Act Respectful

- Enter and exit using a level 0 voice
- Sit/Stand quietly and correctly
- Listen to and follow adult directions

Teamwork

- Be a good role model
- Participate in special events
- Alert staff to major safety concerns
- Respect differences in others
- Allow peers to sit first at assemblies

Y

YOU ARE WORTH IT

Materials:

- Posters
- Videos
- Handouts (re-teaching/review)
- Jeopardy game (re-teaching/review)

Procedure:

- Review rules from the poster
- Model appropriate behaviors
- Ask students to model appropriate behavior

Re-teaching/Review

- Handouts or Jeopardy game to review expectations

Bus

Time Needed:

Grade Level: K-6th

Safe

- Keep hands, feet, objects to yourself
- Keep all bus aisles clear
- Walk to and from the bus
- Cross the street at crosswalks
- Stay on the sidewalks behind the yellow line

Participate

- Stay out of the aisle
- Keep personal belongings to yourself
- Alert bus driver in event of an emergency
- Watch for your bus stop

Act Respectful

- Enter/sit/ exit bus quietly
- Stay in assigned seat
- Follow adult leader rules, directions
- Use kind words and actions

Teamwork

- Listen to what the bus driver tells you
- Respect differences in others
- Encourage others to keep bus neat

Y

YOU ARE WORTH IT

Materials:

- Posters
- Videos
- Handouts (re-teaching/review)
- Jeopardy game (re-teaching/review)

Procedure:

- Review rules from the poster
- Model appropriate behaviors
- Ask students to model appropriate behavior

Re-teaching/Review

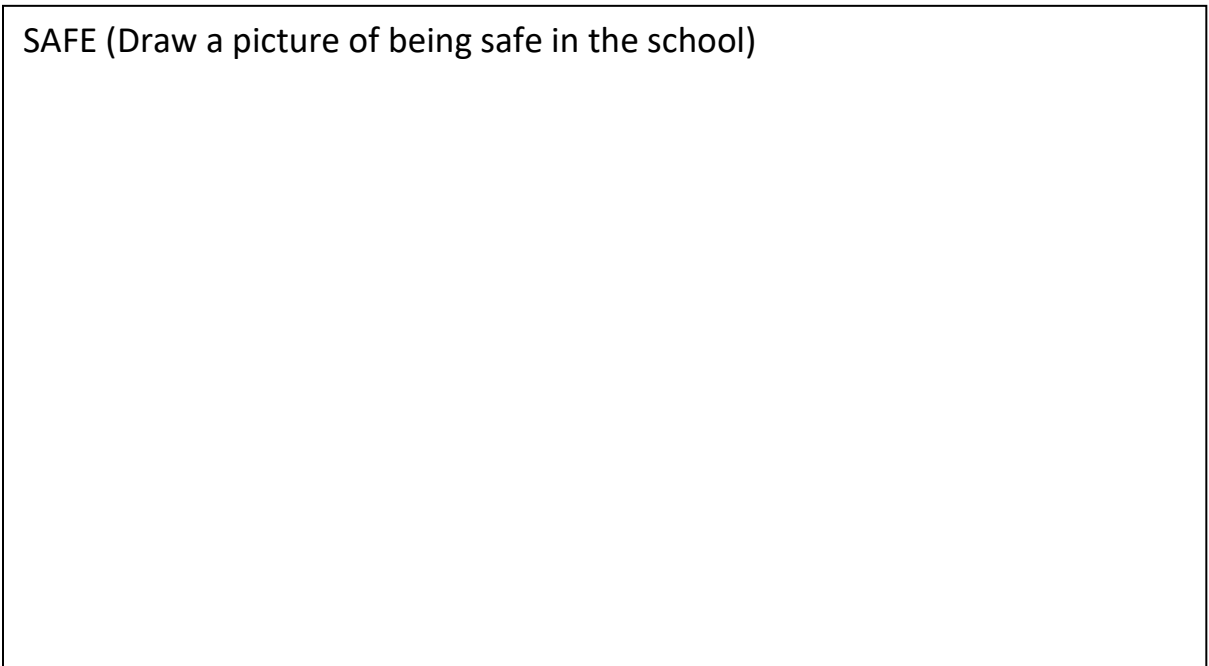
- Handouts or Jeopardy game to review expectations

