

# Elementary Handbook 2019-2020

A reference for policies and procedures which are uniform in all North Penn elementary schools.



Diversity Day Celebration



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The North Penn School District is pleased to make this elementary school handbook and code of conduct available to parents/guardians. It is intended to serve as a reference for policies and procedures which are uniform in all North Penn elementary schools. Parents/guardians seeking information about items not covered in this document are encouraged to contact their student's respective elementary school principal for further assistance. A clear statement of policies and procedures provides a strong base for mutual cooperation between home and school. Such cooperation benefits all students and assists in the delivery of a sound educational program.

It is hoped that this elementary handbook will serve to further those educational benefits for both parents/guardians and students. Concerns about student progress or day-to-day life in school should be communicated to teachers, the school counselor, or the building principal.

## Policy Statement

The North Penn School District will not discriminate on the basis of race, color, age, creed, religion, sex, gender, sexual orientation, ancestry, national origin, genetic information or disability/handicap in its programs, activities and employment and contracting practices. The following individual has been designated to handle inquiries regarding the District's nondiscrimination and harassment policies: nondiscrimination officer, (215) 368-0400, 401 East Hancock St., Lansdale, PA 19446; title9@npenn.org.

## Acceptable Use of Computer Network

The North Penn School District (NPSD) Board of School Directors has adopted an Acceptable Use Policy #6166(d) stating the appropriate and acceptable use of the North Penn School District computer network, including the District's connection to the Internet. Violations of this policy are subject to the provisions of the North Penn School District Discipline Code. Students and parents/guardians sign an Acceptable Use contract when enrolling.

## Admission To School

A certificate of date of birth, immunizations and proof of residency must be presented at the time of registration for all incoming students. Students must be five years of age or older on or before September 15 in order to enter kindergarten in the North Penn School District. Students must be six years of age or older on or before September 15 in order to enter first grade. Exceptions to this policy will be considered individually if all criteria in Board Policy #5111 are met.

## Arrival and Dismissal

### Elementary School Start/End Times:

Refer to page 11 for late start and early dismissal times.

- Bridle Path/Walton Farm: 8:30 am-3 pm
- All other elementary schools: 9:10 am to 3:40 pm

Elementary schools operate on a 4-day cycle (Day 1, Day 2, etc.).

**Transportation:** Bus transportation is provided to all students who live within the busing boundaries of their assigned school. Bus schedules can be found on the Infinite Campus Parent Portal (ICPP).

Questions concerning busing service should be directed to the Transportation Department at 215-853-1139. Respectful student behavior on the bus is expected at all times to ensure safety. Inappropriate behavior may result in temporary or permanent suspension of bus riding privileges.

**Student Bus Regulations - Riding School Buses:** The bus driver is in charge of each bus and represents the principal. Since students are under the full authority of the school while on the bus, all school regulations are in force during all bus trips. Misconduct involving school bus regulations and the Code of Student Conduct and Responsibilities may lead to removal of bus transportation privileges and/or disciplinary action. Students who vandalize or damage a bus may be subject to immediate removal of riding privileges and will be required to pay for all repairs.

**Guidelines for Bus Stops:** Residential areas which do not have sidewalks are reviewed by school personnel for safety considerations. Designated bus stops shall be located in centralized areas with due consideration for student safety and age. Whenever possible, not more than 25 students should be assigned to a designated bus stop. If a residential development precludes the entry of a bus, the number of students assigned to a designated stop may exceed 25. Out of safety considerations, every attempt shall be made to assign at least a minimum of two students at each stop.

**Guidelines for Length of Bus Rides:** The length of the bus ride is determined by the distance from residence to school based on the required route that the bus must travel, population density and prevailing traffic conditions. For residences and schools located within the North Penn School District, the length of time that the student spends on the bus should not exceed one hour. For students traveling to schools outside North Penn boundaries, the ride time will depend on distance and traffic.

**Transportation Arrangement Guidelines for Babysitters/Day Care Centers:** Transportation to day care centers and babysitter locations will be provided only along currently established routes. No special route changes will be made for day care or babysitter arrangements. Locations for stops will be made in accordance with established guidelines. If transportation arrangements are made to day care or babysitter locations, such arrangements must be the same on all school days. For example, one set of arrangements for Monday-Wednesday-Friday and a different set of arrangements for Tuesday-Thursday will not be allowed. This guideline is necessary to ensure the safe and secure transport of all students. Transportation to day care or babysitter will only be provided within the student's home school attendance area.

**Transportation Arrangements for Students Who Cannot Stay in School:** Whenever students are ill and should not stay in school, or whenever unusual circumstances require a student to be transported from school, appropriate arrangements will be made for transportation. The principal, nurse or counselor will call the parent and ask what immediate arrangements are available. In the event a parent cannot be reached, contact will be made with the appropriate people named on the student's emergency card. If no one can transport the student, a public cab will be called to transport the child to a location named by the parent. Parents will be expected to pay any cab fares expended on behalf of their children. Parents should not expect school district employees to transport students in their personal vehicles.

For information regarding school closings/delayed openings due to inclement weather, please visit [www.npenn.org](http://www.npenn.org), NPTV (Comcast Cable channel 28 and Verizon FIOS channel 29) or radio stations WNPV and KYW before your child leaves for school. The snow closing number for NPSD on KYW is #303.

**Transportation Video/Audio Monitoring:** The NPSD Board of School Directors has adopted a Transportation Video/Audio Monitoring Policy #5126 stating the use of video and audio recording equipment to maintain discipline and ensure the safety and security of students, staff, contractors, and others being transported on district-owned, operated, or contracted school buses or school vehicles. Reviews of video/audio recordings





are limited to the Principal, Transportation Coordinator, Superintendent, and/or his/her designee. However, video/audio recordings may be used in expulsion hearings if the video/audio recording provides evidence in the case. A request for viewing a video recording may be made by a student's parents/guardians if the student has been recorded and disciplinary action has been recommended. All requests must be in writing and addressed to the building principal.

**Procedures for Riding School Buses:** Parents are encouraged to talk with their children regarding bus safety and behavior at bus stops and while riding a school bus. The following items should be discussed. Students should:

- Walk on the left side of the road facing traffic when going to the bus stop. Plan to be at the bus stop five minutes before the scheduled pick-up time. Please allow five minutes after the scheduled pick-up time in the event of a late bus.
- Always use assigned bus stops.
- Accept seat assignments whenever the driver assigns seats.
- Get on the bus only when it has come to a complete stop and the red lights are flashing. Always look both ways and listen for oncoming vehicles before stepping onto the road. Always use assigned bus stops.
- Avoid unnecessary conversation with the driver or any motions or actions which may distract him or her.
- Animals of any size or kind may not be transported on school buses.
- Large objects such as displays, exhibits and packages may not be carried on buses. Skateboards are prohibited on buses.
- Students are not permitted to ride any bus other than the bus they are assigned. In the event of extenuating circumstances, for example: a parent is away and the student is staying temporarily with another district family, a parent who cannot be at the bus stop to meet their student and has arranged for the student to ride home with another student, a bus pass may be issued. The student going to another home must present a permission note from a parent/guardian. The student who is being visited must also have a note, stating that it is a mutually agreed upon arrangement. Bus passes should not be used for after school parties, boy/girl scout meetings, sleepovers, play dates, etc. Issuing bus passes may result in the overloading of school bus.

### Bus Expectations

Be SAFE	Be RESPECTFUL	Be RESPONSIBLE
Remain seated throughout the ride and always face forward	Respect the property of others such as lawns, trees, and fences	Arrive five minutes early to your assigned bus stop
Keep hands, feet, and objects inside the bus at all times	Use an inside voice and kind words	Follow the driver's directions
Keep the aisle and exits clear	Respect myself and others	Own your actions

## Attendance Regulations

A major factor in a student's school success is regular attendance. Pennsylvania law requires that all students be in school during all days and hours that school is in session.

The Safe-At-Home Program is intended as a measure to enhance the safety of students. It alerts parents/guardians with a call if a student is not in school on a given day. If a student is to be absent, the school should be called by 9 am. Afternoon kindergarten parents/guardians are asked to call by 12:30 pm. A student is considered tardy if he/she arrives at school after the beginning of classes. A student who is tardy must report to the office upon arrival at school.

All absences from school will be treated as unlawful unless a parent/guardian provides a written excuse or has a phone conversation with an attendance secretary that contains satisfactory evidence of a reason for the absence. The determination of whether the excuse properly contains satisfactory evidence shall be made exclusively by the school principal or his/her designee. A written excuse or phone call must be provided to the school within three calendar days of the absence. In addition, repeated unlawful absences may result in referral to civil authorities for truancy proceedings.

**Permissible Reasons for Absence:** Every student enrolled in a NPSD elementary school shall be in daily attendance except for one of the following reasons:

- Personal illness
- Quarantine of the individual or home
- Death in the immediate family
- Impassable roads
- Educational trip with parent or guardian and with prior request and approval of the principal
- Religious holiday
- Suspension from school
- Required court appearance
- Exceptional urgent reasons - must pertain to the student as determined by the principal

### Attendance Procedures

- Parents/Guardians are required to call the school office or send in a written, signed excuse for all absences.
- Written requests are required at least a week prior to educational/ family trips.
- Contact will be made with the student whose attendance is infrequent or irregular.
- After 10 cumulative days of absence, the student's attendance record will be reviewed and a letter of concern sent to the parent/guardian along with a copy of the attendance regulations.
- Medical excuses will be required in cases of questionable absences and for absences exceeding 15 cumulative days per school year. Absences without a medical excuse will be regarded as unexcused and may be subject to fines.
- If written or verified verbal excuses are not provided within three school days of the date of absence, the days of absence will be considered unexcused. For students under the age of 17, unexcused absences will become unlawful and may result in a summary conviction for a violation of compulsory school attendance laws.

- After three days of unlawful absence, an official notice will be mailed, and a copy will be given to the home and school visitor.
- The parents/guardians of students who have exceeded three unlawful absences for the school year will be invited to meet with school personnel in order to develop an Attendance Improvement Plan (AIP). These unlawful absences may then be referred to the district magistrate for possible fines or to Montgomery County Office of Children and Youth.
- Once a student arrives on school property, the student may not leave school property until dismissal time or signed out by a parent/guardian.
- Truancy, tardiness, unexcused absences, unlawful absences, cutting class, and leaving school without permission are behaviors which are subject to a response under the "Student Discipline and Attendance Responsibilities."

Please refer to the North Penn School District School Board Attendance Policy #5110.

### **Tardiness Procedures - Classroom/Homeroom**

- Students are tardy if they are not in their assigned area by the start of school.
- Permissible reasons for tardiness are:
  - Medical or dental reasons (explained in a written note)
  - Social agency referrals (explained in a written note)
  - Exceptional/urgent reasons—must pertain to the student as determined by the principal (explained in a written note upon arrival)

### Cellular Phones/Electronic Devices

- Students are not permitted to use cell phones during the elementary school instructional day unless a request is received from the student's parent/guardian and approved by the superintendent or his/her designee.
- If a student possesses a cell phone, the device must be stored in the student's backpack at all times and turned off.
- Students are prohibited at all times from using camera phones or any videotaping device to photograph, capture an image of or videotape another student or staff member on school grounds without the individual's knowledge and expressed consent.
- Students may use a personal tablet or personal music player. The personal tablet or personal music player may only be used for instruction purposes with permission from the classroom teacher. Devices may only be used for purposes that do not require connection to the district network.

### Code of Conduct

While choice making does not appear as a subject, it underlies the entire educational structure in each elementary building. Students are responsible for abiding by the rules and regulations of NPSD.

The Elementary Level Code of Conduct pertains to all students and lists the expectations and corresponding consequences. The Code of Conduct structure is available at the back of this handbook as well as on the NPSD website at [www.npenn.org](http://www.npenn.org).

NPSD hopes that parents/guardians and students will discuss the Code of Conduct. Understanding, confidence and mutual respect

will always help to provide a secure place for all North Penn students.

**Philosophy:** Order and discipline are essential to an effective educational environment. Everyone in the school community must play a role in contributing to a safe and orderly environment.

A safe and orderly school environment requires a Code of Conduct that clearly defines individual responsibilities, categorizes unacceptable behaviors, and provides for appropriate options and responses.

### **The NPSD Elementary School Code of Conduct:**

- Is preventative in nature.
- Concerns itself with the welfare of the individual as well as that of the school community as a whole.
- Promotes self-discipline.
- Promotes a close working relationship between families and the school staff.
- Stresses the importance of daily school attendance.
- Differentiates between minor and serious offenses as well as between first time and repeated offenses.
- Provides consequences and responses that are appropriate to the choice/misbehavior.
- Is administered by all in a way that is fair, firm, reasonable and consistent.
- Encourages a high regard for every person's right to reasonable hearing procedures and due process when accused of misconduct.
- Complies with the provisions of federal, state, and local law as well as with the guidelines and directives of the Pennsylvania Department of Education.