Name: _____

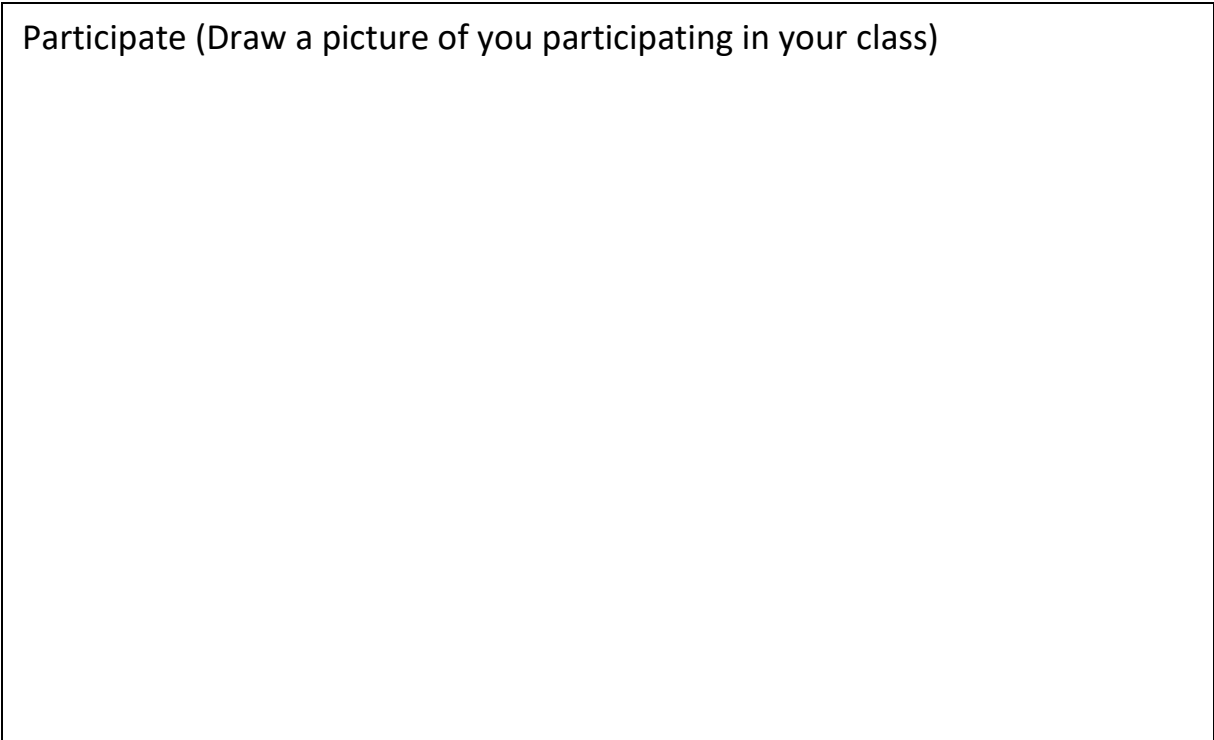
Date: _____

Goal Setting

SAFE (Draw a picture of being safe in the school)



Participate (Draw a picture of you participating in your class)



Act Responsible (Draw a picture of acting responsible in school)

Team Work (Draw a picture of team work during recess time).

"Y" (Draw a picture of you being the best Sparty next month)

Name: _____

Date: _____

FILL IN THE BLANKS IN THIS SECTION

Safe: (walking, hands, sit, feet, objects, work)

I can be safe in my classroom by keeping my _____, _____, and _____ to myself.

I need to _____ on my chair.

In the hall I should use _____ feet.

Keep _____ area clean and organized.

Participate: (Take care, honest, assignments, time, homework)

Be on _____ for class.

_____ of personal belongings.

Complete _____ on time and turn in your _____.

Be _____, always tell the truth.

CIRCLE THE BEST ANSWER IN THIS SECTION

Act Respectful:

Treat others how you (want/don't want) to be treated.

Use (appropriate/loud) voice levels.

(Don't listen/Listen) when others are speaking.

(Speak/Yell) when it is your turn.

Use (kind/mean) words and actions.

(Disrespect/respect) others and their property.

Team work:

Circle T rue or F alse (if it is false make it a true statement)

T F You shouldn't care if your classmates are following the Sparty way. Only care about yourself. _____

_____.

T F Hold each other accountable.

_____.

T F I only have to listen to my teacher. I don't have to listen to any other adult in the school or on the bus.

_____.

"Y" Create a goal that will help you learn the SPARTY way!

Next month, I will:

_____.

Name: _____

Date: _____

Safe

Why is it important to be safe in a school building? And how do we show safe behaviors in school?

What can you do to improve being safe?

What will help you be successful for next month?

Name: _____

Date: _____

Participate

Why is it important to participate in a school? What are some ways you can participate in school?

What can you do to improve participating?

What will help you be successful for next month?

Name: _____

Date: _____

Act Respectful

Why is it important to be respectful in a school? How will learning respectful behaviors impact your future?

What can you do to show respect?

What will help you be successful for next month?

Name: _____

Date: _____

Teamwork

Why is it important to work together and encourage each other in school?