**Student Responsibilities:** Students attend school to learn and develop to their fullest potential. With this in mind, each North Penn student is expected to:

- Accept responsibility for his/her own actions.
- Respect the rights of others, including his/her right to secure an education in an environment that is orderly and safe.
- Attend school daily. When absent, complete missed school work as required.
- Be punctual at all times.
- Maintain personal cleanliness and wear appropriate clothing.
- Respect school property and help to keep it free from damage.
- Recognize that teachers and administrators assume the role of "parent/guardian" in matters of behavior and discipline during any school sponsored activities.
- Make an earnest effort to do his/her best work.
- Contribute toward establishing and maintaining an atmosphere that generates mutual respect and dignity for all.
- Obey school regulations and rules.
- Review this code and seek interpretation of parts not understood.

A review of the Code of Conduct takes place annually in each elementary school at the beginning of the school year.

### **Code of Conduct Structure**

If a Code of Conduct is to be effective in reducing challenges to learning, potential misconduct must be categorized from minor to major and must be related to appropriate responses. Through publicizing expectations, students, parents/guardians and school staff learn which behaviors are acceptable, unacceptable and which responses will be utilized as a reward or consequence.



NPSD is committed to the practices and procedures that are consistent, reasonable, fair, and equitable. The Code of Conduct structure is categorized into four levels. In each level, a sample group of unacceptable choices/behaviors is listed along with a range of possible school responses. Note: Because of the nature of certain misconduct, particularly in the most serious levels, a specific disciplinary response may be mandatory.

Based on district practice, all examples, procedures, regulations, or legal obligations are applicable in school, on school buses, during school-sponsored field trips, including school activities on weekends and/or evenings.

Any student misconduct committed on NPSD property or at school-related activities at any time including weekends, evenings, or vacations is subject to code of conduct action.

### Dress For School

The NPD community takes pride in its students. A student's dress reflects upon his/her preparation for school and relates to his/her conduct in school.

- All students are expected to dress in clothes that are suitable for school activities.
- Short shorts, bare midriffs, halter tops, tube tops and tank tops are not considered appropriate for school.
- For safety and health reasons, sturdy footwear should be selected for physical education classes and playground activities.
- Shirts with inappropriate language, or any reference to drugs, alcohol, or violent acts are not considered appropriate school attire.

### Extended School Care

Individuals interested in child care before and after school hours should contact the Extended School Care Office at 215-853-1039.

### Guidance and Counseling Services

Certified school counselors provide preventative and supportive guidance services to students in the areas of social, emotional and academic development. The school counselor works with parents/guardians, staff and community resources to support the needs and the best interests of the student. If problems develop, parents/guardians are encouraged to contact the counselor. The counselor works under the direction of the school principal and engages in individual and small group counseling (with permission), classroom instruction, testing and any other activities to ensure continued student growth and well-being. Refer to the NPSD Activities Calendar for information regarding I.D.E.A. eligible student services.

### Harassment/Bullying

Harassment in any form, including bullying or hazing, creates a climate that is not conducive to learning and is prohibited. The NPSD Board of School Directors strives to provide a safe, positive learning climate for students in the schools. Consequently, NPSD will not tolerate any acts of bullying occurring on school property, at school-sponsored activities scheduled on or off school grounds, or during the time students necessarily spend traveling to and from school or school-sponsored activities.

It is the intent of NPSD to prohibit harassment of a sexual, cultural or ethnic nature when made by any member of the school staff to a student or staff member and/or when made by any student to another student or staff member. All complaints should be directed to an administrator, guidance counselor or other adult in the school. All complaints will be investigated promptly and appropriate action will be taken.

### Hazing

For purpose of this policy, hazing shall be defined as any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a person or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any organization. The term shall include, but not be limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug or other substance, or any other forced physical activity which could adversely affect the physical health and safety of the individual, and shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual, or any willful destruction or removal of public or private property. For purposes of this definition, any activity as described in this definition upon which the initiation or admission into or affiliation with or continued membership in an organization is directly or indirectly conditioned shall be presumed to be "forced" activity, the willingness of an individual to participate in such activity notwithstanding.

**Reporting:** Students, employees, volunteers and parents/guardians who become aware of suspected hazing shall promptly report such activity to the school principal. If the school principal is involved in such activity, the report shall be made to the superintendent. Reports of hazing, which may be submitted in writing or orally, shall be investigated and addressed in a timely manner by the principal or designee. The principal or designee shall prepare a written report summarizing the results of the investigation.

#### **Enforcement and Penalties:**

- Students who are found to have violated this policy shall be assigned appropriate disciplinary consequences in accordance with the Code of Student Conduct. Said consequences may include, but are not limited to, suspension from the organization and/or suspension from school.
- Volunteers and district employees who are found to have violated this policy shall be assigned appropriate disciplinary consequences. Said consequences may include, but are not limited to, removal from the position and/or suspension.
- Any individual who engages in hazing may, in addition to receiving consequences imposed by the District, be subject to criminal penalties.



## Health Services

School and staff nurses provide services for all students who may be ill or injured during the school day. If necessary, parents/guardians may be called to take their student home from school. The nurse is responsible for checking students with suspected contagious diseases. A student with a suspected contagious condition may be sent home from school. Students may return to school when specific guidelines have been met based upon the contagious condition.

**Insurance:** If you are in need of medical insurance assistance, please contact the school Health Suite for information.

**Medication:** Students in the school building may not carry medication. Prescription medication must be brought to the Health Suite in the original container accompanied by a note signed by a physician with the complete instructions for dispensing. A note from the parent/guardian giving permission to administer must also accompany the medication. Non-prescription (over the counter) medication must be in the original container and labeled with the student's name, grade and date. A note signed by the physician and/or parent/guardian with complete instructions for dispensing must accompany these medications. The nurse will be unable to administer medication without the appropriate container or permission.

**Health Records:** At intervals throughout each student's school career, certain health examinations are required. The District encourages parents/guardians to obtain the appropriate forms at school offices or on the North Penn School District website at [www.npenn.org](http://www.npenn.org) and to consult a family physician or dentist for the following: physical examinations - kindergarten, sixth and eleventh grades; dental examinations - kindergarten, third and seventh grades.

NPSD will accept privately conducted physical and dental exams within one year of the school year in which the exam is required. Physicians and dentists are employed by the School District if parents/guardians are unable to have the examinations done privately.

- The school nurse maintains health records for each student and conducts state mandated screenings for vision, height and weight yearly. Hearing screenings are conducted in kindergarten through third grade. ALL students in kindergarten through twelfth grade will have their Body Mass Index (BMI) calculated.
- Pennsylvania Department of Health Regulations (September, 1982) require all students attending public or nonpublic schools to provide proof of proper immunization. Please visit the district website at <http://www.npenn.org/Page/21564> for more information about what is required for your student.

**Emergency Forms:** Each year, health and emergency contact information must be updated for each child. Parents/guardians are requested to this through HAC (Home Access Center). HAC is available to all parents and guardians. Please contact the school office if you need assistance.

## Home and School Associations

A Home and School Association exists in every elementary school to provide parents/guardians with the opportunity to work cooperatively with the school in the best interest of the students. Communication between parents/guardians and the school is enhanced by the activities of this organization. The organization provides support for quality educational programs and activities. The North Penn Coordinating Council is an umbrella organization of all individual Home and School Associations in the NPSD. Regular meetings are attended by representatives from each school plus liaisons from both the Special Education Council and the North Penn Association for Gifted Education. The goal of the Council is to improve communication between home and school by providing a link between parents/guardians and administrators.

### Home Bound Instruction

Students absent from regular attendance at school because of an injury or illness of prolonged duration (15 days) may receive instruction at home for up to five hours a week. Written verification by a physician is required prior to approval by the principal and Director of Special Education and Student Services.

### Home Room Parents/Guardians

Home Room parents/guardians assist classroom teachers in planning and conducting classroom parties and special activities, when needed. They may also help teachers supervise students on field trips. Responsibilities may vary for each individual school. Contact the Home and School Association or school principal for details.

### Homework

Homework is an integral part of the educational program. Defined as teacher-assigned learning activities to be completed by students outside the classroom, the purpose of homework is to improve understanding of the subject matter, to help students assume greater responsibility, to offer opportunities for self-direction and to reinforce basic skills. Homework may involve practice, research, review work or outside reading. The amount, length and type of homework will vary according to individual needs, but the minimum amount assigned will average: 15 to 20 minutes, three days a week for grades 1 and 2; 20 to 30 minutes, three days a week for grades 3 and 4; 30 to 45 minutes, three days a week for grade 5; and a minimum of 5 hours per week (1 hour per major subject) for grade 6. Parents/guardians can help by showing an interest in the work, discussing it with the student, checking the work for neatness and completeness and, above all, providing a quiet place to study.

### Obligations

All obligations should be resolved at designated times during the school year or by the end of the school year. Parents/guardians will be notified about outstanding obligations (cafeteria; classroom; library) by the principal.

### Reporting to Parents/Guardians

Student progress is reported three times per year in Kindergarten through grade six. The reporting periods end in December, March

and June. Report cards will be issued approximately 10 days after the close of each marking period. Information about conferences will be sent to parents/guardians during the school year. While specific reporting conferences are scheduled in November and March, parents/guardians may request additional conferences with school teams at any time.

### Responsible Use of Electronic Devices

In accordance with Board Policy 5131.2, student use of cellular phones, personal music players, laser devices, video or cell phone cameras, and other personal electronic devices, on school premises, during the school day, on the school bus, or at school sanctioned events, is allowed as identified in this regulation.

Allowing electronic device usage and teaching students to use these devices responsibly is a valuable lesson in digital citizenship. Students are expected to abide by the guidelines while adhering to the digital citizenship guidelines of respecting yourself, respecting others, protecting yourself, protecting others and respecting and protecting intellectual property.

Schools are not responsible for lost, stolen, or damaged personal electronic devices. School district personnel will not provide technical support for the student's personal device, except to provide guidelines to connect to the North Penn Guest Wireless Network.

All student device use is at the discretion of the teacher and must follow all guidelines as outlined, in the mobile expectations and guidelines for use as well as the district level student handbook.

At the middle schools, students must keep their personal devices in silent mode throughout the day. These devices should not be visible at any point throughout the school day.

At the high school, students are permitted to use personal electronic devices in common areas including hallway, cafeteria and study halls. Students may have only one earbud in their ear. Over-the-ear earbuds are not permitted. Use of personal electronic devices in the classroom is at the discretion of the teacher.

Students may not possess personal electronic devices during the administration of high stakes tests such as, but not limited to, the PA Keystone Exam and PSSA.

Additionally, students are prohibited from using camera phones or any video recording device to photograph, capture an image of, or video record students or staff without permission on school property, school busses or at school sanctioned events.

If extenuating circumstances exist that require greater access to personal electronic devices than is afforded in this regulation, a parent or guardian may submit a written request to the superintendent, who will then approve or deny the request.

Personal electronic devices may be confiscated at any time if their usage does not comply with the guidelines above or if the device is used for any activity that is a violation of the law or the North Penn School District Discipline Code. Any violation of the guidelines for using personal electronic devices specified in this regulation is subject to disciplinary consequences.

## School Laws of Pennsylvania Public Code of 1949

**Section 1317: Authority of Teachers, Vice Principals, and Principals Over Pupils:** Every teacher, vice principal, and principal in the public schools shall have the right to exercise the same authority as to conduct and behavior over the pupils attending his/her school during the time they are in attendance, including the time required in going to and from their homes, as the parents, guardians or persons in parental relation to such pupils may exercise over them.

**Section 1318: Suspension and Expulsion of Pupils:** Every principal or teacher in charge of a public school may temporarily suspend any pupil on account of disobedience or misconduct, and any principal or teacher suspending any pupil shall promptly notify the district superintendent or secretary of the Board of School Directors. The board may, after a proper hearing, suspend such child for such time as it may determine, or may permanently expel him/her. Such hearings, suspension, or expulsion may be delegated to a duly authorized committee of the board.

**Section 1214: Searches. - North Penn Search and Seizure Procedures:** North Penn School District officials have the right to search students, their possessions, lockers, desks and student-operated motor vehicles subject to the conditions listed: lockers, student desks and other school-owned property provided for storage of students' belongings shall remain under the care and control of the school. Students shall not have any expectation of privacy in the lockers, desks, and storage spaces provided to them. Prior to a locker search, students shall be notified and given an opportunity to be present. However, where school authorities have a reasonable suspicion that the locker contains materials which pose a threat to the health, welfare and safety of students in the school, student lockers may be searched without prior warning. All lockers, student desks, and other storage space provided for student use on school premises remain the property of the school and are subject to inspection, access for maintenance and searches at the discretion of the principal or the principal's designee.