What can you do to be a better team player?

What will help you be successful for next month?

NSE Lesson Plan Checklist

Required to teach in September and review in January:

_____ Classroom (Date: _____)

_____ Restroom (Date: _____)

_____ Cafeteria (Date: _____)

_____ Hallway/Stairwells (Date: _____)

_____ Playground/Recess (Date: _____)

_____ Special Events/Fire Drill (Date: _____)

_____ Bus (Date: _____)

Supplemental

_____ Worksheets

_____ Jeopardy

I have addressed all of the required SPARTY lessons with my class.

Signature: _____

*******PLEASE COPY AND RETURN TO THE MAIN OFFICE *******

Due the last school day in September and the last school day in January

Definitions and Examples

Classroom Managed Behavior	Definition
Disruptive Behavior	Low intensity of inappropriate behavior that causes a brief disruption in class. Student responds to teacher intervention.
Dress Code Violation	The student is not in dress code approved clothing teacher use discretion and move to level 1 if needed.
Physical Contact	Student engages in NON-Serious but inappropriate horse play with peers that involves physical contact of another person with NO INTENT TO HARM
Defiance	Student engages in a brief low intensity of failure to follow directions and/or talks back to staff
Inappropriate Language	Student engages in a low intensity (easily redirected) incident of dismissive, socially rude/offensive comment or defiant comment
Property Misuse	Misuse of property but NO INTENT TO DAMAGE low intensity and easily redirected

Office Referral

Office Managed Behaviors (Level 1)	Definition
Disruptive Behavior	Student did not respond to teacher intervention and disruption is causing loss of class time.
Dress Code	Students will be sent to the office for not following the dress code.
Electronic Violation	Student engages in an inappropriate use of cell phones, music, video players, camera and/or computer.
Unprepared for Class	Habitual not having items needed for class and unprepared to learn. This includes not having books, pencils, notebooks, and homework.
Sleeping	Unconscious in the classroom.
Office Managed Behaviors (Level 2).	Definition
Inappropriate Language	Students use verbal or written messages that include swearing, extensive name calling, or use of words in a malicious way.
Defiance (open resistance; bold disobedience)	Student engages in an extensive refusal to follow direction, repeated talking back that has been documented, and classroom has been significantly disrupted.
Property Misuse	Student was reckless in using property, damage may have occurred.
Lying/Cheating	Students deliver a message that is untrue. Student uses others' work and passes it on as their own. Student is caught looking at someone else's work/test to cheat
Disrespect to Staff	Student engages in an extensive refusal to follow direction, repeated talking back that has been documented, and classroom has been significantly disrupted.

Office Managed Behaviors (Level 3).	Definition
Fighting/Physical Aggression	Student is involved in mutual participation in an incident involving physical violence.
Harassment/Bullying	Verbal or non-verbal (written or electronic based) delivery of direct messages that involve intimidation, teasing, taunting, threats or name calling on a repeated basis.
Skiping Class	Student is not in their assigned class and caught walking around, hiding, or eloping.
Vandalism	Student participates in activities that result in destruction or disfigurement of property. INTENT TO DAMAGE PROPERTY
Possession of Weapons	Knives, guns, or any object that is used to INTENTIONALLY HARM self or others.
Inappropriate Display of Affection	

Update 2023/2024

Principal's 200 Club:

Tickets are given out randomly by teachers/staff members at NSE. The tickets are handed out to students that are going above and beyond expectations. The tickets are handed into the office. Their ticket is added to a bingo board located on a bulletin board outside of the main office. When there are 10 tickets in a row, column, or diagonal the mystery prize is awarded to those 10 students and a new game begins.

Safe Participate Act Respectful Teamwork You Are Worth It!

PBIS 2023Calendar

2023-2024

Date	EVENT
August 26-September 29 ^h	Behavioral Lessons will be taught in each environment by homeroom teachers. Completed signed lesson forms are due to Janel Babatsky by the end of the day 9/29/23.
November 22 th	Active Military/ Veterans Day Reward Day.
January 31 st	Re-teach Behavioral lessons. Sign and submit Lesson Forms to Janel Babatsky at the end of the day on January 31 st .
Grade Level Rewards	Monthly rewards are planned by each grade in accordance with their PBIS systems.