No locker, student desk, or other school-owned storage spaces may be used to store any object whose possession violates the law or the standards stated in the North Penn School District Student Elementary Code of Conduct. No student shall lock or impede access to any locker or school-owned storage spaces except with a lock provided by the school. School district officials may search a student's locker, desk or other storage spaces at any time and seize any illegal materials or any other materials which violate the North Penn School District Student Elementary Code of Conduct or rules stated in building handbooks. These confiscated materials may be used as evidence against the student in disciplinary and/or legal proceedings.

## School Nutrition Services (SNS)

### **Meal Pricing:**

- There has been no increase in meal pricing for the 2019-2020 school year. The cost for breakfast is \$1.75 for all levels. The cost for school lunch is as follows; elementary school \$2.80, middle



- school \$3.00 and high school and Northbridge \$3.25.
- Reduced price meals are \$.30 breakfast and \$.40 lunch.

### Free and Reduced Lunch Program:

- Families are required to complete a new meal application at the beginning of each school year. Once the application is processed, the family will receive a letter indicating student's meal eligibility determination. Previous school year eligibility for free/reduced meal status will expire on October 16, 2019. Students without a previous status and all students who are new to the district are required to purchase meals at full price until their application has been processed.
- School meal applications can be completed online at [www.schoolcafe.com](http://www.schoolcafe.com). Please be sure to include all school age children (Pre-K through 12th grade) on one family application. Paper applications are available upon request.
- Contact SNS if you have a current student with an existing free or reduced eligibility and have a new student entering NPS
- Meal applications are available in seven different languages online; please contact SNS at 215-853-1080.

### School Meal Accounts:

The NPSD, School Nutrition Services strongly encourages all families to set up a school meal account on School Cafe at [www.schoolcafe.com](http://www.schoolcafe.com). There is no cost to set up an account. The main advantages of setting up a School Cafe account is that parents/guardians can monitor what their student is purchasing and can set up automatic low balance alerts. The low balance alerts assists families in keeping their student's account up to date and helps to avoid the weekly negative balance emails that are automatically initiated by the SNS system. The system also gives parents the advantage of depositing money into their student's account. Please keep in mind, there is a convenience fee for depositing funds to the account online. The school meal account can be used for breakfast and/or lunch purchases as well as other food items sold in the cafeteria. This eliminates the hassle of remembering to send money every day and takes the worry out of carrying cash. Upon school registration, students are issued a student identification number (Student ID). This number links the student to his/her school lunch account. To avoid the convenience fee, parents/guardians can pay on their student's account by sending cash, check or money order in an envelope clearly marked with your student's name, grade, and student ID number. Make checks and/or money orders payable to School Nutrition Services (SNS).

### School Meal Account Balances (Negative and Low Balances)

Negative account balances impact our operating efficiency and forces us to potentially increase prices year to year. School Nutrition Services works diligently to recover negative balances. Therefore, negative balance notifications will be sent home weekly via email and voicemail through North Penn's notification system. To avoid getting the weekly negative balance email, we suggest keeping meal accounts up-to-date. Please keep in mind parents/guardians are responsible for keeping student accounts up-to-date. Please refer to School District Policy #5143 to review our meal charging policy.

### School Menus:

NPSD School Nutrition Service is part of the National School Lunch Program which follows strict federal nutritional guidelines. NPSD uses SchoolCafe to publish our monthly menus online.

SchoolCafe can be accessed through your smartphone, tablet or computer. SchoolCafe menus produce a comprehensive outline of monthly menus including complete nutrition facts, ingredients and allergens. Our monthly online menus are published by the 15th of each month. Please access the School Nutrition Services web page at [www.npenn.org](http://www.npenn.org) or at [www.schoolcafe.com](http://www.schoolcafe.com). If you have any dietary concerns or questions about our online menus, please contact Andrea Stewart at [stewaral@npenn.org](mailto:stewaral@npenn.org) or call 215-853-1082.

### A` la Carte Menu and Pricing:

- Elementary school students can purchase up to (2) snack items per day. Parents can place restrictions on their student's account by contacting School Nutrition Services at 215-853-1080.
- Our a` la carte price list is posted in all school cafeterias as well as on our website. There have been minor increases in a` la carte pricing for the 2019-2020 school year.

### Nutrition Guidelines For All Foods/Beverages At School:

- All foods and beverages available in district schools during the school day shall be offered to students with consideration for promoting student health and reducing obesity.
- Foods and beverages provided through the National School Lunch or School Breakfast Programs shall comply with established federal nutrition standards.
- Competitive foods are defined as foods and beverages offered or sold to students on school campus during the school day, which are not part of the reimbursable meal.
- For purposes of this policy, school campus means any area of property under the jurisdiction of the school that students may access during the school day.
- For purposes of this policy, school day means the period from midnight before school begins until thirty (30) minutes after the end of the official school day.
- Competitive (a la carte) foods available for sale shall meet or exceed the established federal nutrition standards (USDA Smart Snacks in School). This includes but is not limited to: a la carte options in cafeterias, vending machines, school stores, snack carts and fundraisers

### Special Subject Areas

**Art:** Art classes support the elementary educational program by providing students with the opportunity to learn about and experience the elements of art and the principles of design. Students experience age appropriate lessons and activities, including the use of various media. More specific information can be found in the elementary curriculum guide, or provided by the art teacher in your elementary building.

**Libraries:** Libraries support the elementary educational program by providing students with library skills and literacy instruction, providing opportunities for research, recreational reading and access to audiovisual materials and technology. Students have access to the library on a daily basis under the supervision of the library staff or the classroom teacher. Parents/Guardians and students are held responsible for damaged or lost library materials.

**Music-Instrumental:** Instrumental music lessons are available. Most instruments are purchased or rented by parents/guardians. Suzuki string lessons are offered for students in kindergarten

through grade six. The regular string program is available to students in grades three through six. The band instrument program is available to students in grades four, five and six. Chorus is offered for students in grades four, five and six who are interested in singing. Band, orchestra and chorus practices are held before school hours. In order to participate in core instrumental ensembles, students must be able to demonstrate proficiency in foundational skills and be enrolled in instrumental music classes in their home building. Rehearsals and performances inside and outside the regular school day are a requirement of membership.

**Music - Vocal:** Music classes support the elementary educational program by providing students with the opportunity to learn about and experience the elements of music and to appreciate the historical context and social significance of music. Students experience age appropriate lessons and activities, including kinesthetic response and the use of various instruments. More specific information can be found in the elementary curriculum guide, or will be provided by the vocal music teacher in your elementary building. In order to participate in core vocal ensembles, students must be enrolled in their building general music class. Rehearsals and performances inside and outside the regular school day are a requirement of membership

**Physical Education:** All elementary students are required to participate in physical education classes. If a student cannot participate, an excuse note is acceptable for one class period. A doctor's excuse is required for a prolonged absence. All students are required to wear athletic sneakers with laces and/or velcro and socks. For safety reasons, students are responsible for removing all jewelry prior to P.E. class.

### Special Programs/Services

Special programs and services are available for students in need of English Language Development (ELD) Support, Gifted Support, Life Skills Support, Emotional Support, Learning Support, Autism Support, Hearing Support, Vision Support, Speech and Language Support, Occupational Therapy and Physical Therapy.

### **Programs for Individuals with Disabilities Education Act (IDEA) Eligible Students: Chapter 14**

In compliance with state and federal laws, notice is hereby given by the North Penn School District that it conducts ongoing identification activities as a part of its school program for the purpose of identifying students who may be in need of special education and related services (eligible students). If your child is identified by the district as possibly in need of such services, you will be notified of applicable procedures.

Individualized services and programs are available for children who are determined to need specially designed instruction due to the following conditions: autism, blindness or visual impairment, deafness or hearing impairment, intellectual disability, multi-handicapped, neurological impairment, other health impairments, physical disability, emotional disturbance, specific learning disability, and speech and language impairment.

If you believe that your school-age child may be in need of special education services or related programs (or your young child age

three to school-age may be in need of early intervention), screening or evaluation processes designed to assess the needs of the child and his or her eligibility are available to you at no cost, upon written request. You may request evaluation at any time, whether or not your child is enrolled in North Penn. Requests for evaluation and screening are to be made in writing to the Director of Special Education and Student Services, 401 East Hancock Street, Lansdale, PA 19446, 215-853-1060. For the complete annual public notice, please visit <http://www.npenn.org/cms/lib/PA09000087/Centricity/Domain/1340/Annual%20Public%20Notice.pdf>

### **Protected Handicapped Students: Chapter 15/Section 504**

In compliance with state and federal laws, the North Penn School District will provide to each protected handicapped student – without discrimination or cost to the student or family – those related aids, services or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student's abilities. In order to qualify as a protected handicapped student, the child must be of school age with a physical or mental disability which substantially limits a major life activity. For further information on the evaluation procedures and provision of services to protected handicapped students, contact the Director of Special Education and Student Services at (215) 853-1060.

These services and protections for "protected handicapped students" are distinct from those applicable to all eligible or exceptional students enrolled (or seeking enrollment) in special education programs.

### **Programs for Gifted Students: Chapter 16**

In compliance with state law, services designed to meet the unique needs of gifted students are provided. Students are identified individually based on guidelines and regulations embodied in state law under Chapter 16. Those students who possess superior intelligence scores and/or meet multiple criteria indicating gifted ability may receive services. Parental requests for evaluation and screening for gifted supports for a student should be made in writing to the Director of Special Education and Student Services; 401 E. Hancock St., Lansdale, PA 19446, (215) 853-1060.

### Student Accident Insurance

All students will be covered during school hours with a limited school accident insurance. The company name is Bollinger Inc. (866-267-0092) and the insurance is underwritten by Monumental Life Insurance Company. As with any insurance, if you already have a primary insurance, your primary insurance at home should be used first. A supplemental accident insurance is also available to all students for purchase at a low cost. This supplemental insurance offers 24-hour accident coverage and also has a dental accident option. The insurance is to cover students for accidents only. It is not medical insurance for regular illnesses. Application forms are available in each school. Please note: A school district is usually not liable for accidents which occur during school time on a playground or in gym class, etc. It is beneficial to purchase this insurance if you do not have any kind of medical or dental coverage for your student or if you are looking for supplemental insurance.

NPSD recommends that students be covered by accident insurance if they are not covered on a policy at home. Please see the aforemen-

tioned information on how to purchase school accident insurance. When submitting a claim for an accident that occurred at school, the claim form will need to be obtained from the school with them having completed the school portion. Questions can be directed to the Business Office at 215-853-1011.

## Student Assessment

Academic progress is assessed throughout the instructional program in a variety of ways. In addition to the ongoing classroom-based assessments provided by the teacher, district-wide assessments are used to help measure individual and group academic progress. The following tests are administered annually:

- Pennsylvania System of School Assessment (PSSA): Mathematics and ELA - administered to students in grades 3 through 6.
- Pennsylvania System of School Assessment (PSSA): Science - administered to students in grade 4.
- Common Unit-based Assessments: District-wide curriculum-based assessments administered periodically throughout the school year.
- Authorized by the PDE, the Assessing Communication and Comprehension in English State to State for English Language Learners assessment (ACCESS for ELLS), is a required annual assessment of English Language Proficiency. The test measures English language learners' social and academic proficiency in English and accesses social and instructional English, as well as the language associated with language arts, mathematics, science and social studies across the four language domains of listening, speaking, reading and writing.

Individual student's assessment results are made available to parents/guardians following the return of the results to the District. School personnel are available to review results and answer questions. NPSD uses the results of this testing, in combination with classroom performance, to identify students for supplementary programs. The District uses the results of external assessments to identify areas of program strength and need.

## Student Photographs

Each year photographs are taken of all students. These photographs are used by the school for identification purposes. Families may purchase photographs at these times through package providers.

## Student Records

Cumulative record and health history files are maintained for each student in the North Penn School District. These records begin when the student first enters North Penn and are updated each year. Parents/Guardians may make an appointment with the principal or counselor to review records.

An emergency form for each student is kept on file listing the name of the family doctor and the name, address and telephone number of the persons to be contacted in an emergency. Parents/guardians are responsible for informing the school of any changes in this information.

## Student Safety

Students are instructed not to accept rides or gifts or engage in activities with strangers. Please encourage your student(s) to report

such an incident to adults at home or school staff. Students are also expected to return home directly from school each day.