SPARTY THINK SHEETS

Name: _____

Date: _____

I chose to behave inappropriately by:

When did this happen? _____

Why did this happen? _____

I DID NOT show the following SPARTY Way Expectations: (circle all that apply and explain what to do next time)

Safe	Participate	Act Respectful	Teamwork	You are worth it!
Next time I will:	Next time I will:	Next time I will:	Next time I will:	I will do better because:

Parent Signature: _____

Monday	Tuesday	Wednesday	Thursday	Friday
Notes:			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

I'm working on... 1. Safe a. Keep work area clean/organized b. Keep hands, feet, and objects to yourself c. Sit correctly on chairs d. Use walking feet e. Use classroom equipment and materials appropriately f. Use peaceful solutions	2. Participate a. Complete assignments on time b. Be on time c. Follow Directions d. Be honest e. Take care of personal belongings	3. Act Respectful a. Respect others and their property b. Use voice level 0-2 as per teacher c. Follow adult or leader rules/directions d. Listen when others are speaking e. Speak when it is your turn f. Use kind words and actions g. Treat others how you would want to be treated	4. Teamwork a. Listen to the adult in the classroom b. Helping peers in need c. Be prepared to engage with peers d. Respect differences in others
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Tier 2 Supports

Internal

Behavioral Interventionist:

- Able to do quick check ins with students that are struggling in class, take for a quick walk, review rules etc.
- Assign students to “SPARTY Club” where students can check in and check out daily, develop goals, and carry a point sheet to earn rewards for achieving their personal goals for the day.
- Social Group more in depth discussion of rules and appropriate behaviors.

Guidance Department:

- Individual and Group support available. (Social, academic, personal, family, bereavement support etc.).

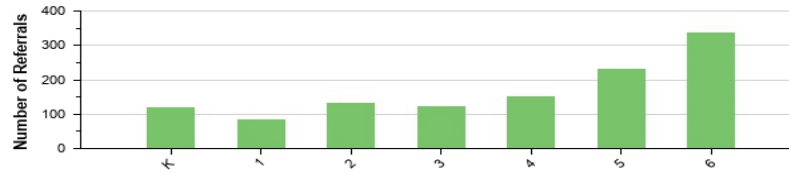
Social Work:

- Attached through 504/IEP process for Individual and Group therapy based on school behavioral needs.

Elementary Student Assistant Program (ESAP)

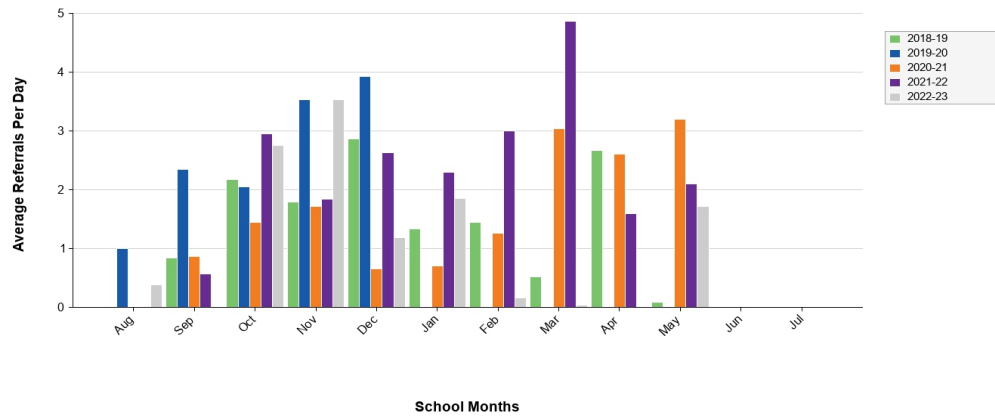
- When students and families exhibit a need to connect with outside services/counseling. Examples of services but not limited to that ESAP can help connect with are:
 - Outpatient Services
 - BHRS (TSS, BSC, MT)
 - Family Based Services
 - Big Impact Group
 - Sexual Abuse Resource Counseling
 - School Based Behavioral Health

Referrals by Grade
All, Aug 1, 2019 - Jun 6, 2023



Grade

Average Referrals Per Day Per Month - Multi-Year
All, 2018-19 - 2022-23



Monday	Tuesday	Wednesday	Thursday	Friday
Notes:			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

I'm working on...

1. Safe

- a. Keep work area clean/organized
- b. Keep hands, feet, and objects to yourself
- c. Sit correctly on chairs
- d. Use walking feet
- e. Use classroom equipment and materials appropriately
- f. Use peaceful solutions

2. Participate

- a. Complete assignments on time
- b. Be on time
- c. Follow Directions
- d. Be honest
- e. Take care of personal belongings

3. Act

Respectful

- a. Respect others and their property
- b. Use voice level 0-2 as per teacher
- c. Follow adult or leader rules/directions
- d. Listen when others are speaking

- e. Speak when it is your turn
- f. Use kind words and actions
- g. Treat others how you would want to be treated

4. Teamwork

- a. Listen to the adult in the classroom
- b. Helping peers in need
- c. Be prepared to engage with peers
- d. Respect differences in others