## Transfers of Attendance

Transfers of Attendance (TOA) are requests for a student or students to attend a school other than their home school. Applications for a TOA will be available at each elementary building, at the Educational Services Center and on the NPSD website at [www.npsd.org](http://www.npsd.org).

Parents/Guardians are required to submit completed, notarized forms by June 1<sup>st</sup> for the subsequent school year. Parents/Guardians who move into the North Penn School District or whose situations change may submit a TOA throughout the school year beginning August 31<sup>st</sup>.

TOA's are based primarily on availability of space in the requested school and parents/guardians MUST provide their own transportation to the requested school if their TOA is granted. If approved, a TOA is for ONE YEAR ONLY and MUST BE RESUBMITTED for approval annually. Extended School Care may not be available at the requested school. TOA's are considered a privilege and may be rescinded.

## Transferring to Another District

Parents/Guardians of a student transferring to another school district should notify the home school as soon as possible. Copies of records are transferred upon written request by the new school.

## Visiting the School

Visits to schools are encouraged within NPSD guidelines. In the interest of student safety, visitors must report to the office upon arrival at school. A special invitation is given to all parents/guardians to visit schools during the District's designated "American Education Week." If an item or a message is to be given to a student when school is in session, it should be taken to the office.

## Volunteers

Volunteers who will volunteer on a regular base or will be in direct supervision of students must submit clearances. Volunteers must submit the following clearances to the district for review prior to commencing their volunteer service:

- PA Child Abuse History Clearance
- PA State Police Criminal Background Check
- Either a North Penn School District Volunteer Affirmation or a Report of Federal Criminal History Record (fingerprinting)

Upon review of the submitted clearance materials, the district will make a determination as to whether an individual is properly qualified to serve as a volunteer. Volunteers must obtain and submit updated clearances to the district every 60 months. Please contact your school principal or the NPSD Human Resources Department at 215-368-0400 with any questions.

## Weapons on School Property

It is the intent of the North Penn School District to protect the safety of the students and staff by prohibiting the possession/use/transfer of any weapons (real or perceived) on North Penn School





District property.

Weapons are defined in Section 1317.2 of the Public School Code of 1949, as amended, and shall include, but not be limited to, any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle and any other tool, instrument or implement capable of inflicting serious bodily injury.

Any student who is determined to have brought a weapon onto any school property, any school-sponsored activity or any public conveyance providing transportation to a school or a school-sponsored activity will be expelled for a period of not less than one (1) year. (Section 1317.2). Notwithstanding the forgoing, the superintendent may recommend discipline short of expulsion on a case by case basis.

The school superintendent shall report to the Department of Education all incidents relating to expulsions for possession of a weapon on school grounds, school-sponsored activities or public conveyances providing transportation to a school or school-sponsored activity. Reports shall include all information as required by the School Code.

Please refer to the North Penn School District School Board Weapons on School Property #5152 policy.

ALL NPSD STUDENTS HAVE A FULL DAY OF CLASSES ON TUESDAY, 9/3/19

**ELEMENTARY & SECONDARY ENGLISH LANGUAGE DEVELOPMENT (ELD) FAMILY NIGHT IS 9/17/19 AT HATFIELD ELEMENTARY AT 6:30 PM.**

Kindergarten Orientation

**FULL-DAY  
KINDERGARTEN**

Kindergarten orientation will be held on August 28, 2019. Parents will be notified of the time of their school's session in August.

Elementary School Delayed Hours

School	Regular Hours	1-Hour Delay	2-Hour Delay	3-Hour Delay
BP, WF	8:30 am-3:00 pm	9:30 am	10:30 am	11:30 am
Other	9:10 am-3:40 pm	10:10 am	11:10 am	12:10 am

Elementary School Early Dismissal

School	Regular Hours	1-Hour Early Dismissal	Regular Early Dismissal
BP, WF	8:30 am-3:00 pm	2:00 pm	11:55 am
Other	9:10 am-3:40 pm	2:40 pm	12:35 pm

1-Hour Early Dismissal Dates: 9/18/19; 1/15/20; 3/11/20; 5/19/20

Regular Early Dismissal Dates: 10/16/19; 3/27/20; last day for students\*\*

Elementary Trimesters\*

Trimester	Marking Period Ends	Report Cards Issued
1	12/4/19	12/19/19
2	3/12/20	3/27/20
3	Last day for students**	Last day for students**

Elementary Back-to-School Nights

Dates	School	Grades	Time
9/5/19	YA	K-6	6:00 pm
9/10/19	MG	K-3	6:30 pm
9/11/19	GS MG	K-6 4-6	6:30 pm 6:30 pm
9/18/19	BP, ING, NW, OP, KU	K-6 K, 2, 4, 6	6:30 pm 6:30 pm
9/19/19	KN GN, HE, NA, WF KU	K-6 K-6 1, 3, 5	6:00 pm 6:30 pm 6:30 pm

\*Dates may adjust if there are cancellations due to weather.

\*\*If there are no cancellations due to weather, the last day of school will be 6/12/20. Make-up days due to weather will be 6/15/20, 6/16/20 and 6/17/20.

## ELEMENTARY CODE OF CONDUCT RESPONSES TO STUDENT MISCONDUCT

All examples, procedures and disciplinary responses are applicable in school, on school buses, during school-sponsored field trips, including school activities on weekends and/or evenings. Any student misconduct committed on school district property or at school-related activities at any time including weekends, evenings or vacations is subject to disciplinary action.

Level Description of Behavior	Examples (List is not all inclusive)	Procedures	Disciplinary Responses
<p>Level I misconduct involves behavior on the part of the student which impedes orderly classroom procedures or interferes with the orderly operation of the school.</p> <p>These choices can usually be handled by an individual staff member but sometimes require the intervention of other school support personnel. They should be dealt with swiftly, fairly, and unemotionally.</p>	<ul style="list-style-type: none"> <li>Acts of plagiarism</li> <li>Bus disturbance</li> <li>Cheating or lying</li> <li>Classroom and/or school tardiness</li> <li>Disrespectful language or gestures</li> <li>Disruptive classroom behavior</li> <li>Entry into unauthorized areas</li> <li>Inappropriate attire</li> <li>Inappropriate display of affection</li> <li>Inappropriate use of technology</li> <li>Not adhering to classroom expectations</li> <li>Not at assigned location</li> </ul>	<p>Immediate intervention is required by the staff member who is supervising the student or who observes the misbehavior.</p> <p>Repeated misbehavior may require a conference involving the parent/guardian and school team.</p> <p>A record of the offenses and school response is maintained.</p>	<p>Behavioral contract</p> <p>Citation referral to District Justice Conference (in person or phone)</p> <p>Detention</p> <p>Referral to MTSS Team</p> <p>Special assignment</p> <p>Time-out</p> <p>Verbal counseling</p> <p>Verbal reprimand</p> <p>Withdrawal of privileges</p>
<p>Level II misconduct involves behavior whose frequency or seriousness disrupts the learning climate of the school.</p> <p>These choices, which usually result from the continuation of LEVEL I misbehaviors, require the intervention of personnel on the administrative level because the execution of LEVEL I responses have failed to correct the situation. Also included in this level are misbehaviors which do not represent a direct threat to the health and safety of others but whose educational consequences are serious enough to require corrective action on the part of administrative personnel.</p>	<p>Continuation of unmodified LEVEL I behavior(s):</p> <ul style="list-style-type: none"> <li>Bullying/Harassment</li> <li>Failure to serve detention assignments</li> <li>Gambling</li> <li>Impersonation of parent/guardian</li> <li>Insubordination</li> <li>Possession of tobacco products</li> <li>Throwing food in cafeteria</li> <li>Truancy</li> <li>Using forged notes/excuses</li> <li>Use of inappropriate or abusive language</li> </ul>	<p>The student is referred to the administrator for appropriate disciplinary action.</p> <p>The administrator meets with the student and teacher and decides the most appropriate response.</p> <p>The teacher is informed of the administrator's action.</p> <p>A record of the offense and the disciplinary action is maintained by the administrator.</p> <p>Parent/Guardian contact is made.</p>	<p>Behavioral contract</p> <p>Citation referral to District Justice Conference</p> <p>Counseling/Referral for Psychological Evaluation</p> <p>Detention</p> <p>Development of Attendance Improvement Plan</p> <p>In-school suspension</p> <p>Modified school day</p> <p>Out-of-school suspension</p> <p>Referral to MTSS Team</p> <p>Referral to outside agency</p> <p>Saturday School</p> <p>Withdrawal of bus privileges</p> <p>Withdrawal of privileges</p>
<p>Level III misconduct involves acts directed against persons or property but whose consequences do not seriously endanger the health or safety of others in the school.</p> <p>Many of these acts can be handled by the Code of Conduct mechanism in the school. Responses which the school should undertake, however, depend on the extent of the school's resources for remediating the situation in the best interest of all students.</p> <p>Those acts which are criminal (or illegal) will automatically be referred to the appropriate law enforcement office.</p>	<p>Continuation of unmodified LEVEL I and II behavior(s):</p> <ul style="list-style-type: none"> <li>Bullying/Harassment (including, but not limited to sexual/cultural/ethnic)</li> <li>Fighting (simple)</li> <li>Leaving school without authority</li> <li>Minor theft</li> <li>Obscene language or gestures</li> <li>Possession of paraphernalia (drug or alcohol related)</li> <li>Threats to other students</li> <li>Throwing rocks, snowballs, or other harmful objects</li> <li>Use of chewing tobacco or smoking on school property</li> <li>Vandalism (minor)</li> </ul>	<p>The administrator initiates responses by investigating the infraction and conferring with staff on the extent of the consequences.</p> <p>The administrator meets with the student and confers with the parent/guardian about the student's misconduct and the resulting response.</p> <p>A record of offenses and disciplinary actions is maintained by the administrator.</p> <p>Restitution of property and damages are required through the student's own work wherever possible.</p>	<p>Alternative programming</p> <p>Charges under Pennsylvania Civil/Criminal Code</p> <p>Conference and/or hearing</p> <p>Counseling/Referral for Psychological Evaluation</p> <p>Expulsion</p> <p>Homebound instruction</p> <p>In-school suspension</p> <p>Out-of-school suspension</p> <p>Referral to District Justice</p> <p>Referral to MTSS Team</p> <p>SAP Referral</p> <p>Temporary removal from class</p> <p>Withdrawal of bus privileges</p>
<p>Level IV misconduct involves acts which result in violence to another's person or property or which pose a direct threat to the safety of others in the school.</p> <p>Acts which are clearly criminal and are so serious that they always require administrative actions will result in the immediate removal of the student from school, and will involve the intervention of law enforcement authorities and action by the Board of School Directors.</p> <p>The school superintendent shall report to the Department of Education all incidents relating to expulsions for possession of a weapon on school grounds, school-sponsored activities or public conveyances providing transportation to a school or school-sponsored activity. Reports shall include all information as required by the School Code.</p>	<p>Unmodified LEVEL I, II, or III behavior(s):</p> <ul style="list-style-type: none"> <li>Arson</li> <li>Assault/Battery</li> <li>Bomb threat or false alarm</li> <li>Deliberately threatening/striking a district employee</li> <li>Explicit threats/offensive actions (sexual/cultural/ethnic)</li> <li>Extortion</li> <li>Major theft/possession/sale of stolen property</li> <li>Possession/use/transfer of weapons or explosives (real or perceived) and/or conspiracy to deliver</li> <li>Possessing/furnishing/selling/using/under the influence of unauthorized substances (drugs/alcohol, real or perceived)</li> <li>Risking a catastrophe</li> <li>Vandalism (major)</li> </ul>	<p>The administrator verifies the offense, confers with the staff involved and meets with student.</p> <p>The student is immediately removed from the school environment. Parents are notified.</p> <p>School officials contact law enforcement agency and assist in prosecuting offender.</p> <p>A report is submitted to the superintendent for board action.</p> <p>Any student who is determined to have brought a weapon onto any school property, any school-sponsored activity or any public conveyance providing transportation to a school or a school-sponsored activity will be expelled for a period of not less than one (1) year, (Section 1317.2). Notwithstanding the forgoing, the superintendent may recommend discipline short of expulsion on a case by case basis.</p>	<p>Alternative school</p> <p>Charges under Pennsylvania Civil/Criminal Code</p> <p>Expulsion or other board action which results in appropriate placement</p> <p>Hearing</p> <p>In-school suspension</p> <p>Out-of-School Suspension</p> <p>Permanent withdrawal of bus privileges</p> <p>Referral for Psychological Treatment</p> <p>Referral to appropriate law enforcement agencies</p> <p>SAP Referral</p>